



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM
Innovate • Educate • Inspire

BOARD OF TRUSTEES
AGENDA

March 9, 2023

8:45 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: March 2, 2023
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, March 9, 2023, regular Board of Trustees meeting. The board meeting will begin with a closed session at 8:45 a.m. Open session is scheduled to begin at 9:30 a.m.

I am looking forward to seeing you on Thursday, March 9, 2023.

Enclosure

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

**BOARD OF TRUSTEES
Thursday, March 9, 2023
8:45 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 _____
- Jonathan Stone, Alternate 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. Public Employee Evaluation: Modification of Contract: Director of Business Services (Government Code §54957)
 - B. Public Employee Employment/Discipline/Dismissal/Release (Government Code §54957)
 - C. Public Employee Evaluation: Superintendent, Midyear Evaluation – Strategic Priorities (Government Code §54957)

- 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**
- 12. **Board Meeting Date/Time Changes** **Discussion/Action**
Motion by _____ Seconded by _____ Vote _____
- 13. **Second Interim Budget** – Recommend the Board approve a positive certification for the second interim budget, as presented, with appropriate criteria and standards. **Discussion/Action**
Motion by _____ Seconded by _____ Vote _____
- 14. **K12 Strong Workforce Program (SWP) Sub-Agreement** **Discussion/Action**
Recommend the Board approve the sub-agreement with Rancho Santiago Community College District for Round 5 K12 SWP grant funds.
Motion by _____ Seconded by _____ Vote _____
- 15. **Modification of Contract** – Recommend the Board approve a modification to the contract for Sesar Morfin, including a change in title from Director of Business Services to Chief Business Official. **Discussion/Action**
Motion by _____ Seconded by _____ Vote _____
- 16. **Accounts Payable Clerk** – Recommend the Board approve the new Accounts Payable Clerk position and the enclosed job description. **Discussion/Action**
Motion by _____ Seconded by _____ Vote _____
- 17. **Revision to Coastline ROP Compensation Schedule** **Discussion/Action**
Recommend the Board approve the revised compensation schedule as presented.
Motion by _____ Seconded by _____ Vote _____
- 18. **Logo Competition** **Discussion**

RESOLUTION CONSENT CALENDAR **Action**

All matters listed under the Resolution 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 removed from the Resolution Consent Calendar.

It is recommended the Board approve:

- 19. **Resolution #4 / 2022-2023: Budget Adjustment**

- 20. [Resolution #5](#) / 2022-2023: Budget Transfer
- 21. [Resolution #6](#) / 2022-2023: Signature Authorization

Motion by _____ Seconded by _____

Votes:
 Member Barto _____
 Member Swartz _____
 Member Castrey _____
 Member Brooks _____
 Member Stone _____

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:

- 22. [Minutes from February 16, 2023](#), Board of Trustees meeting
- 23. [Ratification of purchase order report](#) ending February 28, 2023
- 24. [Ratification of check report](#) ending February 28, 2023
- 25. [Field trip requests](#) for Ocean View High School Culinary Arts students to attend the FCCLA State Leadership Conference in Riverside, CA, on April 22 -25, 2023
- 26. [Inventory deletion report](#)
- 27. [Personnel Register #8](#) – 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: April 20, 2023

**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.

TO: Board of Trustees
FROM: Sesar Morfin
DATE: February 28, 2023
SUBJECT: Second Interim Report – January 31, 2023

In accordance with state financial reporting requirements, attached is the Second Interim Budget report covering the period of July 1, 2022, to January 31, 2023. The interim report allows us to make any necessary revisions to the budget and determine if necessary levels of cash are available to meet our expenditure obligations.

This budget meets the Criteria and Standards for interim reports designated by the California Department of Education. Analysis shows that both the cash balance and the fund balance will be positive at the close of the fiscal year. Available unrestricted reserves for economic uncertainties are estimated to exceed the minimum requirement of 5.0 percent.

The estimated change in the current operating budget reflects an increase in revenue and a decrease in expenditures. The current board-approved operating budget assumes a surplus of revenues over expenditures in the amount of \$660,881. The Second Interim Report projects an overall surplus of revenues over expenditures in the amount of \$708,334, or an increase in the projected surplus of \$47,463 to the board-approved budget for the 2022-2023 year. An important factor to consider is the fact that included within the board-approved budget for 2022-2023 was the remaining supplemental Covid-19 relief monies from the 2021-2022 year which were approximately \$2.3 million. These funds need to be spent by June of 2023. The board approved that any remaining unspent supplemental Covid-19 relief monies which were not allocated for a specific purpose be used to fund our general operating expenditures (salaries, benefits, supplies, etc.) in the 2021-2022 year. As the 2022-2023 budget was prepared, certain expenditures were included in the supplemental Covid-19 relief monies funding plan. Any remaining unallocated monies were allocated to fund a portion of our general operating expenditures as was done in the 2021-2022 year.

Revenue

The revised revenue projection is due to several factors. First, increased revenues are anticipated due to higher-than-expected interest earnings. This increased revenue is being partially offset by a reduction in revenue due to personnel changes that took place regarding our career specialists. Per our Joint Powers Agreement (JPA) with our partnering districts, Coastline is directly reimbursed for the costs associated with our career specialists. In this case, we are projecting a lower amount of costs for these positions than was originally planned for in the board-approved 2022-2023 budget which is why the amount of revenue we project to receive for these positions is lower

than we originally planned for. All other revenue sources have remained stable compared to what was budgeted in the board-approved budget for the 2022-2023 year.

