



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM
Innovate • Educate • Inspire

BOARD OF TRUSTEES
AGENDA

January 19, 2023

9:00 a.m. Closed Session

9:30 a.m. Open Session

Participating School Districts: Huntington Beach Union / Irvine / Newport-Mesa / Saddleback Valley / Tustin Unified

Board of Trustees: Bonnie Castrey / Lauren Brooks / Michelle Barto / Suzie Swartz / Lynn Davis



TO: Board of Trustees
FROM: Brian Dozer
DATE: January 12, 2023
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, January 19, 2023, regular Board of Trustees meeting. The board meeting will begin with a closed session at 9:00 a.m. Open session is scheduled to begin at 9:30 a.m.

I am looking forward to seeing you on Thursday, January 19, 2023.

Enclosure

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Paul E. Snyder Administrative Center, 1001 Presidio Square, Costa Mesa 92626-1584

**BOARD OF TRUSTEES
Thursday, January 19, 2023
9:00 a.m. Closed Session
9:30 a.m. Open Session**

PUBLIC COMMUNICATION TO THE BOARD - Anyone desiring to address the Board on any item will be granted three minutes to make a presentation to the Board. If the topic relates to a particular agenda item, you have the option of requesting to be called upon to make your remarks at the time the item is discussed by the Board. (Education Code §35145.5, Government Code §5495.3)

Meetings are recorded for use in the official minutes.

AGENDA

1. BOARD MEETING CALLED TO ORDER

Meeting is called to order by _____ at _____ a.m.

2. ROLL CALL:

- Michelle Barto, President _____
- Suzie Swartz, Vice President _____
- Bonnie Castrey, Clerk _____
- Lauren Brooks, Member _____
- Lynn Davis, Member _____

Coastline ROP: Brian Dozer, Superintendent
J. S. Coke, Director of Educational Services
Sesar Morfin, Director of Business Services

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS – Anyone desiring to address the Board on any closed session item will be granted three minutes to make a presentation to the Board.

4. CLOSED SESSION Discussion

A. Compensation for unrepresented employees (Government Code 54957.6)

5. RECONVENE IN OPEN SESSION Discussion

A. Reporting out of Closed Session

6. PLEDGE OF ALLEGIANCE

7. ADOPTION OF AGENDA – Recommend the agenda be adopted as submitted.

Motion by _____ Seconded by _____ Vote _____

8. PUBLIC COMMENTS – Anyone desiring to address the Board on any item not on the agenda will be granted three minutes to make a presentation to the Board.

INFORMATION ITEMS

- 9. **SUPERINTENDENT’S REPORT – Brian Dozer**
- 10. **EDUCATIONAL SERVICES’ UPDATE – J. S. Coke**

DISCUSSION/ACTION ITEMS

- 11. **AB 361- Brown Act Amendment** **Discussion/Action**
 According to AB 361, it is recommended that the Board continue to meet in person unless (1) state or local health officials have imposed or recommended measures to promote social distancing or (2) the legislative body has determined by a majority vote that meeting in person would present an imminent risk to the health or safety of the attendees.

 Motion by _____ Seconded by _____ Vote _____

- 12. **Election of Officers** – Recommend the Board ratify the following district representatives for leadership during 2023: **Discussion/Action**

President	Michelle Barto	NMUSD
Vice President	Suzie Swartz	SVUSD
Clerk	Bonnie Castrey	HBUHSD

 Motion by _____ Seconded by _____ Vote _____

- 13. **Auditor’s Report** – Christy White, Inc. will present the audit reports. Recommend the Board approve acceptance of the 2021-2022 audit report as presented. **Discussion/Action**

 Motion by _____ Seconded by _____ Vote _____

- 14. **Board Meeting Date/Time Changes** **Discussion/Action**

 Motion by _____ Seconded by _____ Vote _____

CONSENT CALENDAR **Action**

All matters listed under the Consent Calendar are considered by the Board to be items that will be enacted by the Board in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board or staff request specific items be discussed and/or removed from the Consent Calendar.

It is recommended that the Board approve:

- 15. [Minutes from the December 15, 2022, Board of Trustees meeting](#)
- 16. [Ratification of purchase order report](#) ending December 31, 2022
- 17. [Ratification of check report](#) ending December 31, 2022
- 18. [Costa Mesa Chamber of Commerce membership](#) renewal in the amount of \$375
- 19. [New internship site](#)

- 20. [Inventory deletion report](#)
- 21. [English language learner waiver](#) teacher roster
- 22. [Personnel Register #6](#) – 2022-2023 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)

Motion by _____ Seconded by _____ Vote _____

NEW BUSINESS

Information

ADJOURNMENT

Motion by _____ Seconded by _____ Vote _____ at _____ a.m.

Next Scheduled Meeting: February 16, 2023

TO: Board of Trustees

FROM: Brian Dozer

DATE: January 11, 2023

SUBJECT: AB 361

Governor Newsom signed AB 361, an urgency measure that authorizes until January 1, 2024, continued teleconferencing flexibility for meetings held by local agencies subject to the Brown Act. As an urgency measure, the provisions go into effect immediately. Below is a summary of the provisions related to the Brown Act.

