NORTH ORANGE COUNTY ROP

BOARD OF TRUSTEES
REGULAR MEETING

MINUTES

Board of Trustees Regular Meeting
May 13, 2020, 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 GoToMeetings
https://global.gotomeeting.com/join/594567533 or call: +1 (312) 757-3121
Access Code: 594-567-533

Regular Session 4:00 P.M.
Closed Session Following Presentations/Recognitions

Attendance Taken at 4:00 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:	Mr. Dana Lynch
Parliamentarian:	Ms. Sandy Lane

Staff: Casey Beck, Christina Campbell-Probst, Kenia Cueto, Ph.D., Wendy Jiacoma, Gail Kairis, Kathi Kent, Michael Le, Michelle Owen, Ed.D., Jennifer Prado, Jenifer Reddick, Lupe Rodriguez, Michele Schirmers, Sriindayani Segoro-Nguyen, Linda Skipper, Jenilee Umali, Tonia Watkins.

1. Open session/Call to Order

Minutes:
President Randle-Trejo opened the meeting to regular session at 4:12 p.m.

A. Flag Salute: Sandy Lane

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

4. Presentations/Recognitions

Quick Summary:
There will be no presentations or recognitions this month.

5. Closed Session

Minutes:
The Board moved Closed Session to go after Specific Dates to Remember.

A. To consider matters pursuant to Government Code Section 54957

Quick Summary:
Public Employment (Superintendent Contract)

6. Reconvene Into Open Session

Quick Summary:
Closed Session was moved to after Specific Dates to Remember.

7. * Approval of Minutes

Quick Summary:
Approve the minutes of the regular meeting of the Board of Trustees on April 8, 2020.

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

8. Public Hearing

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.

A. Request for Recognition

Minutes:
President Randle-Trejo opened the meeting to a public hearing at 4:17 p.m. There was no participation, so the public hearing was closed.

9. Superintendent's Report

Minutes:
Dr. Giamarino shared with the Board Members that the Leadership Team personally delivered over 130 goody bags to the entire ROP staff during Staff Appreciation Week. The goody bags were assembled by Assistant Superintendent Dana Lynch and his family, and contained ROP branded essential office supplies for staff to use at home. Dr. Giamarino thanked the Lynch family and the Leadership team for their hard work.

Dr. Giamarino informed the Board that North Orange County ROP will be conducting Summer School. She noted that summer school would be conducted through distance-learning, and students and parents were contacted with information regarding their particular course.

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 Mr. Al Jabbar and a second by Ms. Karin Freeman.
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

A. Administrative and Business Services

1. Ratify Balance Sheet and Income Statement and authorize total liabilities and fund balance in the amount of $15,546,928.14, and ending fund balance in the amount of $15,536,255.91 for the period ending April 30, 2020.

Quick Summary:
Financials Balance Sheet and Income Statement

2. Receive Cash Flow Report for the period ending April 30, 2020.

Quick Summary:
Cash Flow Revenue and Expenditures

3. Receive the Student Body Fund Report for the period ending April 30, 2020.

Quick Summary:
April 2020 Student Body Fund Balance Report

4. Ratify/approve check #00054960 through #00055087 in the amount of $661,762.60 as listed for the period of March 26, 2020, through April 30, 2020.

Quick Summary:
March and April 2020 Checks

5. Ratify/approve the listed purchase orders in the amount of $282,353.99 for the period of March 26, 2020, through April 30, 2020.

Quick Summary:
March and April 2020 Purchase Orders

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

Quick Summary:
Personnel Recommendations

7. Approve the contract renewal with Frontline Education for the online absence and substitute management system for the period of July 1, 2020, through June 30, 2021, at the annual cost of $9,065.11.

Quick Summary:
Frontline Education Contract Renewal

8. Ratify/approve Actuarial Consulting Services Agreement with Total Compensation Services, Inc. (TCS) to provide full and roll-forward actuarial services effective May 1, 2020.

Quick Summary:
Actuarial Consulting Services with Total Compensation Systems, Inc.

B. Educational Services

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

C. General

1. Receive the monthly visibility report.

Quick Summary:
Visibility Report

2. Approve the legal fee schedule with Margaret A. Chidester & Associates for legal services effective July 1, 2019.

Quick Summary:
Retainer Agreement for Law Offices of Margaret A. Chidester & Associates for the 2020-2021 School Year.