Expenditures

The revised expenditures projection is due to several factors. First, higher-than-expected expenditures are anticipated in our books and supplies and capital outlay expenditure categories. This increase in expenditures is being partially offset by anticipated savings in our services and other operating expenditures category. This shift in expenditures is primarily related to our grant monies. Higher-than-expected expenditures in one expenditure category typically means lower-than-expected expenditures in another expenditure category since our grant revenue must equal our grant expenditures. Lastly, lower-than-expected expenditures are anticipated in our salaries and benefits expenditure category due to personnel changes. This reduction in expenditures equates to an overall net savings that the ROP expects to generate for the 2022-2023 year.

Overall, the revised revenue projection needs to be increased by \$24,047 from our board-approved budget for 2022-2023 year while the expenditure projection needs to be decreased by \$23,416. After these board resolutions are considered, the net increase in our surplus is \$47,463. The surplus amount in our board-approved budget for 2022-2023 was \$660,881 so this results in an overall surplus amount of \$708,344 for 2022-2023.

A Budget Adjustment Resolution has been included for your approval which delineates which revenue/reserve and expenditure/reserve codes are to be adjusted in order to account for the increased revenue for 2022-2023. In addition, a Budget Transfer Resolution has been included for your approval which delineates which expenditure/reserve codes are to be adjusted to account for the anticipated expenditure decrease for 2022-2023.

Reserves

On July 1, 2022, the beginning balance for the General Fund was \$5,595,734. Following is the estimated ending General Fund balance as of June 30, 2023.

Nonspendable	
Reserve for Revolving Cash	10,000
Restricted	
CalWORKS for ROCP Adults	9,527
Unassigned	
Undesignated/Unappropriated	5,906,341
Reserve for Economic Uncertainties	250,000
Assigned	
Newport-Mesa Lottery	68,112
Tustin USD Lottery	60,098
Total Reserves – Projected Ending General Fund Balance	\$6,304,078

The majority of ROP reserves are classified as an unrestricted resource, which do not have ending fund balance restrictions and/or limitations. Per the California Department of Education, CalWORKS funds generated by applicable ROP adults are restricted for use in the adult programs that generated the CalWORKS ADA.

Multi-Year Projections

The main premise that our multi-year projections are based on is the cost per section model per the JPA which went into effect as of July 1, 2020. Each district has agreed to a minimum base number of sections for the 2022-2023 year and those base number of sections along with the cost per section which has also been agreed to and is part of the JPA, is how the amount of expected revenue was calculated for the 2023-2024 and 2024-2025 years. The assumption made for both the 2023-2024 and 2024-2025 years is that no change would be made to the base number of sections by any of our districts and we would receive a cost-of-living adjustment (COLA) of 8.13% in 2023-2024 and 3.54% in 2024-2025 which would result in an increased cost per section in each of the next two years. Per the terms of the JPA, the cost per section will be assessed on a yearly basis in consultation with our partnering districts to determine the viability of that cost over the long term. Any change to that cost per section excluding the increase for the COLA adjustment, would necessitate a revision to the revenue projections.

The other major assumption that is being made is that Huntington Beach Union High School District will withdraw from the JPA at the end of the 2022-2023 year. Huntington Beach Union notified us of their intent to withdraw from the JPA in September 2022 and that withdrawal would become effective as of July 1, 2023. In order to be fiscally prudent, the assumption was made that the withdrawal would be finalized. If Huntington Beach Union does not withdraw from the JPA, then the multi-year projections would need to be adjusted.

In terms of other revenue streams, we assumed that no new grant funding would be secured in the 2023-2024 year, and beyond which is why revenue decreased significantly. We have already been notified of approvals of the next round of funding for both the CTEIG and K12 SWP grants. We anticipate receiving those funds later this spring. As those funds are secured and received, they will be included in the multi-year projections.

As previously noted, Coastline was the recipient of supplemental Covid-19 funds in the 2021-2022 year. This revenue was not included in the 2023-2024 year since the funds need to be expended by June of 2023 which is another factor contributing to the reduction in revenue over the next two years. Our other revenue streams include tuition and fees, interest income, rebates, etc. Factors considered in calculating these revenue projections include historical data, expected inflation, exclusion of any one-time monies, etc.

In terms of expenditures, those associated with one-time grant revenue were excluded from both the 2023-2024 and 2024-2025 years which is why expenditures decreased significantly. In terms of any salary increases for our teachers and staff, none were included. Our teachers and staff do not receive automatic salary increases each year. Those increases must be board-approved. Any salary increases that are board-approved in the future will be included in the multi-year projections. Other factors considered in calculating these expenditure projections (books, supplies, equipment, etc.) include historical data, expected inflation, exclusion of any one-time monies, etc.

The ROP anticipates a deficit in the 2023-2024 year whereas a surplus is expected in the 2022-2023 year. There are a few primary drivers behind this. First, the ROP is utilizing the remaining Covid-19 monies during the 2022-2023 year which is a big factor behind why a surplus is anticipated, and those monies are no longer available in the 2023-2024 year. Another driver is the anticipated withdrawal of the Huntington Beach Union High School District which would become effective July 1, 2023. With the withdrawal of a partner district comes the loss of the revenue that the ROP receives from that district. We also reduce our expenditures since those classes will no longer be offered but the net loss to us after revenue lost and all expenditures are considered is significant. If the withdrawal does not come to fruition, then the projected deficits for the next two years are eliminated altogether. Another driver contributing to the deficit is the exclusion of new grant funding in the 2023-2024 year. Typically, there is an indirect cost component to the grant funding we secure which allows us to utilize a percentage of the grant award received to offset our overall expenditures. Lastly, all local educational agencies continue to face inflationary pressures as it relates to all aspects of delivering education to our students. Rising pension rates, staffing, and health care costs are of particular concern. These rising costs continue to put pressure on our budgets. Our overall deficit in the 2024-2025 year does decrease compared to 2023-2024 which assumes that we would receive a 3.54% COLA in 2024-2025 and that all other expenditures will remain relatively stable.