- 1) Creates statutory exemptions to the Brown Act's teleconferencing requirements during a state or local emergency, as detailed below, until January 1, 2024.
- 2) Authorizes a local agency to use teleconferencing for a public meeting without complying with the Brown Act's teleconferencing quorum, meeting notice, and agenda requirements set forth in Government Code Section 54953(b)(3), in any of the following circumstances:
 - a) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
 - b) The legislative body holds a meeting during a proclaimed state of emergency for purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.
 - c) The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote pursuant to b) above that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- 3) Provides that if the state of emergency remains active, or state or local officials have imposed measures to promote social distancing, the legislative body must, in order to continue meeting subject to this exemption to the Brown Act, no later than 30 days after it commences using the exemption, and every 30 days thereafter, make the following findings by majority vote:
 - a) The legislative body has reconsidered the circumstances of the state of emergency; and

- b) Either (i) the state of emergency continues to directly impact the ability of the members to meet safely in person, or (ii) state or local officials continue to impose or recommend measures to promote social distancing.

According to AB 361, it is recommended the Board continue to meet in person unless (1) state or local health officials have imposed or recommended measures to promote social distancing or (2) the legislative body has determined by a majority vote that meeting in person would present an imminent risk to the health or safety of the attendees.

TO: Board of Trustees

FROM: Brian Dozer

DATE: January 11, 2023

SUBJECT: Ratification of Election of Officers

At the December 15, 2022, Board of Trustees meeting, the Board approved the established district rotation schedule. However, each participating district had not approved their representative to serve on the Coastline ROP Board of Trustees.

Following is the list of officers:
President – Michelle Barto, NMUSD
Vice President – Suzie Swartz, SVUSD
Clerk – Bonnie Castrey, HBUHSD

It is respectfully requested that the Board of Trustees ratify the slate of officers for 2023.

TO: Board of Trustees
FROM: Sesar Morfin
DATE: January 10, 2023
SUBJECT: 2021-22 Independent Auditor's Report

The audit report meets Education Code requirements and GASB standards required of educational agencies. It presents the auditor's opinion that our annual financial statements do fairly represent our financial position as of June 30, 2022. We were found to be in compliance with all applicable federal and state regulations and requirements. There were no audit findings.

The Management Discussion and Analysis (MD&A) found in the audit report includes figures that show the value of our fixed assets adjusted by standard depreciation guidelines. The MD&A presents our June 30 financial statements in a format that is meant to enhance understandability and usefulness for users of external financial reports.

Per the Board of Trustees' direction, the ROP has requested the auditing firm, Christy White, Inc, to mail the annual financial [audit] report directly to the Board of Trustees' homes.

It is recommended that the Board of Trustees accept the June 30, 2022, audit report which has already been filed with appropriate agencies in order to meet applicable local and state deadlines.

Enclosure

Under separate cover: Independent auditor's report

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
2023 BOARD CALENDAR**

January 19	(3 rd Thursday)	- Board Meeting
February 16	(3 rd Thursday)	- Board Meeting Textbook Inventory
March 9	(2 nd Thursday)	- Board Meeting Interim Budget Review 2022-23 Coastline ROP Priorities Update
April 20	(3 rd Thursday)	- Board Meeting
May 18	(3 rd Thursday)	- Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
June 15	(3 rd Thursday)	- Board Meeting Public Hearing for 2023-2024 Budget Adopt 2023-2024 Budget Authorize Superintendent to Approve Travel and Conferences 2023-2024 School Calendar Discussion of Superintendent's Evaluation Interagency Agreements Appendix A for 2023-2024
July 20	(3 rd Thursday)	- Board Meeting
August 17	(3 rd Thursday)	- Board Meeting Administrative Contract Extensions Board Input for 2023-2024 Coastline ROP Priorities
September 14	(2 nd Thursday)	- Board Meeting Superintendent's Evaluation 2022-2023 Unaudited Actuals Report
October 19	(3 rd Thursday)	- Board Meeting
November 16	(3 rd Thursday)	- Board Meeting
December 14	(2 nd Thursday)	- Organizational Meeting Audit Report Interim Budget Review

Meeting Time: 9:30 a.m.

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING
Minutes
December 15, 2022**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on December 15, 2022, in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 8:51 a.m. by Michelle Barto.

<u>Present Members</u>	<u>Other</u>			
Michelle Barto	Brian Dozer	Rocky Murray	Jeanne Bennett	Krista Ganga
Suzie Swartz	J. S. Coke	Ulises Garcia	Siteria Edwards	Kathe Hayden
Bonnie Castrey	Sesar Morfin	Michael Sciacca	James Piccola	Alex Perez
Lauren Brooks	Debbie Ludwig	Kim Thomason	Rachel Kreger	
Johnathan Stone		Alita Salazar	Karen Koch	

CLOSED SESSION There was nothing to report out of closed session. Open session convened at 9:36 a.m.

