NORTH ORANGE COUNTY ROP

BOARD OF TRUSTEES REGULAR MEETING

MINUTES

Board of Trustees Regular Meeting
October 14, 2020, 5:00 PM
The Board will conduct this meeting via teleconference pursuant to Executive Order N-29-20 and Government Code Section 54953. Teleconference via GoToMeetings https://global.gotomeeting.com/join/626628925 You can also dial in using your phone. United States: +1 (408) 650-3123
Access Code: 626-628-925
Regular Session 5:00 P.M.
Closed Session Following Presentations/Recognitions

Attendance Taken at 5:05 PM:

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

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

Staff: Christina Campbell-Probst, Dr. Kenia Cueto, Dr. Ligia Hallstrom, Wendy Jiacoma, Gail Kairis, Kathi Kent, Michael Le, Dr. Michelle Owen, Linda Skipper, Jenilee Umali, Tonia Watkins

1. Open session/Call to Order
Minutes: President Randle-Trejo opened the meeting to regular session at 5:05 p.m.

A. Flag Salute: Jenifer Reddick
Minutes: Ms. Randle-Trejo requested a moment of silence in remembrance of Robert N. Hathaway, NOCROP Board Member from 1992-2018.

2. Review of Agenda
A. Changes
B. Additions
C. Deletions

3. * Adoption of Agenda
Motion Passed: Passed with a motion by Ms. Meg Cutuli and a second by Mr. Andy Montoya.

Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Meg Cutuli
Mr. Andy Montoya
Mr. Al Jabbar
Ms. Gail Lyons
Ms. Karin Freeman
Ms. Marilyn Buchi
Ms. Annemarie Randle-Trejo

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

4. Presentations/Recognitions
A. Educational Services Updates
Minutes:
Dana Lynch
Mr. Lynch reported that NOCROP has added 12 courses to the UC/CSU approved course list (103 total; 8 D-Science, 3 E-LOTE, 21 F-V&PA, 71 G-General Elective). One hundred percent of NOCROP's high school course offerings are UC/CSU approved.

Trident Education Center reopened to VN Students on Monday, October 12th. The classrooms comply with the OCHCA and CDC COVID-19 safety and screening guidelines. The VN and Dental students have been broken up into small cohort groups of 10 or less for in-person skills assessment. Theory classes will continue to be offered via distance learning.

Seventy-five teacher laptops have been purchased, configured, and distributed.

CTEIG Round 6 application was submitted last month and the results should be revealed in November. Two other applications are due this Friday. NOCROP is again partnering with Fullerton School District and OCDE. Each is writing an application focusing on increasing CTE experiences for elementary, middle, and junior high students.

The CTEIG Round 5 allocation funds (approximately $368,000) will be used to the fullest by upgrading Mac Labs and Chromebooks at Brea, Buena Park, Katella,

Magnolia, Sunny Hills, and Valencia High School; also purchasing a PC laptop lab for industry certification testing at the ROP Ed Center.

With the Round 2 K12 SWP allocation, current plans are to expend nearly $1.7 million to further the various initiatives that were written to and are permitted to use these funds for, including, but not limited to: creating two new Biotechnology Pathways (at Anaheim and Los Alamitos High Schools); offering a regional Cybersecurity pathway; adding electric vehicle education kits in our six Systems Diagnostics, Service, and Repair Pathway programs (Buena Park, Katella, La Habra, Loara, Savanna, and Sunny Hills High Schools); upgrading equipment in our ten Food Service and Hospitality Pathway programs (Anaheim, Buena Park, El Camino Real, Esperanza, Gilbert, La Habra, Savanna, Sonora, Valencia, Western, and Yorba Linda High Schools); providing teacher training targeting supporting the needs of English learners and students with special needs; promoting and increasing industry certifications and work-based learning experiences through certification testing and Career Pathway Internships; and much more.