Although we are projecting deficits in the following two years, Coastline will have a considerable amount of reserves available to absorb these deficits. Coastline will work closely with the Board to identify ways to reduce these deficits while providing the best value possible to our partnering districts. Spending these monies strategically while building out our programs and controlling costs as best as possible will put us in a position to eliminate the need to deficit spend while providing our districts with the level of service they expect at a reasonable cost.

The Board of Trustees shall certify in writing whether or not the ROP is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for two subsequent fiscal years. The certifications shall be classified as positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127).

In submitting the 2022-23 Second Interim Report, the Board of Trustees understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. As presented, Coastline ROP is projecting positive fund balances and cash flow for the current and two subsequent years. Furthermore, the ROP recognizes the need to maintain reserves above the five percent level currently required of a Local Education Agency (LEA) not funded on average daily attendance. If necessary, the ROP will consider subsequent year budget reductions in order to maintain positive certification. The ROP does not have bargaining units; therefore, budget reductions are not subject to negotiations.

It is respectfully requested that the board approve the Second Interim Budget report with a positive certification that the ROP can meet its financial obligations for the current year and two subsequent years.

Enclosures

Revenue Detail Explanation Sheet
8000

Federal Revenues
8290

Other federal revenues are not included at this time.

State Revenues
8590

Other state revenues are included for the CTE Incentive grant, CalWORKS for ROCP, Supplemental Covid-19 funding, and STRS on-behalf revenue.

Local Revenues
8631

Sale of obsolete equipment when it is available.

8660

Interest, 1.00% net yield on funds in county treasury educational pool.

8699

Other income from local grant funds, printing projects, facilities use, donations, requests for records, refunds, etc.

8710

Adult registration fees (includes fee-based courses).

8781

ROP cost per section fee from participating districts and reimbursement of Career Specialist costs.

Expenditure Detail Explanation Sheet
1000-7000

Certificated Salaries

1100	Teachers.
1200	Pupil Support/Counselor – currently there are no positions in this category.
1300	Director, Educational Services; and Administrators, Educational Services.
1900	K12 Pathway Coordinator, Instructional Support and Media Specialist, and Mentor Teachers.

Classified Salaries

2100	Instructional Assistants and Job Coaches.
2200	Career Specialists, Network Specialist, and Facility Maintenance Technician.
2300	Superintendent, Director of Business Services, Manager of Technology Services, Administrator Human Resources, and Board Members.
2400	Support staff/Clerical personnel.
2900	Other classified salaries.

Employee Benefits

3100	STRS – Rate 19.10%
3200	PERS – Rate 25.37%
3300	Medicare – Rate 1.45%; OASDI (non-STRS/PERS) – Rate 6.2%
3400	Health and Welfare – medical, dental, vision and life insurance benefits.

Expenditure Detail Explanation Sheet
1000 – 7000

3500	Unemployment Insurance – 0.50%
3600	Workers Compensation – Rate 1.9181%
3700	Retiree Benefits

Books, Supplies, Non-capitalized Equipment

4100	Textbooks
4200	Other Books
4300	Materials and Supplies
4400	Non-capitalized Equipment

Services, Other Operating Expenses

5200	Mileage, Conference and Travel.
5300	Dues and Memberships – including CAROCP, CASBO, CSBA, and WASC.
5400	Property and Liability Insurance – including special coverage for health program students.
5500	Utilities and Housekeeping.
5600	Rentals/Leases/Repairs – major expense in this item is the Presidio facility lease.
5700	Direct cost transfers.

Expenditure Detail Explanation Sheet
1000 – 7000

5800 Professional Services, Other Services, and Operational Expenses –e.g. Presidio site facility maintenance, human resources and financial systems support, legal services, auditing services, advertising, and other miscellaneous expenses.

5900 Communications – phone, Internet connection, postage.

Capital Outlay

6200 Buildings and Improvement of Buildings – includes leasehold improvements.

6400 Equipment – instructional and non-instructional purposes.

6500 Replacement of Equipment – instructional and non-instructional purposes.

Other Outgo

7210 Indirect cost transfers.

7213 Pass through of grant funds.

7430 Debt service.

7612 Transfers out.

Multi-year Projections: 2023-2024 Budget Assumptions

Revenue

- Cost per Section Revenue from Districts – based on base level of sections for each district included in the 2022-2023 year. Those sections are multiplied by the approved cost per section. Cost per section was increased by the cost-of-living-adjustment (COLA) of 8.13%. The assumption was made that Huntington Beach Union School district would withdraw from the JPA effective July 1, 2023. Actual costs for career specialists are estimated and included as reimbursable expenses back to each respective district.
- CTE Incentive Grant is included; funding expires December 31, 2023. Approval has already been given for the next round of funding and we expect to receive those funds later this spring. Those funds will need to be spent by December 31, 2024.
- K12 Strong Workforce Program Grant Round 3 is excluded and Round 4 is included; funding expires June 30, 2024. Approval has already been given for the next round of funding and we expect to receive those funds later this spring. Those funds will be to be spent by June 30, 2025.
- K12 Strong Workforce Program Pathway Coordinator Ground Round 4 is included; funding expires September 30, 2023.
- Other Local Income – based on historical data less one-time monies.
- Interest Income – based on 1.00 percent yield.