ADOPTION OF AGENDA It was moved by Member Brooks, seconded by Member Castrey, to adopt the agenda as presented. Motion carried 5-0. The roll call vote follows:
Ayes: Members Barto, Swartz, Castrey, Brooks, and Stone.

UNIVERSITY LAB PARTNERS' PRESENTATION Brian Dozer welcomed Karin Koch of University Lab Partners. Ms. Koch and teacher Kathe Hayden presented on the Medical Innovation, Research and Entrepreneurship (MIRE) program and shared the winning Coastline ROP presentation.

SUPERINTENDENT'S REPORT Dr. Dozer reported that our K12 Strong Workforce Program round 5 application was selected for full funding, and we would receive \$715,000 for the term of January 2023 through June 2025. Our application was titled "Business and ICT: An Industry Need, An Expedient Option for Students." The California Department of Education also announced preliminary awards for CTEIG 8 of nearly \$1.1 million. The grant period is June 2023 through December 2024. These awards are a testament to the strength of our JPA, the innovative approach we are taking to creating and investing in new classes, and the hard work of everyone involved in Coastline ROP.

Last month Dr. Dozer shared that Irvine Valley College had announced they would not cancel articulation agreements after a change at the UCs. Saddleback College informed us of the same approach shortly after that. This is good news for students and allows us to continue working on expanding articulation agreements.

An MOU for the CyberForward class in the Spring 2023 semester was on the day's agenda. It would be the first time the course is offered during the school year. We are excited to be able to offer this to our students. We are thankful for the continued funding from

state grants allowing us to offer and pay for the class.

At the end of November, our emergency preparedness training wrapped up with a drill that concerned a fire at the Presidio Site. Overall, the staff did very well, despite the best efforts of the coordinators to sow chaos in the situation, which made it much more realistic. The drill concluded with a visit by Costa Mesa Fire and Rescue. The drills will continue to be held, and active shooter training is under investigation for the Spring.

On December 5, Sonia Ramirez, our marketing consultant, and Dr. Dozer visited one high school from each district to discuss marketing plans and learn from students about how they hear about ROP classes and how they would market them. They visited Estancia High School, Ocean View High School, Beckman High School, Laguna Hills High School, and Portola High School. They spoke to principals, assistant principals, career specialists, and teachers at each stop. A lot was learned, and that information will guide future marketing and ROP awareness and engagement efforts.

Also, on the marketing front, we are nearing the finalization of a CTE Month marketing plan and will be reaching out to each of you to schedule proclamations at your February board meetings. We will also be coordinating with each district's marketing or communications team. Following that, to help generate awareness of ROP and CTE classes for Fall 2023, we are working on an "ROP in Action" campaign to highlight the hands-on aspects of our courses, told by students via video reels.

This week our Exhibit Days program, which introduces middle school students to ROP and CTE classes that will be available to them in high school, kicks off. Vital Link is still scheduling dates for after the winter break. Dr. Dozer will contact you and your district teams to join us as they are booked.

Interagency meetings with each school district have begun to discuss plans for 2023-2024. Given our funding through CTEIG and SWP, Dr. Dozer is excited that we will be able to offer a more diverse, exciting, and innovative range of courses.

At the December CSBA meeting in San Diego, speaker Brandon Fleming said something that resonated with Dr. Dozer: we need to start from a place of love. Dr. Dozer is proud to work for a board and an organization that takes this approach. He thanked the Board for their continued guidance and support and is looking forward to an amazing 2023.

EDUCATIONAL SERVICES' REPORT

J. S. Coke reported that eight students in the fall Culinary Arts Internship course had been offered employment at Populaire, Rock & Brews, or Santa Maria BBQ. This speaks about the quality of our students and their coaching by their teacher, Chef Rochelle Van

Der Merwe.

Registration for spring after-bell courses is underway. So far, 764 students have indicated their interest in an after-bell class. This time last year, 439 students registered.

We continue to make progress on our accreditation follow-up in the action plan. A rubric was created whereby teachers assess their students on the Schoolwide Learning Outcomes or SLOs. That information is placed into a shared document, and the data informs us how well our students are meeting those high expectations.

On December 14, we began interagency meetings with our districts. The interagency meeting is where we start planning for the next school year and the summer. Until a year ago, the interagency meetings were held in the late Spring, but we found they were too late to prepare for the coming year and summer fully. In 2021, the Steering Committee agreed that we should move them to December. Another benefit of an early date is that after-bell classes can be marketed to students as they create their schedules for the following year. We are scheduled to complete all the interagency meetings by next week.

**AB 361 – BROWN ACT
AMENDMENT**

There was no action taken.

**ELECTION OF
OFFICERS**

It was moved by Member Brooks, seconded by Member Swartz, to approve the following district members to serve as officers of the Board for 2023:

President	Newport-Mesa Unified School District
Vice President	Saddleback Valley Unified School District
Clerk	Huntington Beach Union High School District

Motion carried 5-0.

**BOARD MEETING
CALENDAR 2023**

It was moved by Member Castrey, seconded by Member Brooks, to approve the calendar of meetings for 2023 as presented. Motion carried 5-0.