11. Action Items

A. Administrative and Business Services

1. * Approve the revision to the 15-year lease with the County of Orange at 1920 W. Corporate Way, Anaheim, and a portion of 475 N. Muller Street, Anaheim, from Commencement Date, 2020, through Commencement Date, 2035.

Quick Summary:
Revision to Facility Lease with County of Orange Probation Department

Motion Passed: Approve the revision to the 15-year lease with the County of Orange at 1920 W. Corporate Way, Anaheim, and a portion of 475 N. Muller Street, Anaheim, from Commencement Date, 2020, through Commencement Date, 2035. Passed with a motion by Mr. Andy Montoya and a second by Ms. Marilyn Buchi.
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

2. Study Session for 2020-2021 Preliminary Budget - Oral Report.

3. * Approve the Merchant Agreement with Electronic Merchant Systems (DBA PaymentCloud Inc.)

Quick Summary:
Merchant Agreement with Electronic Merchant Systems (DBA PaymentCloud Inc.)

Motion Passed: Approve the Merchant Agreement with Electronic Merchant Systems (DBA PaymentCloud Inc.). 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

B. Educational Services

1. * Ratify/Approve an addendum to Memorandum of Understanding with North Orange County Regional Consortium for Adult Education to increase to $322,236, expiring on June 30, 2021.

Quick Summary:
Addendum to Memorandum of Understanding between the North Orange County Regional Consortium for Adult Education (NOCRC) and North Orange County ROP (NOCROP) for the NOCRC, CAEP, CTE/IBEST Workgroup Approved Proposal of the 2020-21 CTE Workgroup, Data Collection and Accountability Strategy.

Motion Passed: Ratify/Approve an addendum to Memorandum of Understanding with North Orange County Regional Consortium for Adult Education to increase to $322,236, expiring on June 30, 2021. Passed with a motion by Ms. Karin Freeman 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

2. * Ratify/Approve an addendum to Memorandum of Understanding with North Orange County Regional Consortium for Adult Education to increase to $757,270, expiring on June 30, 2021.

Quick Summary:
Addendum to Memorandum of Understanding between the North Orange County Regional Consortium for Adult Education (NOCRC) and North Orange County ROP (NOCROP) for the NOCRC, CAEP, CTE/IBEST Workgroup Approved Proposal of the 2020-21 CTE Workgroup, CTE Outreach, Pathways, Program Development, Student Support & Workforce Strategy.

Motion Passed: Ratify/Approve an addendum to Memorandum of Understanding with North Orange County Regional Consortium for Adult Education to increase to $757,270, expiring on June 30, 2021. Passed with a motion by Ms. Marilyn Buchi 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

3. * Grant Sub-Agreement between Rancho Santiago Community College District and North Orange County ROP period of March 1, 2020, through December 31, 2020, not to exceed the amount of $125,000.

Quick Summary:
Grant Sub-agreement between North Orange County ROP and Rancho Santiago Community College District (RSCCD) for the Strong Workforce Program K12 Pathway Grant.

Motion Passed: Grant Sub-Agreement between Rancho Santiago Community College District and North Orange County ROP period of March 1, 2020, through December 31, 2020, not to exceed the amount of $125,000. Passed with a motion by Ms. Marilyn Buchi 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

4. * Approve Board Policy 4111, 4211, 4311, Recruitment and Selection, second reading.

Quick Summary:
Approve Board Policy 4111, 4211, 4311, Recruitment and Selection

Motion Passed: Approve Board Policy 4111, 4211, 4311, Recruitment and Selection, second reading. Passed with a motion by Ms. Karin Freeman 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

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:

5/25/20	Holiday – Memorial Day
6/3/20	**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. Closed Session

A. To consider matters pursuant to Government Code Section 54957

Quick Summary:
Public Employment (Superintendent Contract)

Minutes:
The Board went into Closed Session at 5:40 p.m. The Board reconvened into Open Session at 6:32 p.m. No report was given.

15. * Adjournment

Quick Summary:
Adjourn the Board of Trustees 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 Mr. Al Jabbar
Yes Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

Minutes:
The meeting adjourned at 6:33 p.m.

Date Approved: 6-3-20

Theresa M. Giamarino

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

Annemarie Randle-Trejo

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Annemarie Randle-Trejo, President
Board of Trustees