Expenditures

- Salaries – based on estimated 2022-2023 salaries with adjustments due to personnel changes, the removal of one-time costs, grants and [non fee-based] summer school salaries, etc. The ROP uses a performance-based compensation system; it does not have a bargaining unit or automatic step and column increases for salaries. Adjustments were made to permanently increase eligible salaries by 3% per the board action approved in October 2022.
- Statutory Benefits – based on the following rates: CalSTRS 19.10%, CalPERS 27.00%, OASDI 6.2%, Medicare 1.45%, SUI (state unemployment insurance) 0.50%, and workers compensation 1.9181%.
- Health Benefits – based on 2022-2023 costs with consideration of expected increase of 5%.
- Textbooks – based on similar expenditures as 2022-2023, less one-time expenditures; includes one-time expenses associated with one-time grants. Adjustment for inflation of 5% was included.
- Supplies – based on similar expenditures as 2022-23, less one-time expenditures, includes one-time expenditures associated with one-time grants. Adjustment for inflation of 5% was included.
- Non-Capitalized Equipment – based on similar expenditures as 2022-2023, less one-time expenditures, includes one-time expenditures associated with one-time grant funds. Adjustment for inflation of 5% was included.

- Professional Services & Other Operating Costs – based on similar expenditures as 2022-2023, less one-time expenditures, includes one-time grant expenditures associated with one-time grant funds. Adjustment for inflation of 5% was included.
- Capital Outlay – the ROP’s capital threshold is \$5,000. Due to the nature of ROP expenditures, we foresee only a minimal amount of purchases in excess of the capital threshold. Prior year capital equipment was funded with grants.

Multi-year Projections: 2024-2025 Budget Assumptions

Revenue

- Cost per Section Revenue from Districts – based on base level of sections for each district included in the 2022-2023 year. Those sections are multiplied by the approved cost per section. Cost per section was increased by the cost-of-living-adjustment (COLA) of 3.54%. The assumption was made that Huntington Beach Union School district would withdraw from the JPA effective July 1, 2023. Actual costs for career specialists are estimated and included as reimbursable expenses back to each respective district.
- CTE Incentive Grant and all K12 Strong Workforce Program grants are excluded. Efforts to secure future grant funding in 2024-2025 are ongoing.
- Other Local Income – based on historical data less one-time monies.
- Interest Income – based on 1.00 percent yield.

Expenditures

- Salaries – based on estimated 2023-2024 salaries with adjustments due to personnel changes, the removal of one-time costs, grants and [non fee-based] summer school salaries, etc. The ROP uses a performance-based compensation system; it does not have a bargaining unit or automatic step and column increases for salaries. Adjustments were made to permanently increase eligible salaries by 3% per the board action approved in October 2022.
- Statutory Benefits – based on the following rates: CalSTRS 19.10%, CalPERS 28.10%, OASDI 6.2%, Medicare 1.45%, SU (state unemployment insurance) 0.50%, and workers compensation 1.9181%.
- Health Benefits – based on 2023-2024 costs with consideration of expected increase of 5%.
- Textbooks – based on similar expenditures as 2023-2024, less one-time expenditures, including those associated with one-time grants. Adjustment for inflation of 5% was included.
- Supplies – based on similar expenditures as 2023-24, less one-time expenditures, including those associated with one-time grants. Adjustment for inflation of 5% was included.
- Non-Capitalized Equipment – based on similar expenditures as 2023-2024, less one-time expenditures, including those associated with one-time grants. Adjustment for inflation of 5% was included.

- Professional Services & Other Operating Costs – based on similar expenditures as 2023-2024, less one-time expenditures, including those associated with one-time grant funds. Adjustment for inflation of 5% was included.
- Capital Outlay – the ROP’s capital threshold is \$5,000. Due to the nature of ROP expenditures, we foresee only a minimal amount of purchases in excess of the capital threshold. Prior year capital equipment was funded with grants.

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards, (Pursuant to Education Code (EC) sections 33129, 41023, and 42130)

Signed: _____ Date: _____
JPA Administrator or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:
This interim report and certification of financial condition are hereby filed by the governing board of the JPA. (Pursuant to EC sections 41023 and 42131)

Meeting Date: March 09, 2023 Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

POSITIVE CERTIFICATION
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

QUALIFIED CERTIFICATION
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

NEGATIVE CERTIFICATION
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Sesar Morfin Telephone: 714-429-2220
Title: Director of Business Services E-mail: smorfin@coastlinerop.net

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	This criterion is not checked for JPAs.	n/a	
CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	This criterion is not checked for JPAs.	n/a	
3	ADA to Enrollment	This criterion is not checked for JPAs.	n/a	
4	Local Control Funding Formula (LCFF) Revenue	This criterion is not checked for JPAs.	n/a	
5	Salaries and Benefits	Projected ratio of total salaries and benefits to total general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.	X	
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.	X	
7	Ongoing and Major Maintenance Account	This criterion is not checked for JPAs.	n/a	
8	Deficit Spending	Deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	
SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	

S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have transfers to or from the general fund to cover operating deficits changed since first interim by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?	X	
SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the JPA have long-term (multiyear) commitments or debt agreements? * If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2021-22) annual payment? * If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	X
S7a	Postemployment Benefits Other than Pensions	Does the JPA provide postemployment benefits other than pensions (OPEB)? * If yes, have there been changes since first interim in OPEB liabilities?	X	X
S7b	Other Self-insurance Benefits	Does the JPA operate any self-insurance programs (e.g., workers' compensation)? * If yes, have there been changes since first interim in self-insurance liabilities?	X	n/a
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for: * Certificated? (Section S8A, Line 1b) * Classified? (Section S8B, Line 1b) * Management/supervisor/confidential? (Section S8C, Line 1b)	n/a	n/a
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	
ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the JPA will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	n/a	
A4	New Charter Schools Impacting JPA's Enrollment	Are any new charter schools operating in JPA boundaries that are impacting the JPA's enrollment, either in the prior or current fiscal years?	n/a	
A5	Salary Increases Exceed COLA	Has the JPA entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the JPA's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the JPA have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of JPA Director or Financial Official	Have there been personnel changes in the JPA director or financial officials within the last 12 months?	X	