**FIRST INTERIM
BUDGET
CERTIFICATION**

It was moved by Member Castrey, seconded by Member Brooks, to approve the certification for the first interim budget with appropriate standards and criteria. Motion carried 5-0.

**OC PATHWAYS
REGIONAL K16
EDUCATION
COLLABORATIVE
GRANT PROGRAM
SERVICE AGREEMENT**

It was moved by Member Castrey, seconded by Member Brooks, to approve the K16 collaborative grant service agreement as presented. Motion carried 5-0.

EMPLOYEE RECLASSIFICATION

It was moved by Member Swartz, seconded by Member Castrey, to approve the facility maintenance and custodian worker reclassification as presented. Motion carried 5-0.

REVISION TO COASTLINE ROP COMPENSATION SCHEDULE

It was moved by Member Brooks, seconded by member Castrey, to approve the revised compensation schedule as presented. Motion carried 5-0.

CYBERFORWARD MEMORANDUM OF UNDERSTANDING

It was moved by Member Swartz, seconded by Member Brooks, to approve the MOU between Coastline ROP and CYBERFORWARD. Motion carried 5-0.

RESOLUTION CONSENT CALENDAR

It was moved by Member Castrey, seconded by Member Brooks, to approve the resolution consent calendar as presented. Motion carried 5-0. The roll call vote follows:
Ayes: Members Barto, Swartz, Castrey, Brooks, and Stone.

- Resolution #2 / 2022-2023: Budget Adjustment
- Resolution #3 / 2022-2023: Budget Transfer

CONSENT CALENDAR

It was moved by Member Brooks, seconded by Member Castrey, to approve the Consent Calendar without item number 22, Minutes from November 10, 2022. Motion carried 5-0.

- Ratification of purchase order report ending November 30, 2022
- Ratification of check report ending November 30, 2022
- California Association of School Business Officials organizational subscription in the amount of \$637.50
- Internship sites
- Personnel Register #5 – 2022-2023 (Approval of employee appointments, release, retirements, terminations. leaves, transfers, promotions, stipends, additional/overtime assignments)
- Approval/Ratification of the travel conference report

MINUTES FROM NOVEMBER 10, 2022, BOARD OF TRUSTEES MEETING

It was moved by Member Swartz, seconded by Member Brooks, to approve the minutes from the November 10, 2022, Board of Trustees meeting. Motion carried with 3 votes in favor and 2 abstentions.

ADJOURNMENT

It was moved by Member Brooks, seconded by Member Castrey, to adjourn the meeting. Motion carried 5-0.

The meeting adjourned at 10:55 a.m.

Clerk/Secretary

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 01/19/2023

FROM 12/01/2022 TO 12/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0373	STRYKER	18,493.80	18,493.80	0166831 6490	Morrison/ROP NMUSD sWP 2 / NEW EQUIP ALL OTHER
S95C0393	AMERICAN 3B SCIENTIFIC	717.39	717.39	0166827 4490	McNeil/CMHS SWP Round 2 NM / NON CAP EQUIP -
S95C0394	SOUTHWEST SCHOOL & OFFICE SUPP	4,317.49	4,317.49	0108463 4300	Van Der Merwe/Culin Arts OV C6 / MATERIALS &
S95C0395	AMERICAN HEART ASSOCIATION	5,641.81	5,641.81	0166805 4110	All Instr/SWP Improvement ROP / TXTBKS - Instr
S95C0396	RECOVERY FOR ATHLETES LLC	5,404.39	1,056.98	0106167 4300	Abellon/Sports Medicine EHS C6 / MATERIALS &
			4,347.41	0106167 4490	Abellon/Sports Medicine EHS C6 / NON CAP EQUIP -
S95C0397	RECOVERY FOR ATHLETES LLC	10,757.92	4,560.06	0133030003 4490	Eargle/HBHS C6 / NON CAP EQUIP - OTHER
			6,197.86	0166834 6490	Eargle/HBHS HBUHSD SWP Round 2 / NEW EQUIP ALL
S95C0398	RECOVERY FOR ATHLETES LLC	1,750.86	474.10	0166827 4300	McNeil/CMHS SWP Round 2 NM / MATERIALS &
			1,276.76	0166827 4490	McNeil/CMHS SWP Round 2 NM / NON CAP EQUIP -
S95C0399	RECOVERY FOR ATHLETES LLC	5,404.39	1,188.48	0106068 4300	Jacobs/Sports Med Marina C6 / MATERIALS & SUPPLIES
			4,215.91	0106068 4490	Jacobs/Sports Med Marina C6 / NON CAP EQUIP - OTHER
S95C0400	SNAP ON TOOLS	20,180.28	11,704.56	0166841 4300	Misich/UNI IUSD SWP Round 2 / MATERIALS &
			8,475.72	0166842 4300	Misich/WBHS IUSD SWP Round 2 / MATERIALS &
S95C0401	AED SUPERSTORE	2,180.86	2,180.86	0166839 4300	Zimmerman/Fire SWP Round2 ROP / MATERIALS &
S95C0402	APPLE COMPUTER INC	27,205.77	27,205.77	0166856 4430	Waldner/PHS IUSD SWP Round 2 / NON-CAP EQUIP/Comp
S95C0403	APPLE COMPUTER INC	43,647.68	43,647.68	0166846 4430	Brown/THHS SVUSD SWP R2 / NON-CAP EQUIP/Comp
S95C0404	ZAHOUREK SYSTEMS INC	27,034.77	27,034.77	0166849 4300	Friedman/BHS TUSD SWP R2 / MATERIALS & SUPPLIE
S95C0405	DATA RECOGNITION CORPORATION	1,717.00	1,717.00	01730000 5889	Student Services / INTERNET-BASED MATERIALS-PUB
S95C0406	SAWBONES	2,081.45	2,081.45	0133030003 4490	Eargle/HBHS C6 / NON CAP EQUIP - OTHER
S95C0407	MEDCO SUPPLY COMPANY	1,681.37	1,681.37	0106067 4300	Post/Sports Medicine BHS C6 / MATERIALS & SUPPLIES
S95C0408	AMAZON	5,858.37	5,858.37	0166848 4490	VanDerMe/CHS IUSD SWP R2 / NON CAP EQUIP -
S95C0409	AMAZON	1,091.34	1,091.34	0166847 4300	VanDerMe/THS TUSD SWP R2 / MATERIALS &
S95C0410	CHEF'S TOYS	644.05	644.05	0108466 4300	Van Der Merwe/Bake & Pa CHS C6 / MATERIALS &

