NORTH ORANGE COUNTY ROP

BOARD OF TRUSTEES
REGULAR MEETING

MINUTES

Board of Trustees Regular Meeting
June 05, 2019, 4:00 PM
Board Room, 385 N Muller St.
Anaheim, CA 92801
Regular Session 4:00 P.M.
Closed Session Following Presentations/Recognitions

Attendance Taken at 4:00 PM:

Present:
Ms. Meg Cutuli, President
Ms. Annemarie Randle-Trejo, Vice-President/Clerk
Ms. Marilyn Buchi, Member
Ms. Karin Freeman, Member
Ms. Gail Lyons, Member
Mr. Al Jabbar, Member (Mr. Al Jabbar arrived at 4:14 p.m.)
Mr. Andrew Montoya, Member

Staff:
Superintendent: Dr. Terri Giamarino
Assistant Superintendent: Mr. Dana Lynch
Parliamentarian: Ms. Sandy Lane

Staff: Joshua Behnke, Christina Campbell, Kenia Cueto, Ph.D., Wendy Jiacoma, Gail Kairis, Kathi Kent, Michael Le, Nicole Miller, Jennifer Prado, Lupe Rodriguez, Michele Schirmers, Yani Segoro-Nguyen, Jenilee Umali, Tonia Watkins.

Guest: Michelle Owen, Ed.D.

Updated Attendance:
Mr. Al Jabbar was updated to absent at: 4:00 PM
Mr. Al Jabbar was updated to present at: 4:15 PM

1. Open session/Call to Order

Minutes:
President Cutuli opened the meeting to regular session at 4:01 p.m.

A. Flag Salute: Kenia Cueto, Ph.D.

2. Review of Agenda

A. Changes

Minutes:
10.A.6. **Ratify/approve personnel employment related recommendations as presented** was pulled for discussion.

11.C.5. **Ratify/approve the Joint Powers Agreement with Anaheim Union High School District, Brea Olinda Unified School District, Fullerton Joint Union High School District, Los Alamitos Unified School District, and Placentia-Yorba Linda Unified School District effective May 20, 2019,** was pulled for discussion.

B. Additions

Minutes:
10.B.6. **Approve a Memorandum of Understanding with North Orange County Regional Consortium for Adult Education** was added to the agenda to seek immediate approval for a contract effective June 5, 2019.

A new attachment was provided to the Board Members with rationale as follows:

This Memorandum of Understanding shall stand as evidence that NOCROP and NOCRC intend to work together toward the mutual goal of executing the strategies of the NOCRC for the California Adult Education Program (CAEP) to improve the delivery of adult education in the region. To this end, both entities agree to coordinate services accordingly.

NOCRC CAEP, CTE/IBEST Combined Workgroup Approved Strategy: NOCRC CAEP will fund the Nursing Pathway Classroom Expansion, Multiple Pathway Expansion, Patient Care Pathway Classroom Expansion and Student Career Learning Center not to exceed $50,000, ROP will fund initially and invoice NOCRC CAEP for reimbursement.

This agreement will be in effect June 5, 2019 – June 30, 2019.

The Brown Act was read as follows: Items not appearing on regular meeting agenda

Government Code 54954.2 states that, except in the certain specified instances described below, no action or discussion may be undertaken on any item not appearing on the posted agenda. Because no prior notice would be provided to the public under these unusual circumstances, a board must take care to fully comply with all conditions for any such action.

In all cases in which a board desires to act on a matter that is not on the regular meeting agenda, pursuant to Government Code 54954.2, a board must first publicly identify the new item prior to any discussion. The board must state publicly what would be a legally sufficient description of the new item. Then, in the following instances and under the following conditions, the board may take action on items of business not posted on the agenda:

"Upon determination by a two-thirds vote of the board members present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of ROP after the agenda was posted."

C. Deletions

3. * Adoption of Agenda

Motion Passed: Passed with a motion by Ms. Karin Freeman and a second by Mr. Andy Montoya.

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

4. Presentations/Recognitions

Quick Summary:
Dr. Giamarino introduced Michelle Owen, Ed.D., our new Director, Fiscal Services. Dr. Owen will begin July 1, 2019.

5. Closed Session

Minutes:
President Cutuli moved Closed Session to the end of the Board Meeting.

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 report.

Minutes:
The report will be given at the end of the Board Meeting.

7. * Approval of Minutes

Quick Summary:
Approve the minutes of the regular meeting of the Board of Trustees on May 8, 2019.