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2023-24 Projection (C)	% Change (Cols. E-C/C) (D)	2024-25 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099					
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	3,456,530.00	(77.83%)	766,431.00	(62.18%)	289,859.00
4. Other Local Revenues	8600-8799	6,190,254.00	(10.55%)	5,536,970.00	(6.50%)	5,177,164.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		9,646,784.00	(34.66%)	6,303,401.00	(13.27%)	5,467,023.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				2,431,404.00		1,889,690.00
b. Step & Column Adjustment						
c. Cost-of-Living Adjustment						
d. Other Adjustments				(541,714.00)		(158,208.00)
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	2,431,404.00	(22.28%)	1,889,690.00	(8.37%)	1,731,482.00
2. Classified Salaries						
a. Base Salaries				1,667,343.00		1,471,873.00
b. Step & Column Adjustment						
c. Cost-of-Living Adjustment						
d. Other Adjustments				(195,470.00)		(44,041.00)
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	1,667,343.00	(11.72%)	1,471,873.00	(2.99%)	1,427,832.00
3. Employee Benefits	3000-3999	1,567,596.00	(3.91%)	1,506,334.00	(2.16%)	1,473,749.00
4. Books and Supplies	4000-4999	1,307,522.00	(45.48%)	712,831.00	(73.90%)	186,078.00
5. Services and Other Operating Expenditures	5000-5999	1,485,770.00	(37.21%)	932,888.00	(13.97%)	802,519.00
6. Capital Outlay	6000-6999	478,805.00	(100.00%)	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section G below)						
11. Total (Sum lines B1 thru B10)		8,938,440.00	(27.13%)	6,513,616.00	(13.69%)	5,621,660.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		708,344.00		(210,215.00)		(154,637.00)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		5,595,734.00		6,304,078.00		6,093,863.00
2. Ending Fund Balance (Sum lines C and D1)		6,304,078.00		6,093,863.00		5,939,226.00
3. Components of Ending Fund Balance (Form 011)						
(Enter estimated projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
a. Nonspendable	9710-9719	10,000.00		10,000.00		10,000.00
b. Restricted	9740	9,527.00		6,612.00		0.00
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	128,210.00		64,105.00		32,053.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2023-24 Projection (C)	% Change (Cols. E-C/C) (D)	2024-25 Projection (E)
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	250,000.00		250,000.00		250,000.00
2. Unassigned/Unappropriated	9790	5,906,341.00		5,763,146.00		5,647,173.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		6,304,078.00		6,093,863.00		5,939,226.00
E. AVAILABLE RESERVES						
1. General Fund)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	250,000.00		250,000.00		250,000.00
c. Unassigned/Unappropriated	9790	5,906,341.00		5,763,146.00		5,647,173.00
d. Negative Restricted Ending Balances (Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.00
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00				
b. Reserve for Economic Uncertainties	9789	0.00				
c. Unassigned/Unappropriated	9790	0.00				
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		6,156,341.00		6,013,146.00		5,897,173.00
4. Total Available Reserves - by Percent (Line E3 divided by Line F2)		68.87%		92.32%		104.90%
F. RECOMMENDED RESERVES						
1. JPA ADA Used to determine the reserve standard percentage level on Line F5 (Enter ADA for current and two subsequent years, if applicable)						
2. Total Expenditures and Other Financing Uses (Line B11)		8,938,440.00		6,513,616.00		5,621,660.00
3. Less: Special Education Pass-through (Not applicable for JPAs)		N/A		N/A		N/A
4. Sub-Total (Line F2 minus F3)		8,938,440.00		6,513,616.00		5,621,660.00
5. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		5%		5%		5%
6. Reserve Standard - By Percent (Line F4 times F5)		446,922.00		325,680.80		281,083.00
7. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		75,000.00		75,000.00		75,000.00
8. Reserve Standard (Greater of Line F6 or F7)		446,922.00		325,680.80		281,083.00
9. Available Reserves (Line E3) Meet the Reserve Standard (Line F8)		YES		YES		YES
G. ASSUMPTIONS						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
There was a significant decrease in both certificated and classified salaries from 2022-23 compared to the projections for the 2023-24 and 2024-25 years. There are two primary drivers for that decrease. First, there were one-time certificated and classified salary costs in the 2022-23 year that are being funded with Covid-19 relief monies. These monies will no longer be available beyond the 2022-23 year which is why both certificated and classified salaries were decreased in the 2023-24 year. Both certificated and classified salary costs were further reduced in the 2024-25 year as the result of the exclusion of one-time grant monies and the associated expenditures for those grant monies.						

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 847,127.00
2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800.
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 4,806,498.00

C. Percentage of Plant Services Costs Attributable to General Administration

- (Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 17.62%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals
(Functions 7200-7600, objects 1000-5999, minus Line B9) 772,513.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals
(Function 7700, objects 1000-5999, minus Line B10) 373,324.00

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	28,725.01
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	13,973.54
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	1,188,535.55
9. Carry-Forward Adjustment (Part IV, Line F)	185,196.76
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	1,373,732.30
B. Base Costs	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	4,262,765.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,664,440.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	663,739.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	407,340.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	8,945.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	25,921.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	38,318.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	134,300.00
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	65,331.48
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	7,271,099.45
C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment (For information only - not for use when claiming/recovering indirect costs) (Line A8 divided by Line B19)	16.35%
D. Preliminary Proposed Indirect Cost Rate (For final approved fixed-with-carry-forward rate for use in 2024-25 see www.cde.ca.gov/fg/ac/ic) (Line A10 divided by Line B19)	18.89%
Part IV - Carry-forward Adjustment	