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 01/19/2023**

FROM 12/01/2022 TO 12/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0411	SIMX INC	19,700.00	9,850.00	0160002001 5888	Rabbitt/CHS IUSD SWP 4 / Internet - Software/Licenses
			9,850.00	0160002999 9330	IUSD SWP Round 4 RV / PREPAID EXPENSES
S95C0413	VERIZON WIRELESS	323.24	323.24	01760933 4330	Dozer/Superintendent / Office Supplies-Consumable
S95C0414	HOME DEPOT	7,730.65	7,730.65	0166840 4490	Kingsbury/NHH NMUSD sWP 2 / NON CAP EQUIP -
S95C0415	AMAZON	624.42	624.42	0166840 4300	Kingsbury/NHH NMUSD sWP 2 / MATERIALS &
S95C0416	AMAZON	1,085.95	1,085.95	0166849 4300	Friedman/BHS TUSD SWP R2 / MATERIALS & SUPPLIE
S95C0417	AMAZON	1,182.12	384.78	0166848 4300	VanDerMe/CHS IUSD SWP R2 / MATERIALS & SUPPLI
			797.34	0166848 4490	VanDerMe/CHS IUSD SWP R2 / NON CAP EQUIP -
S95C0418	AMAZON	1,719.69	1,719.69	0166843 4300	Rabbitt/CHS IUSD SWP Round 2 / MATERIALS &
S95C0419	B & H PHOTO	329.72	329.72	01970900 4385	Emergency & Disaster Prep / SUPPL - DISASTER & EMER
S95C0420	AMAZON	91.53	91.53	01970900 4385	Emergency & Disaster Prep / SUPPL - DISASTER & EMER
S95C0421	KELLY PAPER	407.73	407.73	01608020 4330	Media Resource Center/F.2700 / Office Supplies-Consumabl
S95C0422	SOURCE GRAPHICS	10,669.41	10,669.41	0119662 6430	Moreno/Media Art Intrm EST C6 / NEW EQUIP - COMP &
S95C0423	COSTA MESA MOVING COMPANY	223.00	223.00	01743711 5890	Streeter/Estancia CS / OTHER CONTRACTED SERVICES
S95C0424	REALITYWORKS.COM	6,178.38	6,178.38	0166827 4300	McNeil/CMHS SWP Round 2 NM / MATERIALS &
S95C0426	GARDYN	1,758.48	1,758.48	0133050003 5888	Van Der Merwe/OVHS HBUHSD C7 / Internet -
S95C0434	HOSA-FUTURE HEALTH PROFESSIONA	985.00	985.00	0198262 5220	Hartel-HOSA CTEIG-7 NMUSD / CONFERENCES &
S95C0435	ORANGE COUNTY FIRE PROTECTION	134.50	134.50	01910970 5890	Main Site Maintenance / OTHER CONTRACTED SERVIC
S95C0436	F & M CREDIT CARD	60.50	60.50	01761920 4360	Board Expenditures / REFRESHMENTS MTGS - FOOD
S95C0437	THE BRAND HABIT LLC	4,966.71	4,966.71	0166839 4300	Zimmerman/Fire SWP Round2 ROP / MATERIALS &
S95C0439	CALIFORNIA MEDICAL EQUIPMENT,	1,349.24	1,349.24	0166831 4490	Morrison/ROP NMUSD sWP 2 / NON CAP EQUIP - OTHE
S95C0443	SHI INTERNATIONAL CORP	31,237.81	31,237.81	0166849 4430	Friedman/BHS TUSD SWP R2 / NON-CAP EQUIP/Comp
S95C0447	BED BATH BEYOND	38.78	38.78	01910910 4360	Mainsite/School Admin F2700 / REFRESHMENTS MTGS

