NORTH ORANGE COUNTY ROP

BOARD OF TRUSTEES
REGULAR MEETING

MINUTES

Board of Trustees Regular Meeting
February 10, 2021, 4:00 PM
The Board will conduct this meeting via teleconference pursuant to Executive Order N-29-20 and Government Code Section 54953.
Teleconference via Zoom
https://zoom.us/j/95951462669
Meeting ID: 959 5146 2669
One tap mobile
+16699006833,,95951462669# US (San Jose)
+13462487799,,95951462669# US (Houston)
Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 312 626 6799 US (Chicago)

Attendance Taken at 4:02 PM:

Present:
Ms. Marilyn Buchi, President
Ms. Karin Freeman, Vice President/Clerk
Ms. Gail Lyons
Mr. Al Jabbar
Dr. Chester Jeng
Ms. Meg Cutuli
Ms. Annemarie Randle-Trejo

Staff:
Superintendent: Dr. Terri Giamarino
Assistant Superintendent, Educational Services: Mr. Dana Lynch
Assistant Superintendent, Business Services: Dr. Michelle Owen
Parliamentarian: Ms. Jenifer Reddick

Staff:
Francisco Alonso, Lourdes Amador, Casey Beck, Christina Campbell-Probst, Antonio Carranza, Dr. Kenia Cueto, Brandon Currin, Jennifer Goodwin, Dr. Ligia Hallstrom, Wendy Jiacoma, Gail Kairis, Kathi Kent, Michael Le, Ken McCall, Minh Nguyen, Michele Schirmers, Sriindayani Segoro-Nguyen, Linda Skipper, Jenilee Umali, Tonia Watkins

Guests:
Brad Mason, Ed.D., Superintendent, Brea Olinda Unified School District
Brinda Leon, Assistant Superintendent, Human Resources, Brea Olinda Unified School District

Josh Porter, Ed.D., Principal, Brea Olinda High School
Adrienne Thomas, Assistant Principal, Brea Olinda High School

1. Open session/Call to Order

Minutes:
President Buchi opened the meeting to regular session at 4:02 p.m.

A. Flag Salute: Jen Reddick

2. Review of Agenda

A. Changes
B. Additions

Minutes: President Buchi presented an amended agenda with an addition to item 10.B.1. Training Agreements to use Community Classroom Facilities.

C. Deletions

3. * Adoption of Agenda
Motion Passed: Adopt amended agenda. Passed with a motion by Ms. Meg Cutuli and a second by Ms. Gail Lyons.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

4. Presentations/Recognitions

A. Recognition of Career Technical Education Month

Minutes:
Dr. Giamarino presented success stories shared from various NOCROP instructors and students in recognition of Career Technical Education Month.

Career and Technical Education Month, or CTE Month, is a public awareness campaign that takes place each February to celebrate the value of CTE and the achievements and accomplishments of CTE programs across the country.

B. Recognition of ROP 2022 Orange County Teacher of the Year Nominee

Minutes:
Ken McCall was announced as the North Orange County ROP 2022 Orange County Teacher of the Year. Mr. McCall is our Patient Care Pathway Instructor at Brea Olinda High School, where he has taught since 2005. Over the last fifteen years, he has distinguished himself in multiple capacities. First as an athletic trainer, then as a teacher, and at times after that, a life-saving hero. His students will agree with the following assessment: Mr. McCall is an incredible teacher who creates an engaging and nurturing learning environment. He ignites the spark for students to seek a career in sports medicine, kinesiology, and other health professions. He equips them with hands-on skills practice inside the classroom and at his side on the court and field as an athletic trainer. He exudes not only passion for what he teaches but also compassion for those whom he teaches. Creating a nurturing learning environment is fundamental to his success as a teacher. Ken is so deserving of this honor, and we're so proud of the profound impact he has made on the students and staff at Brea Olinda High School.

C. Recognition of ROP 2021 Employees of the Year

Minutes:
DR. FRANCISCO ALONSO

Dr. Alonso is our Engineering Design Pathway Instructor at Oxford Academy. Francisco is an ultimate professional whose dedication to his students drives him to go above and beyond expectations. Whether writing three new curriculum levels for his pathway or developing meaningful service-learning projects for his Skills USA CTSO chapter, he understands the importance of building strong relationships with students, staff, and parents.

ANTONIO CARRANZA

Mr. Carranza is our Systems Specialist at the ROP Education Center. Tony is often in high demand, solving our technology trials and tribulations. During this

pandemic, he has provided virtual tech support to many students and staff as we transformed all classes into a remote learning environment. He has efficiently processed and distributed hundreds of new computers this year and accepts all challenges with a "can-do" attitude.