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect

cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	1,188,535.55
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	218,933.03
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (16.81%) times Part III, Line B19); zero if negative	185,196.76
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (16.81%) times Part III, Line B19) or (the highest rate used to recover costs from any program (6.36%) times Part III, Line B19); zero if positive	0.00
D. Preliminary carry-forward adjustment (Line C1 or C2)	185,196.76
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	185,196.76

Approved indirect cost rate: 16.81%
Highest rate used in any program: 6.36%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	6387	770,407.00	48,991.00	6.36%
01	6388	1,225,833.00	75,435.00	6.15%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	3,188,425.00	3,462,636.00	3,490,391.54	3,456,530.00	(5,106.00)	-0.2%
4) Other Local Revenue		8600-8799	6,726,898.00	6,160,101.00	4,065,704.49	6,190,254.00	30,153.00	0.5%
5) TOTAL, REVENUES			9,915,323.00	9,622,737.00	7,556,096.03	9,646,784.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	2,262,727.00	2,416,068.00	1,256,003.99	2,431,404.00	(15,336.00)	-0.6%
2) Classified Salaries		2000-2999	1,458,167.00	1,672,881.00	777,952.53	1,667,343.00	5,538.00	0.3%
3) Employee Benefits		3000-3999	1,623,116.00	1,615,172.00	640,569.49	1,567,596.00	47,576.00	2.9%
4) Books and Supplies		4000-4999	1,460,584.00	1,289,568.00	471,687.56	1,307,522.00	(17,954.00)	-1.4%
5) Services and Other Operating Expenditures		5000-5999	1,399,304.00	1,534,602.00	738,422.20	1,485,770.00	48,832.00	3.2%
6) Capital Outlay		6000-6999	0.00	433,565.00	394,389.59	478,805.00	(45,240.00)	-10.4%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			8,203,898.00	8,961,856.00	4,279,025.36	8,938,440.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,711,425.00	660,881.00	3,277,070.67	708,344.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,711,425.00	660,881.00	3,277,070.67	708,344.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	5,611,546.00	5,595,734.00		5,595,734.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,611,546.00	5,595,734.00		5,595,734.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,611,546.00	5,595,734.00		5,595,734.00		
2) Ending Balance, June 30 (E + F1e)			7,322,971.00	6,256,615.00		6,304,078.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	9,527.00	9,527.00		9,527.00		
c) Committed								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	128,210.00	128,210.00		128,210.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	250,000.00	250,000.00		250,000.00		
Unassigned/Unappropriated Amount		9790	6,925,234.00	5,858,878.00		5,906,341.00		
FEDERAL REVENUE								
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	683,793.00	842,318.00	1,159,932.72	836,212.00	(6,106.00)	-0.7%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,504,632.00	2,620,318.00	2,330,458.82	2,620,318.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			3,188,425.00	3,462,636.00	3,490,391.54	3,456,530.00	(6,106.00)	-0.2%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	36,000.00	90,000.00	82,408.23	150,000.00	60,000.00	66.7%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	146,243.94	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
All Other Local Revenue		8699	1,678,502.00	1,693,804.00	1,472,549.53	1,695,503.00	1,699.00	0.1%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	5,012,396.00	4,376,297.00	2,364,502.79	4,344,751.00	(31,546.00)	-0.7%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			6,726,898.00	6,160,101.00	4,065,704.49	6,190,254.00	30,153.00	0.5%
TOTAL, REVENUES			9,915,323.00	9,622,737.00	7,556,096.03	9,646,784.00		
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,790,076.00	1,871,464.00	940,837.33	1,875,030.00	(3,566.00)	-0.2%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	306,392.00	354,474.00	205,525.72	354,474.00	0.00	0.0%
Other Certificated Salaries		1900	166,259.00	190,130.00	109,640.94	201,900.00	(11,770.00)	-6.2%
TOTAL, CERTIFICATED SALARIES			2,262,727.00	2,416,068.00	1,256,003.99	2,431,404.00	(15,336.00)	-0.6%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	9,576.00	3,000.00	3,070.44	3,000.00	0.00	0.0%
Classified Support Salaries		2200	499,414.00	612,896.00	254,218.61	609,117.00	3,779.00	0.6%
Classified Supervisors' and Administrators' Salaries		2300	540,607.00	576,257.00	283,585.81	576,257.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	400,624.00	464,004.00	222,051.72	461,504.00	2,500.00	0.5%
Other Classified Salaries		2900	7,946.00	16,724.00	15,025.95	17,465.00	(741.00)	-4.4%
TOTAL, CLASSIFIED SALARIES			1,458,167.00	1,672,881.00	777,952.53	1,667,343.00	5,538.00	0.3%
EMPLOYEE BENEFITS								
STRS		3101-3102	653,553.00	681,720.00	164,604.29	684,529.00	(2,809.00)	-0.4%
PERS		3201-3202	372,229.00	393,351.00	171,319.40	382,603.00	10,748.00	2.7%
OASDI/Medicare/Alternative		3301-3302	54,024.00	68,080.00	35,751.03	68,777.00	(697.00)	-1.0%
Health and Welfare Benefits		3401-3402	447,643.00	361,034.00	205,575.72	320,018.00	41,016.00	11.4%
Unemployment Insurance		3501-3502	17,280.00	20,503.00	9,906.40	20,518.00	(15.00)	-0.1%
Workers' Compensation		3601-3602	65,875.00	77,766.00	44,443.85	78,433.00	(667.00)	-0.9%
OPEB, Allocated		3701-3702	12,512.00	12,718.00	8,968.80	12,718.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,623,116.00	1,615,172.00	640,569.49	1,567,596.00	47,576.00	2.9%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	10,000.00	56,580.00	46,801.15	56,580.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	338.94	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Materials and Supplies		4300	970,320.00	764,535.00	145,028.88	777,946.00	(13,411.00)	-1.8%
Noncapitalized Equipment		4400	480,264.00	468,453.00	279,518.59	472,996.00	(4,543.00)	-1.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,460,584.00	1,289,568.00	471,687.56	1,307,522.00	(17,954.00)	-1.4%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	228,157.00	167,377.00	34,490.02	114,885.00	52,492.00	31.4%
Dues and Memberships		5300	60,411.00	64,667.00	18,726.89	63,813.00	854.00	1.3%
Insurance		5400-5450	162,223.00	164,790.00	164,788.00	172,400.00	(7,610.00)	-4.6%
Operations and Housekeeping Services		5500	62,484.00	62,084.00	22,221.72	62,784.00	(700.00)	-1.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	191,939.00	145,448.00	42,638.08	145,448.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	652,492.00	888,827.00	435,837.93	884,727.00	4,100.00	0.5%
Communications		5900	41,598.00	41,409.00	19,719.56	41,713.00	(304.00)	-0.7%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,399,304.00	1,534,602.00	738,422.20	1,485,770.00	48,832.00	3.2%
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	433,565.00	394,389.59	478,805.00	(45,240.00)	-10.4%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	433,565.00	394,389.59	478,805.00	(45,240.00)	-10.4%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			8,203,898.00	8,961,856.00	4,279,025.36	8,938,440.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2022-23 Projected Totals
6371	CalWORKs for ROCP or Adult Education	9,527.00
Total, Restricted Balance		9,527.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH										
	June		9,572,576.85	9,358,284.64	9,937,474.29	9,798,614.11	9,337,039.64	8,959,647.55	9,080,399.58	8,225,969.46
B. RECEIPTS										
LCFF/Revenue Limit Sources										
	8010-8019									
	8020-8079									
	8080-8099									
	8100-8299									
	8300-8599									
	8600-8799		3,490,391.54							
	8910-8929									
	8930-8979									
			1,201,342.49	1,064,127.19	150,983.38	456,497.20	367,101.89	404,592.66	421,059.68	400,663.35
Interfund Transfers In										
All Other Financing Sources										
TOTAL RECEIPTS										
			4,691,734.03	1,064,127.19	150,983.38	456,497.20	367,101.89	404,592.66	421,059.68	400,663.35
C. DISBURSEMENTS										
	1000-1999									
	2000-2999		69,906.91	79,792.57	188,578.31	205,349.07	297,884.64	17,498.85	396,993.64	235,080.00
	3000-3999		0.00	92,453.46	110,200.42	121,495.91	145,895.97	175,349.58	132,557.19	148,231.75
	4000-4999		68,060.47	78,828.87	78,646.11	120,125.82	93,288.44	95,723.33	105,896.45	170,696.48
	5000-5999		7,847.03	27,599.62	38,886.43	65,215.84	96,700.51	29,886.69	205,551.44	139,305.74
	6000-6599		346,083.80	87,203.55	40,433.60	151,809.89	48,635.79	19,691.72	44,563.85	124,557.97
	7000-7499			21,216.64			62,307.74	0.00	310,865.21	
	7600-7629									
Interfund Transfers Out										