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 01/19/2023

FROM 12/01/2022 TO 12/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0458	INTERNATIONAL FIRE SERVICES TR	2,106.51	2,106.51	0166839 4110	Zimmerman/Fire SWP Round2 ROP / TXTBKS - Instr
S95C0461	TRELLO/ATLASSIAN	360.00	360.00	01660000 5888	Instructional Support / Internet - Software/Licenses
S95C0464	THE BRAND HABIT LLC	1,689.31	1,689.31	0111030003 4300	McNeil/CMHS NMUSD CTEIG 7 / MATERIALS &
S95C0470	CASBO	637.50	637.50	01778950 5395	All Fiscal Services / MEMBERSHIPS - ADMINISTRATION
S95T0453	TRANSPORTATION CHARTER SERVICE	5,893.74	5,893.74	0198262 5825	Hartel-HOSA CTEIG-7 NMUSD / CONTR SVCS - FIELD
S95X0412	SLACK	360.00	360.00	01780960 5889	Centralized Data Processing / INTERNET-BASED
S95X0445	HOME DEPOT	1,000.00	1,000.00	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &

Fund 01 Total: 288,654.91

Total Amount of Purchase Orders: 288,654.91

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES **01/19/2023**

FRO 12/01/2022 **TO** 12/31/2022

<u>PO</u> <u>NUMBE</u>	<u>VENDOR</u>	<u>PO</u> <u>TOTAL</u>	<u>CHANGE</u> <u>AMOUNT</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0114	INDEED.COM	4,560.00	+1,000.00	01764930 5840	Edwards, S / HR Administrator / ADVERTISING -
S95C0360	SNAP ON TOOLS	1,154.61	+33.63	0120260 5888	Campbell/IHS Classes C6 / Internet - Software/Licenses
S95X0086	SMART & FINAL	2,750.00	+750.00	0144020000 4330	Fouts/LHHS SVUSD / Office Supplies-Consumable
S95X0145	SMART & FINAL	2,500.00	+500.00	0122010002 4300	Van Der Merwe/CHS / MATERIALS & SUPPLIES
S95X0158	INTERMEDIA.NET INC	10,439.16	-879.30	01910910 5290	Mainsite/School Admin F2700 / MILEAGE NON TAXABLE
			+7,825.62	01910910 5920	Mainsite/School Admin F2700 / Communications - Phone Svc

Fund 01 Total: 9,229.95
Total Amount of Change Orders: 9,229.95

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

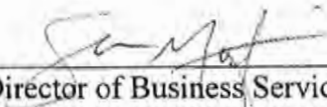
Check Report 12/1/2022 – 12/31/2022

Fund 01

General

Total Checks: \$97,353.09

Recommended for
Board Ratification By



Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 12/1/2022 to 12/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032179	V9502862	LAKESHORE LEARNING MATERIALS	OH	12/01/2022		MW	IS	67.31
95	00032180	V9500795	LUDWIG, DEBBIE	OH	12/01/2022		MW	IS	32.25
95	00032181	V9503875	OFFICE DEPOT	OH	12/01/2022		MW	IS	122.18
95	00032182	V9500651	SMART & FINAL	OH	12/01/2022		MW	IS	535.25
95	00032183	V9502214	AERIES SOFTWARE	OH	12/02/2022		MW	IS	8,200.00
95	00032184	V9500859	CERTIFIED TRANSPORTATION SERVI	OH	12/02/2022		MW	IS	672.75
95	00032185	V9501876	COKE, JOHN S.	OH	12/02/2022		MW	IS	415.75
95	00032186	V9502425	DOZER, BRIAN	OH	12/02/2022		MW	IS	207.00
95	00032187	V9502469	FIRST-CITIZENS BANK & TRUST CO	OH	12/02/2022		MW	IS	1,227.46
95	00032188	V9502293	INGARDIA BROS PRODUCE INC	OH	12/02/2022		MW	IS	1,829.47
95	00032189	V9500303	APPLE COMPUTER INC	OH	12/05/2022		MW	IS	1,747.39
95	00032190	V9502472	CHERRY, CHRISSEY	OH	12/05/2022		MW	IS	495.00
95	00032191	V9502509	Marissa Ayala	OH	12/05/2022		MW	IS	23.00
95	00032192	V9502347	MISSION VIEJO CHAMBER OF COMME	OH	12/05/2022		MW	IS	165.00
95	00032193	V9502233	OCCUPATIONAL HEALTH CENTERS OF	OH	12/05/2022		MW	IS	33.00
95	00032194	V9501937	POCKET NURSE	OH	12/05/2022		MW	IS	272.72
95	00032195	V9501472	SCHWEERS-GANGA, KRISTA	OH	12/05/2022		MW	IS	103.50
95	00032196	V9500651	SMART & FINAL	OH	12/05/2022		MW	IS	353.97
95	00032197	V9502502	Versare	OH	12/05/2022		MW	IS	2,835.40
95	00032198	V9502063	HOME DEPOT	OH	12/06/2022		MW	IS	2,647.27
95	00032199	V9502501	BERT Workplace Safety Solution	OH	12/07/2022		MW	IS	1,608.00
95	00032200	V9502325	CALICO BUILDING SERVICES	OH	12/07/2022		MW	IS	2,594.50
95	00032201	V9502382	INTERMEDIA.NET INC	OH	12/07/2022		MW	IS	879.30
95	00032202	V9501714	SHI INTERNATIONAL CORP	OH	12/07/2022		MW	IS	146.35
95	00032203	V9500651	SMART & FINAL	OH	12/07/2022		MW	IS	17.48
95	00032204	V9505546	VISION SERVICE PLAN	OH	12/07/2022		MW	IS	647.79
95	00032205	V9500948	CALIFORNIA TACTIC PATROL	OH	12/13/2022		MW	IS	1,340.00
95	00032206	V9502368	CLC	OH	12/13/2022		MW	IS	40.00
95	00032207	V9500045	COASTLINE ROP REVOLVING CASH F	OH	12/13/2022		MW	IS	879.89
95	00032208	V9502425	DOZER, BRIAN	OH	12/13/2022		MW	IS	1,073.26
95	00032209	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	OH	12/13/2022		MW	IS	4,155.59
95	00032210	V9502040	METROPOLITAN LIFE INSURANCE CO	OH	12/13/2022		MW	IS	430.84
95	00032211	V9501475	O'REILLY AUTO PARTS	OH	12/13/2022		MW	IS	59.18
95	00032212	V9502454	ONTARIO REFRIGERATION	OH	12/13/2022		MW	IS	559.16