Mr. Lynch announced that Dr. Terri Giamarino has been selected as the ACSA Region 17 “2020 Tracy Gaffey Award/ Administrator of the Year.” This award was created in memory and spirit of Mr. Tracy Gaffey, a former administrator who served as a consultant for ACSA Region 17. Dr. Giamarino was nominated and selected as the recipient of this award for demonstrating excellence through the guidance and mentoring of administrators in their personal and professional growth journey.

Dr. Ligia Hallstrom

Dr. Hallstrom reported that the Adult Education Program will apply to join the state Eligible Training Provider List. The list can provide valuable exposure to and free marketing for NOCROP Adult Education apprenticeship program. The individuals most likely to visit the online ETP list are job seekers looking for training to get a good job. The ETP list also provides a new opportunity to work with workforce programs in the local area that can refer screened, qualified candidates to apply for the Adult Education Program. California’s ETPL provides customer-focused employment training resources for adults and dislocated workers. The list includes qualified training providers who offer a wide range of educational programs. Students will be able to locate North Orange County ROP’s programs as eligible for the Work Innovation and Opportunity Act (WIOA) funding. This will support NOCROP’s efforts in helping to remove the financial barrier some students face when attending the training programs.

A new Multi-Tiered System of Support (MTSS) will act as a framework to align all our training programs with universal initiatives, supports, and resources in the areas of academics, attendance, and student conduct. It will focus on how students can be supported by the counseling department, inside the classroom, and outside the classroom. This framework will provide data to assist in making decisions as it

relates to the areas of support that students need and the effectiveness of the support systems. Smarthinking is one tool that will be utilized in academic support for students outside of the classroom. This is an online tutoring resource that students can access 24/7.

Dr. Hallstrom shared that NOCROP is currently in the process of applying to become an approved educational institution for Veteran's education benefits. These benefits help qualifying Veterans and their family members get financial aid to cover all or some of the costs for school or training. Examples of eligible students would be active-duty service members, veterans, members of the National Guard or reserves, and qualified survivors or dependents. Eligible students can receive funding to cover the costs of tuition, housing and books.

Linda Skipper
Ms. Skipper reported that at El Dorado High School, students in the Design, Visual & Media Arts Pathway are using the application "Photopea" to complete design assignments on their Chromebooks. Game Art & Design students are learning how to apply the gaming conventions by evaluating games and creating their first games using playing cards or using an online program. At Valencia High School, Photography students are using Pixlr to edit images. Instructor Casey Riggs is using Loom, which captures your screen, voice, and face, to record his guided practice lessons.

At Esperanza High School, students in the Medical Sciences
Academy studied the Spanish Influenza of 1918 and compared/contrasted it to COVID-19. They demonstrated knowledge in a debate format. At both Valencia High School and Brea Olinda High School, BITA students are learning to use AutoCAD/OnShape Design.

Ms. Skipper described how Work-based Learning is adapting at this time. CVE students are those who are currently employed and enrolled in a course of related instruction. Education Pathway students at Valencia & Esperanza High Schools are preparing for virtual WBL. Students will be observing Zoom classes.

NOCROP Regional classes will return to in-person instruction based on the date and model being implemented by the district where the classes are being held.

Ms. Skipper noted that it is Disability Awareness Month and the 30th Anniversary of the Americans with Disabilities Act. She went on to share that the WorkAbility Job Placement Specialists are continuing to work with students on workplace readiness to make sure everyone is prepared and ready to work when we are able to place students. In Fullerton Joint Union High School District, workshops are happening through Zoom classes. In Placentia Yorba Linda and Brea Olinda School Districts, Google Classroom is available for asynchronous workshops.

Gail Kairis
Ms. Kairis reported that the Western Dance students created a virtual performance of "Hamilton" on-line. All Dance classes participated using a medley of songs from the show. Each level of dance learned different sections and songs. Students learned choreography from instructional videos on asynchronous days and then during synchronous classes, Ms. Eisenbrey worked with them to clarify and improve their movement and technique. Students submitted rehearsal videos and then final performance videos in costume. Mrs. Eisenbrey then took all the footage that was submitted and put it all together to create the completed project.