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			491,898.21	387,094.71	456,744.87	663,996.53	744,713.09	338,150.17	1,196,427.78	817,871.94
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299		3,634.50	(103,852.37)	178,011.92	(265,268.86)	(1,882.87)	67,298.63	(79,062.02)	126,214.78
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	3,634.50	(103,852.37)	178,011.92	(265,268.86)	(1,882.87)	67,298.63	(79,062.02)	126,214.78
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599		4,417,762.53	(6,009.54)	11,110.61	(11,193.72)	(2,101.98)	12,989.09		37,059.01
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9680									
SUBTOTAL		0.00	4,417,762.53	(6,009.54)	11,110.61	(11,193.72)	(2,101.98)	12,989.09	0.00	37,059.01
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		0.00	(4,414,128.03)	(97,842.83)	166,901.31	(254,075.14)	219.11	54,309.54	(79,062.02)	89,155.77
E. NET INCREASE/DECREASE (B - C + D)			(214,292.21)	579,189.65	(138,860.18)	(461,574.47)	(377,392.09)	120,752.03	(854,430.12)	(328,052.82)
F. ENDING CASH (A + E)			9,358,284.64	9,937,474.29	9,798,614.11	9,337,039.64	8,959,647.55	9,080,399.58	8,225,969.46	7,897,916.64
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH	June	7,897,916.64	7,646,718.90	7,379,510.31	7,159,980.01				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010- 8019					0.00		0.00	0.00
Property Taxes	8020- 8079							0.00	0.00
Miscellaneous Funds	8080- 8099							0.00	0.00
Federal Revenue	8100- 8299							0.00	0.00
Other State Revenue	8300- 8599				343,211.29	(377,073.01)		3,456,529.82	3,456,530.00
Other Local Revenue	8600- 8799	400,663.35	400,663.35	400,663.35	764,424.18	(242,527.80)		6,190,254.27	6,190,254.00
Interfund Transfers In	8810- 8929							0.00	0.00
All Other Financing Sources	8930- 8979	400,663.35	400,663.35	400,663.35	1,107,635.47	(619,600.81)	0.00	9,646,784.09	9,646,784.00
TOTAL RECEIPTS									
C. DISBURSEMENTS									
Certificated Salaries	1000- 1999	235,080.00	235,080.00	235,080.00	235,080.00	0.00		2,431,403.99	2,431,404.00
Classified Salaries	2000- 2999	148,231.75	148,231.75	148,231.75	148,231.75	148,231.75		1,667,343.03	1,667,343.00
Employee Benefits	3000- 3999	204,685.63	170,696.48	170,696.48	170,696.48	39,554.96		1,567,596.00	1,567,596.00
Books and Supplies	4000- 4999	139,305.74	139,305.74	139,305.74	139,305.74	139,305.74		1,307,522.00	1,307,522.00
Services	5000- 5999	124,557.97	124,557.97	124,557.97	124,557.97	124,557.97		1,485,770.02	1,485,770.00
Capital Outlay	6000- 6599				84,415.41			478,805.00	478,805.00
Other Outgo	7000- 7499							0.00	0.00
Interfund Transfers Out	7600- 7629							0.00	0.00
All Other Financing Uses	7630- 7699							0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
TOTAL DISBURSEMENTS		851,861.09	817,871.34	817,871.94	902,287.35	451,650.42	0.00	8,938,440.04	8,938,440.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Net In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299	200,000.00	150,000.00	197,678.29				472,772.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	0.00
SUBTOTAL		200,000.00	150,000.00	197,678.29	0.00	0.00	0.00	472,772.00	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							4,459,616.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	4,459,616.00	
Nonoperating									
Suspense Clearing								0.00	
TOTAL BALANCE SHEET ITEMS		200,000.00	150,000.00	197,678.29	0.00	0.00	0.00	(3,986,844.00)	
E. NET INCREASE/DECREASE (B - C + D)		(251,197.74)	(267,208.59)	(219,530.30)	205,348.12	(1,071,251.23)	0.00	(3,278,499.95)	708,344.00
F. ENDING CASH (A + E)		7,646,718.90	7,379,510.31	7,159,980.01	7,365,328.13				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								6,294,076.90	