JENNIFER GOODWIN

Ms. Goodwin is one of our two Patient Care Pathway Instructors at Savanna High School. In addition to teaching, Jenny has been a front-line medical professional during the pandemic. As a nurse, her deep sense of empathy compels her to be there for her patients, even if answering this call puts her in peril. Jenny's professional experience, solid work ethic, and bustling creativity have made her a stand-out teacher leader in both ROP and within the AUHSD community. Volunteering with AUHSD's COVID Outreach Program, she has been instrumental in providing safety information and resources to some of the hardest-hit neighborhoods. She has distinguished herself as an empowering teacher, local hero, medical expertise source, the voice of reason, and model servant leader.

JENIFER REDDICK

Jenifer Reddick is Executive Assistant II at the ROP Education Center. Formerly an Instructional Programs Administrative Assistant, she has been instrumental in helping our CTSO chapters, and advisors navigate the complicated process of registering students to attend, securing lodging for, and facilitating transportation to regional, state, and national leadership conferences. Thus, hundreds of students have been able to extend their learning beyond the classroom. She has worked diligently to support teachers to have the necessary equipment and supplies to be effective. Her previous work experience as a preschool program director has helped keep our five preschool programs, their facilities, teachers, and assistants compliant per regulations. It was no surprise that her optimistic world-view, willingness to serve, organizational skills, and dependability resulted in her recent promotion to Executive Assistant, where she now supports the Superintendent and Board of Trustees.

5. Closed Session

Quick Summary: There will be no items discussed in Closed Session.

Minutes: The Board did not go into closed session.

6. Reconvene Into Open Session

Quick Summary: Closed Session report.

Minutes: No report was given.

7. * Approval of Minutes

Quick Summary: Approve the minutes of the regular meeting of the Board of Trustees on January 13, 2021.

Motion Passed: Passed with a motion by Ms. Karin Freeman and a second by Ms. Meg Cutuli.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

8. Public Hearing

Quick Summary:

A. Request for Recognition

Quick Summary: This place on the agenda is reserved for public participation. North Orange County ROP encourages citizens to attend Board meetings and welcomes their views on topics relevant to the ROP.

Minutes: President Buchi opened the meeting to a public hearing at 4:59 p.m. There was no participation, so the public hearing was closed.

9. Superintendent's Report

Minutes: Ms. Giamarino shared that Dana Lynch has been selected as the 2021-2022 ACTE California Administrator of the Year.

A. The Superintendent may comment on activities of the ROP.

B. Communications

Quick Summary: There are no communications this month.

10. * Consent Calendar

Quick Summary: Routine items recommended by the administration and listed on the consent calendar are deemed to have been considered in full, and are acted on by the Board of Trustees in one motion as a single action item. Any item(s) a Board member requests removed from the consent calendar will be considered at a later time in the meeting.

Motion Passed: Passed with a motion by Ms. Meg Cutuli and a second by Mr. Al Jabbar.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

A. Administrative and Business Services

1. Ratify Balance Sheet and Income Statement and authorize total liabilities and fund balance in the amount of $19,379,875.78 and ending fund balance in the amount of $19,085,606.06.

Quick Summary: Financials Balance Sheet and Income Statement

2. Receive Cash Flow Report for the period ending January 27, 2021.

Quick Summary: Cash Flow Revenue and Expenditures

3. Receive the Student Body Fund Report for the period ending January 27, 2021.

Quick Summary: January 2021 Student Body Fund Balance Report

4. Ratify/approve check #00055628 through #00055674 in the amount of $742,753.54 as listed for the period of December 18, 2020, through January 27, 2021.

Quick Summary: December 2020 and January 2021 Checks

5. Ratify/approve the listed purchase orders in the amount of $260,053.15 for the period of December 18, 2020, through January 27, 2021.

Quick Summary: December 2020 and January 2021 Purchase Orders

6. Ratify/approve personnel employment related recommendations as presented.

Quick Summary: Personnel Recommendations

B. Educational Services

1. Authorize execution of new training agreements to use community classroom facilities for the 2020-2021 school year.

Quick Summary: Training Agreements to Use Community Classroom Facilities

C. General

1. Receive the monthly visibility report.
Quick Summary: Visibility Report

11. Action Items

A. Administrative and Business Services

1. *Approve 2021-2022 Budget Assumptions and budget planning calendar.

Quick Summary: 2021-2022 Budget Assumptions and Budget Calendar

Motion Passed: Approve 2021-2022 Budget Assumptions and budget planning calendar. Passed with a motion by Ms. Annemarie Randle-Trejo and a second by Ms. Karin Freeman.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

2. Receive the 2019-2020 Annual Financial and Compliance Audit.

Quick Summary: 2019-2020 Annual Financial and Compliance Audit

Motion Passed: Receive the 2019-2020 Annual Financial and Compliance Audit. Passed with a motion by Ms. Gail Lyons and a second by Mr. Al Jabbar.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman

Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

3. *Adopt Board Policy, Multiple Policies, second reading.