Kathi Kent
Ms. Kent reported that Fullerton Joint Union High School District is preparing for the transition to a hybrid schedule beginning November 2. Los Alamitos Unified School District already began the hybrid schedule. HOSA and SkillsUSA chapters will attend their Fall Leadership Conferences virtually. The partnership with University Lab Partners has grown from a field trip excursion last school year to an extended 9 week Medical Intervention Research Entrepreneurship program. Two NOCROP instructors and two instructors from College and Career Advantage, South County's Career Technical Education provider, are teaching the courses. Fifty-eight NOCROP students are participating from all 5 partner districts. A student from Oxford Academy was granted a paid internship with University Lab Partners, after winning a scholarship over the summer.

5. Closed Session
Minutes: The Board went into closed session at 6:04 p.m.

A. To consider matters pursuant to Government Code Section 54957.6
Quick Summary: Conference with Dr. Terri Giamarino, Superintendent, and Dr. Michelle Owen, Director of Fiscal Services

6. Reconvene Into Open Session
Quick Summary: Closed Session report.

Minutes:
The Board reconvened at 7:05 p.m. No report was given.

7. * Approval of Minutes
Quick Summary: Approve the minutes of the regular meeting of the Board of Trustees on September 9, 2020.

Motion Passed: Passed with a motion by Ms. Marilyn Buchi and a second by Mr. Andy Montoya.

Yes	Ms. Marilyn Buchi
Absent	Ms. Meg Cutuli (lost connection)
Yes	Ms. Karin Freeman
Yes	Mr. Al Jabbar

Yes	Ms. Gail Lyons
Yes	Mr. Andy Montoya
Yes	Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Meg Cutuli (lost connection)
Mr. Andy Montoya
Mr. Al Jabbar
Ms. Gail Lyons
Ms. Karin Freeman
Ms. Marilyn Buchi
Ms. Annemarie Randle-Trejo

Ayes: 6 Noes: 0 Abstain: 0 Absent: 1

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 Randle-Trejo opened the meeting to a public hearing at 7:10 p.m. There was no participation, so the public hearing was closed.

9. Superintendent's Report
Minutes:
Dr. Giamarino reported that NOCROP is creating a COVID 19 Dashboard that will be accessible on the organization website. The OCHCA made a recommendation to do so in order to provide transparency. Its purpose is to communicate any positive cases that arise to parents and families.

She also shared that NOCROP received the PPE allocation today from CDE. The NOCROP COVID Task Force is developing a plan to distribute the PPE to the instructors and sites.

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. Andy Montoya.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Meg Cutuli
Mr. Andy Montoya
Mr. Al Jabbar
Ms. Gail Lyons
Ms. Karin Freeman
Ms. Marilyn Buchi
Ms. Annemarie Randle-Trejo

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 $16,881,337.76, and ending fund balance in the amount of $16,793,841.74.
Quick Summary: Financials Balance Sheet and Income Statement

2. Receive Cash Flow Report for the period ending September 30, 2020.
Quick Summary: Cash Flow Revenue and Expenditures

3. Receive the Student Body Fund Report for the period ending September 30, 2020.
Quick Summary: September 2020 Student Body Fund Balance Report

4. Ratify/approve check #00055402 through #00055462 in the amount of $449,486.78 as listed for the period of August 29, 2020, through September 30, 2020.

Quick Summary: August and September 2020 Checks

5. Ratify/approve the listed purchase orders in the amount of $126,723.68 for the period of August 29, 2020, through September 30, 2020.
Quick Summary: August and September 2020 Purchase Orders

6. Ratify/approve personnel employment related recommendations as presented.
Quick Summary: Personnel Recommendations

7. Ratify/approve the above referenced agreements with the Associated Builders and Contractors of Southern California, Inc. Merit Training Trust Fund, the California Fire Fighter Joint Apprenticeship Committee, the Plaster Tenders Apprenticeship and Training Trust for Southern California, the Southern California Plastering Institute Apprenticeship Trust and Joint Apprenticeship Committee, and the Southern California Sheet Metal Joint Apprenticeship Training Committee for the period of July 1, 2020, through June 30, 2021.
Quick Summary: Apprenticeship Agreements