COASTLINE R.O.P.
Consolidated Check Register
 from 12/1/2022 to 12/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032213	REEP FOR BENEFITS	120922-KAISER	OH	12/13/2022		MW	IS	33,526.53
95	00032214	SADDLEBACK VALLEY USD	83SI0275	OH	12/13/2022		MW	IS	245.91
95	00032215	SCHWEERS-GANGA, KRISTA	OOPE-120922GAN	OH	12/13/2022		MW	IS	24.22
95	00032216	SMART & FINAL	7101/592	OH	12/13/2022		MW	IS	635.78
95	00032217	AMAZON	999835579579	OH	12/16/2022		MW	IS	7,227.62
95	00032218	VERIZON WIRELESS	9922140446	OH	12/16/2022		MW	IS	577.91
95	00032219	AUNT FLOW	INV428	OH	12/19/2022		MW	IS	1,635.00
95	00032220	CORODATA RECORDS MANAGEMENT IN	RS4857523	OH	12/19/2022		MW	IS	89.51
95	00032221	DATA RECOGNITION CORPORATION	164952	OH	12/19/2022		MW	IS	600.00
95	00032222	DEPT OF JUSTICE	621561	OH	12/19/2022		MW	IS	96.00
95	00032223	F & M Credit Card	7369	OH	12/19/2022		MW	IS	1,771.73
95	00032224	HOME DEPOT	9611614	OH	12/19/2022		MW	IS	275.93
95	00032225	INGARDIA BROS PRODUCE INC	077445301	OH	12/19/2022		MW	IS	466.54
95	00032226	Kim, Soo	OOPE-121222KIM	OH	12/19/2022		MW	IS	23.00
95	00032227	LUDWIG, DEBBIE	OOPE-112922LUD	OH	12/19/2022		MW	IS	20.15
95	00032228	MICRO CENTER A/R	12217080	OH	12/19/2022		MW	IS	53.86
95	00032229	OFFICE DEPOT	281807648001	OH	12/19/2022		MW	IS	81.45
95	00032230	RAINBOW DISPOSAL CO INC	3-0605-000938417	OH	12/19/2022		MW	IS	389.28
95	00032231	READYREFRESH BY NESTLE	12K0027000850	OH	12/19/2022		MW	IS	440.19
95	00032232	RICO, MONIQUE	10/31-11/30 RICO	OH	12/19/2022		MW	IS	24.06
95	00032233	SMART & FINAL	9301/592	OH	12/19/2022		MW	IS	425.12
95	00032234	SNAP ON TOOLS	ARV/55500254	OH	12/19/2022		MW	IS	1,244.09
95	00032235	TIME WARNER CABLE	12630910120122	OH	12/19/2022		MW	IS	1,888.76
95	00032236	ASRAR, HASAN	11/07-11/29ASRAR	OH	12/22/2022		MW	IS	42.25
95	00032237	DOZER, BRIAN	OOPE-121622DOZ	OH	12/22/2022		MW	IS	114.19
95	00032238	GHADERIFARD, AZITA	OOPE-121522GHA	OH	12/22/2022		MW	IS	63.00
95	00032239	HOSA-FUTURE HEALTH PROFESSIONA	32435	OH	12/22/2022		MW	IS	985.00
95	00032240	IVERSEN, TAMMY	OOPE-120722IVER	OH	12/22/2022		MW	IS	56.03
95	00032241	Jasperson, Edward	OOPE-121522JASP	OH	12/22/2022		MW	IS	23.00
95	00032242	KREGER, RACHEL	OOPE-121322KRE	OH	12/22/2022		MW	IS	133.64
95	00032243	LUDWIG, DEBBIE	OOPE-121622LUD	OH	12/22/2022		MW	IS	81.80
95	00032244	MCDONALD, MARESSA	12/14MCDONALD	OH	12/22/2022		MW	IS	11.88
95	00032245	MISICH, THOMAS	11/01-11/30MISIC	OH	12/22/2022		MW	IS	38.25
95	00032246	ORANGE COUNTY FIRE PROTECTION	329429	OH	12/22/2022		MW	IS	134.50