Motion Passed: 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
Absent:	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 Cutuli opened the meeting to a public hearing at 4:09 p.m. There was no participation, so the public hearing was closed.

9. Superintendent's Report

Minutes:
Ms. Giamarino shared with the Board Members contents in their folders which included an invitation to the 9th Annual Staff Appreciation Luncheon on June 14, 2019. She thanked the Board members for their participation in the Celebration of Success.

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 $18,552,481.39, and ending fund balance in the amount of $18,530,269.07.

Quick Summary:
Financials Balance Sheet and Income Statement

2. Receive Cash Flow Report for the period ending May 17, 2019.

Quick Summary:
Cash Flow Revenue and Expenditures

3. Receive the Student Body Fund Report for the period ending May 16, 2019.

Quick Summary:
May 2019 Student Body Fund Balance Report

4. Ratify/approve check #00053821 through #00053935 in the amount of $366,896.61 as listed for the period of April 24, 2019, through May 16, 2019.

Quick Summary:
April and May 2019 Checks

5. Ratify/approve the listed purchase orders in the amount of $112,937.47 for the period of April 24, 2019, through May 16, 2019, and open purchase orders in the amount of $2,888,749.16 starting July 1, 2019.

Quick Summary:
Purchase Orders

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

Quick Summary:
Personnel Recommendations

Minutes:
The correction was made to Michelle Owen's salary, reflecting her salary as $10,042.33 *monthly.*

7. Approve the continuance of contracts as listed for the period of July 1, 2019, through June 30, 2020.

Quick Summary:
Continuance of Contracts

8. Approve the renewal of the Business Consulting Services Agreement to provide services as needed for the period of July 1, 2019, through June 30, 2020, not to exceed $25,500.

Quick Summary:
Renewal of Business Consulting Services Agreement

9. Approve the contract renewal with Frontline Education for the online absence and substitute management system for the period of July 1, 2019, through June 30, 2020, at the annual cost of $8,645.79.

Quick Summary:
Frontline Education Contract Renewal

10. Approve the service agreement with TLC Auctions for the period of July 1, 2019, through June 30, 2020.

Quick Summary:
Renewal of Service Agreement with TLC Auctions

11. Ratify/approve the 403(b) Plan Adoption Agreement with SchoolsFirst Plan Administration, LLC, with a restatement effective date of January 1, 2010.

Quick Summary:
403(b) Plan Adoption Agreement Restatement with SchoolsFirst Plan Administration, LLC

12. Approve the revised Management Salary Schedule.

Quick Summary:
Management Salary Schedule Revision

B. Educational Services

1. Authorize execution of new training agreements to use community classroom facilities for the 2018-2019 school year.

Quick Summary:
Training Agreements to Use Community Classroom Facilities

2. Approve the extended field trip for Educators Rising students to attend the Educators Rising National Conference in Dallas, Texas on June 22, - June 25, 2019, at an approximate cost to ROP of $1,982.

Quick Summary:
Extended Field Trip to attend 2019 Educators Rising National Conference in Dallas, Texas.

3. Approve the extended field trip for SkillsUSA students to attend the SkillsUSA 55th Annual National Leadership and Skills Conference in Louisville, Kentucky on June 24 - June 29, 2019, at an approximate cost to ROP of $2,548.15.

Quick Summary:
Extended Field Trip to attend SkillsUSA 55th Annual National Leadership and Skills Conference in Louisville, Kentucky.

4. Ratify/Approve a Memorandum of Understanding with North Orange County Regional Consortium for Adult Education.

Quick Summary:
Memorandum of Understanding between the North Orange County Regional Consortium for Adult Education (NOCRC) and North Orange County ROP (NOCROP).

5. Approve the consulting agreement with Perry Secor, M.D., to provide special services as needed from July 1, 2019, to June 30, 2020.

Quick Summary:
Consulting Agreement with Perry Secor, M.D.

C. General

1. Receive the monthly visibility report.

Quick Summary:
Visibility Report

2. Approve the continuance of organizational memberships for the period of July 1, 2019, through June 30, 2020, at an approximate cost of $13,800.

Quick Summary:
Organizational Memberships

11. Action Items

A. Administrative and Business Services

1. 2019-2020 Budget Presentation

1. ** Adopt the 2019-2020 Budget and authorize the superintendent/designee to forward the Budget to the Orange County Department of Education for approval.