8. Ratify/approve the above referenced agreement with the Associated Builders and Contractors of Southern California, Inc. for the period of July 1, 2020, through June 30, 2021.
Quick Summary: Electrician Certification Program Training Agreement

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 the Adult Fee-Based Nurse Assistant Certificated Salary Schedule.
Quick Summary: Adult Fee-Based Nurse Assistant Pay Structure

Motion Passed: Approve the Adult Fee-Based Nurse Assistant Certificated Salary Schedule. 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 Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Meg Cutuli
Mr. Andy Montoya
Mr. Al Jabbar
Ms. Gail Lyons
Ms. Karin Freeman
Ms. Marilyn Buchi
Ms. Annemarie Randle-Trejo

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

B. Educational Services
Quick Summary:

1. * Approve Smarthinking Service Agreement from November 1, 2020 October 31, 2022.
Quick Summary: Tutoring services and academic support for the Adult Career-Education Program

Motion Passed: Approve Smarthinking Service Agreement from November 1, 2020 October 31, 2022. Passed with a motion by Mr. Andy Montoya and a second by Ms. Meg Cutuli.
Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar
Yes Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Meg Cutuli
Mr. Andy Montoya
Mr. Al Jabbar
Ms. Gail Lyons
Ms. Karin Freeman
Ms. Marilyn Buchi
Ms. Annemarie Randle-Trejo

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

2. ** Adopt Resolution 2020-09 authorizing approval signatures.
Quick Summary: Resolution 2020-09 California Eligible Training Provider List (ETPL) Authorization of Signatures.

Motion Passed: Adopt Resolution 2020-09 authorizing approval signatures. 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 Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Meg Cutuli
Mr. Andy Montoya
Mr. Al Jabbar
Ms. Gail Lyons
Ms. Karin Freeman
Ms. Marilyn Buchi
Ms. Annemarie Randle-Trejo

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

C. General
Quick Summary:

1. **Adopt Resolution 2020-10 of the Board of Trustees of the North Orange County Regional Occupational Program adopting a Conflict-of-Interest Code which supersedes all prior Conflict-of-Interest Codes and Amendments previously adopted.
Quick Summary: Resolution 2020-10, of the Board of Trustees of the North Orange County Regional Occupational Program adopting a Conflict-of-Interest Code which supersedes all prior Conflict-of-Interest Codes and Amendments previously adopted.

Motion Passed: Adopt resolution 2020-10, of the Board of Trustees of the North Orange County Regional Occupational Program adopting a Conflict-of-Interest Code which supersedes all prior Conflict-of-Interest Codes and Amendments previously adopted. 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 Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

Minutes:
Roll Call:
Ms. Meg Cutuli
Mr. Andy Montoya
Mr. Al Jabbar
Ms. Gail Lyons
Ms. Karin Freeman
Ms. Marilyn Buchi
Ms. Annemarie Randle-Trejo

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

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:

11/4/20	Regular Board Meeting of the North Orange County ROP Board of Trustees 4:00 p.m. 385 N. Muller St., Anaheim, CA 92801
11/11/20	HOLIDAY - Veterans Day
11/23-27/20	HOLIDAY - Thanksgiving (Offices Closed)

14. * Adjournment

Quick Summary: Adjourn the Board of Trustees meeting.

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 Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

Minutes:
The meeting adjourned at 7:47 p.m.
Roll Call:
Ms. Meg Cutuli
Mr. Andy Montoya
Mr. Al Jabbar
Ms. Gail Lyons
Ms. Karin Freeman
Ms. Marilyn Buchi
Ms. Annemarie Randle-Trejo

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

Date Approved: November 4, 2020

Theresa M. Giamarino

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

Annemarie Randle-Trejo, President
Board of Trustees