COASTLINE R.O.P.
Consolidated Check Register
 from 12/1/2022 to 12/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00032247	V9500942	PEREZ, ALEX	11/07-11/28PEREZ	OH	12/22/2022		MW	IS	72.75
95 00032248	V9502288	ROMAN, AURELIA	12/07/22	OH	12/22/2022		MW	IS	46.51
95 00032249	V9502500	Ruiz, Aaron	11/03-11/17RUIZ	OH	12/22/2022		MW	IS	7.50
95 00032250	V9500651	SMART & FINAL	9401/592	OH	12/22/2022		MW	IS	786.29
95 00032251	V9501155	SOUTHWEST SCHOOL & OFFICE SUPP	6000004470	OH	12/22/2022		MW	IS	4,311.19
95 00032252	V9502271	VAN DER MERWE, ROCHELLE	11/03-11/29VANDE	OH	12/22/2022		MW	IS	59.06
95 00032253	V9502033	WORTHINGTON DIRECT	INV395494-COA20	OH	12/22/2022		MW	IS	2,170.72
95 00032254	V9502478	ZUNIGA, PAMELA	11/04-11/28ZUNIG	OH	12/22/2022		MW	IS	35.88

Issued: 97,353.09
95 Bank Total: 97,353.09

Grand Total: 97,353.09

Costa Mesa Chamber of Commerce
1870 Harbor Blvd. Ste 105
 Costa Mesa, CA 92627
 phone: 714-885-9090
 jharkness@costamesachamber.com



Invoice

Invoice Date: 11/1/2022
 Purchase Order:
 Invoice Number: 15972

Coastline ROP
 Julia Budd
 1001 Presidio Square
 Costa Mesa, CA 92626

We thank you for your continued support!

Terms	Due Date
December 2022 - November 2023	12/1/2022

Description	Quantity	Rate	Amount
True Charity	1	\$375.00	\$375.00
Subtotal:			\$375.00
Tax:			\$0.00
Total:			\$375.00
Payment/Credit Applied:			\$0.00
Balance:			\$375.00

Thank you for your support of the **Costa Mesa Chamber of Commerce!**

Please return this portion with your payment.

Member Name:
 Coastline ROP
 Julia Budd
 1001 Presidio Square
 Costa Mesa, CA 92626

Invoice #: 15972
Invoice Date: 11/1/2022

Payment Amount: \$ _____

Payment Method: Check # _____ Credit Card

Make all checks payable to **Costa Mesa Chamber of Commerce** or enter credit card information below.

Enter Credit Card Billing Address (inc. zip code)

Address _____

City/State/Zip _____

Credit Card #: _____ Exp. Date: _____ CVV Code (3 or 4 digits on back of card) _____

Name on Card: _____ Signature: _____

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

TO: Board Members
FROM: J. S. Coke
DATE: January 19, 2023
SUBJECT: New Internship Site

Careers with Children Internship

Kids Kastle Preschool
2525 Fairview Road
Costa Mesa, CA 92626

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: January 19, 2023

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
COMPUTERS/TECHNOLOGY						
6363	Computer/Laptop	Presidio Site	\$542.32	10/27/2016	Beyond Repair	Recycle



Director of Business Services

Obsolete refers to the equipment can no longer handle the demands of the organization and/or vendors no longer support service maintenance agreements; beyond repair refers to the equipment being unrepairable or too costly to repair.

BOARD UPDATE
January 9, 2023
EMPLOYEE PERSONNEL REGISTER NO. 6 – 2022-2023

It is recommended that the Board approve the following personnel actions:

EMPLOYMENT:

From:	Name:	Darlene Mitcheltree
	Position:	Substitute
To:	Position:	Teacher
	Program:	Animal Health Care
	Location:	Presidio Site
	Effective	January 17, 2023
	Name:	Gianni Tello
	Position:	Skills Helper
	Program:	Educational Services
	Location:	All Sites
	Effective	Pending new hire processing

RESIGNATION:

	Name:	Paul Brown
	Position:	Teacher
	Program:	Digital Media Arts
	Location:	Trabuco Hills H.S.
	Effective	December 24, 2022
	Name:	Patrick Sullivan
	Position:	Automotive Technology
	Program:	Educational Services
	Location:	Laguna Hills H.S.
	Effective	December 24, 2022



Brian K. Dozer