Quick Summary: Board Policy, Multiple Policies, second reading.

Motion Passed: Adopt the following Board Policies, second reading:
Board Policy 1312.3, Uniform Complaint Procedures,
Board Policy 4020, Nondiscrimination in Employment;
Board Policy 4119.1, 4219.1, 4319.1, Sexual Harassment;
Board Policy 5145.3, Nondiscrimination Sexual Harassment;
Board Policy 5145.7, Sexual Harassment.
Passed with a motion by Ms. Annemarie Randle-Trejo and a second by Mr. Al Jabbar.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

4. *Rescind Board Policy 3544, Records Retention and Disposition.

Quick Summary: Board Policy 3544, Records Retention and Disposition.

Motion Passed: Rescind Board Policy 3544, Records Retention and Disposition. Passed with a motion by Ms. Karin Freeman and a second by Mr. Al Jabbar.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

5. *Establish Board Policy 3580, District Records, first reading.

Quick Summary: Board Policy 3580, District Records

Motion Passed: Establish Board Policy 3580, District Records, first reading. Passed with a motion by Ms. Meg Cutuli and a second by Ms. Gail Lyons.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:

Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

6. *Establish Board Policy 3312, Contracts, first reading.

Quick Summary: Establish Board Policy 3312, Contracts, first reading.

Motion Passed: Establish Board Policy 3312, Contracts, first reading. Passed with a motion by Mr. Al Jabbar and a second by Ms. Meg Cutuli.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

B. Educational Services

Quick Summary:

1. * Approve School and Staff Calendars for 2021-2022.

Quick Summary: 2021-2022 School and Staff Calendar, Board Policy 6110

Motion Passed: Approve School and Staff Calendars for 2021-2022. Passed with a motion by Ms. Gail Lyons and a second by Ms. Meg Cutuli.

Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

2. * Approve a consulting agreement between North Orange County ROP and Dr. Delia E. Racines, at a cost not to exceed $4,000.

Quick Summary: Consulting Agreement with Delia E. Racines, Ph.D.

Motion Passed: Approve a consulting agreement between North Orange County ROP and Dr. Delia E. Racines, at a cost not to exceed $4,000. Passed with a motion by Ms. Karin Freeman and a second by Ms. Annemarie Randle-Trejo.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

3. * Approve a consulting agreement between North Orange County ROP and Steven Linthicum, to retain Steven Linthicum as trainer/coach with costs not to exceed $12,000.

Quick Summary: Consulting agreement with Steven Linthicum for consultant fees to include training and coaching of ROP Instructors.

Motion Passed: Approve a consulting agreement between North Orange County ROP and Steven Linthicum, to retain Steven Linthicum as trainer/coach with costs not to exceed $12,000. Passed with a motion by Ms. Annemarie Randle-Trejo and a second by Ms. Meg Cutuli.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

4. * Ratify/Approve a Memorandum of Understanding with University Lab Partners.

Quick Summary: Memorandum of Understanding between the North Orange County ROP (NOCROP) and University Lab Partners (ULP) for the Medical Innovation, Research and Entrepreneurship 8-week program.

Motion Passed: Ratify/Approve a Memorandum of Understanding with University Lab Partners. Passed with a motion by Ms. Meg Cutuli and a second by Mr. Al Jabbar.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli

Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

C. General

Quick Summary: There are no items in this section this month.

12. Reports

A. Board Report

Quick Summary: This section of the agenda is reserved for comments from members of the Board of Trustees.

1. **Conferences, workshops and meetings**
2. **ROP class visitations and activities**
3. **Participating district's activities**
4. **CSBA and OCSBA activities**

B. Superintendent's Report

13. Specific Dates to Remember

Quick Summary:
2/15/21 Holiday Washington's Day
3/10/21 Regular Board Meeting of the North Orange County ROP
Board of Trustees 4:00 p.m. Education Center
385 N. Muller Street Anaheim, CA 92801

14. * Adjournment

Quick Summary: Adjourn the Board of Trustees meeting.

Motion Passed: Passed with a motion by Ms. Karin Freeman and a second by Mr. Al Jabbar.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes: The meeting adjourned at 5:39 p.m.

Roll Call:
Ms. Randle-Trejo
Ms. Cutuli
Dr. Jeng
Mr. Jabbar
Ms. Lyons
Ms. Freeman
Ms. Buchi

Ayes: 7 Noes: 0 Abstain: 0 Absent: 0

Date Approved: March 10, 2021

Theresa M. Giamarino

Theresa M. Giamarino, Ed.D., Secretary
Board of Trustees

Marilyn Buchi

Marilyn Buchi, President
Board of Trustees