Quick Summary:
The 2019-2020 Budget

Motion Passed: Adopt the 2019-2020 Budget and authorize the superintendent/designee to forward the Budget to the Orange County Department of Education for approval. 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 Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

2. * Approve the 2019-2020 through 2021-2022 ROP Career Guidance Specialist Support Services Agreement with Anaheim Union High School District, Brea Olinda Unified School District, Fullerton Joint Union High School District, Los Alamitos Unified School District, and Placentia-Yorba Linda Unified School District.

Quick Summary:
2019-2020 through 2021-2022 ROP Career Guidance Specialist Support Services Agreements

Motion Passed: Approve the 2019-2020 through 2021-2022 ROP Career Guidance Specialist Support Services Agreement with Anaheim Union High School District, Brea Olinda Unified School District, Fullerton Joint Union High School District, Los Alamitos Unified School District, and Placentia-Yorba Linda Unified School District. 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

B. Educational Services

1. * Approve the Action Plan.

Quick Summary:
Western Association of Schools and Colleges Action Plan (WASC)

Motion Passed: Approve the WASC Action Plan. Passed with a motion by Ms. Marilyn Buchi 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

C. General

1. * Adopt Board Policy 4040, Employee Use of Technology, second reading.

Quick Summary:
Board Policy 4040, Employee Use of Technology

Motion Passed: Adopt Board Policy 4040, Employee Use of Technology, second reading. 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 Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

2. * Adopt Board Policy 4119.21, BP 4219.21, BP 4319.21, Professional Standards (formerly Code of Ethics), second reading.

Quick Summary:
Board Policy 4119.21, BP 4219.21, BP 4319.21, Professional Standards (formerly Code of Ethics).

Motion Passed: Adopt Board Policy 4119.21, BP 4219.21, BP 4319.21, Professional Standards (formerly Code of Ethics), second reading. 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

3. * Adopt Board Policy 4119.23, BP 4219.23, BP 4319.23, Unauthorized Release of Confidential/ Privileged Information, second reading.

Quick Summary:
Board Policy 4119.23, BP 4219.23, BP 4319.23, Unauthorized Release of Confidential/ Privileged Information.

Motion Passed: Adopt Board Policy 4119.23, BP 4219.23, BP 4319.23, Unauthorized Release of Confidential/ Privileged Information, second reading. 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 Ms. Gail Lyons
Yes Mr. Andy Montoya
Yes Ms. Annemarie Randle-Trejo

4. ** Adopt resolution 2019-04, 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 2019-04, 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 2019-04, 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 Mr. Al Jabbar 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

5. * Ratify/approve the Joint Powers Agreement with Anaheim Union High School District, Brea Olinda Unified School District, Fullerton Joint Union High School District, Los Alamitos Unified School District, and Placentia-Yorba Linda Unified School District effective May 20, 2019.

Quick Summary:
Joint Powers Agreement

Motion Passed: Ratify/approve the Joint Powers Agreement with Anaheim Union High School District, Brea Olinda Unified School District, Fullerton Joint Union High School District, Los Alamitos Unified School District, and Placentia-Yorba Linda Unified School District effective May 20, 2019 (with the changes indicated in the minutes). Passed with a motion by Ms. Annemarie Randle-Trejo 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

Minutes:
Revised attachments were provided to the Board Members to reflect changes in the effective date from May 20, 2019, to *July 1, 2019.* Page 5 reflected a change in which a sentence was added: *"All districts will be notified of changes to the section count of each district by March 15."*

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:

6/14/19	Staff Appreciation Luncheon 11:30 a.m. – 1:00 p.m. Education Center – Conference Center 385 N. Muller Street Anaheim, CA 92801
7/4/19	Holiday – 4th of July
7/10/19	**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**
7/23/19	New Teacher Welcome Breakfast 8:00 a.m. Education Center 385 N. Muller Street Anaheim, CA 92801
8/1/19	ROP Back-to-School Inservice 8:00 a.m. Education Center 385 N. Muller Street Anaheim, CA 92801

14. Closed Session

Minutes:
The Board went into closed session at 5:11 p.m.

A. To consider matters pursuant to Government Code Section Code 54957

Quick Summary:
The Board reconvened at 6:26 p.m. Regarding Public Employment (Superintendent Contract) – no action was taken.

15. * Adjournment

Quick Summary:
Adjourn the Board of Trustees meeting.

Minutes:
The meeting adjourned at 6:26 p.m.

Date Approved: _____

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

_____
Meg Cutuli, President
Board of Trustees