Description	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		7,365,328.13	6,699,002.42	6,486,539.52	6,381,982.59	6,238,149.10	6,094,315.61	6,174,019.46	5,787,179.13
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenue	8100-8299								
Other State Revenue	8300-8599								
Other Local Revenue	8600-8799	414,147.00	414,147.00	417,820.20	417,820.20	417,820.20	417,820.20	417,820.20	417,820.20
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
TOTAL RECEIPTS		414,147.00	414,147.00	417,820.20	417,820.20	417,820.20	417,820.20	417,820.20	417,820.20
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	81,482.81	44,949.99	176,325.72	176,325.72	176,325.72	0.00	352,651.44	176,325.72
Classified Salaries	2000-2999		89,925.62	89,925.62	129,202.18	129,202.18	129,202.18	129,202.18	129,202.18
Employee Benefits	3000-3999	77,162.66	77,162.66	123,551.97	123,551.97	123,551.97	76,340.35	190,233.09	123,551.97
Books and Supplies	4000-4999	54,833.15	54,833.15	54,833.15	54,833.15	54,833.15	54,833.15	54,833.15	54,833.15
Services	5000-5999	77,740.67	77,740.67	77,740.67	77,740.67	77,740.67	77,740.67	77,740.67	77,740.67
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		291,219.29	344,612.09	522,377.13	561,653.69	561,653.69	338,116.35	804,660.53	561,653.69
TOTAL DISBURSEMENTS										
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299		(495,680.65)	(123,920.16)						
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	(495,680.65)	(123,920.16)	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599		293,572.77	158,077.65						
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	293,572.77	158,077.65	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		0.00	(789,253.42)	(281,997.81)	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(666,325.71)	(212,462.90)	(104,556.93)	(143,833.49)	(143,833.49)	79,703.85	(386,840.33)	(143,833.49)
F. ENDING CASH (A + E)			6,699,002.42	6,486,539.52	6,381,982.59	6,238,149.10	6,094,315.61	6,174,019.46	5,787,179.13	5,643,345.64
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		5,643,345.64	5,499,512.15	5,355,678.66	5,211,845.17				
B. RECEIPTS									
LOFF/Revenue Limit Sources									
Principal Apportionment	8010-8019							0.00	
Property Taxes	8020-8079							0.00	
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299							0.00	
Other State Revenue	8300-8599				766,431.00			766,431.00	
Other Local Revenue	8600-8799	417,820.20	417,820.20	417,820.20	421,917.62	526,375.58		5,536,969.00	
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		417,820.20	417,820.20	417,820.20	1,188,348.62	526,375.58	0.00	6,303,400.00	0.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	176,325.72	176,325.72	176,325.72	176,325.72			1,889,690.00	
Classified Salaries	2000-2999	129,202.18	129,202.18	129,202.18	129,202.18	129,202.18		1,471,873.04	
Employee Benefits	3000-3999	123,551.97	123,551.97	123,551.97	123,551.97	97,019.47		1,506,333.99	
Books and Supplies	4000-4999	54,833.15	54,833.15	54,833.15	54,833.15	54,833.15		712,830.95	
Services	5000-5999	77,740.67	77,740.67	77,740.67	77,740.67			932,888.04	
Capital Outlay	6000-6599							0.00	
Other Outgo	7000-7499							0.00	
Interfund Transfers Out	7600-7629							0.00	
All Other Financing Uses	7630-7699							0.00	

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
TOTAL DISBURSEMENTS		561,653.69	561,653.69	561,653.69	561,653.69	281,054.80	0.00	6,513,616.02	0.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							(619,600.81)	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	(619,600.81)	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							451,650.42	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	451,650.42	
Nonoperating									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	(1,071,251.23)	
E. NET INCREASE/DECREASE (B - C + D)		(143,833.49)	(143,833.49)	(143,833.49)	626,694.93	245,320.78	0.00	(1,281,467.25)	0.00
F. ENDING CASH (A + E)		5,499,512.15	5,355,678.66	5,211,845.17	5,838,540.10				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								6,083,860.88	

Provide methodology and assumptions used to estimate revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments). Deviations from the standards must be explained and may affect the interim certification.

Note: This form is the same as the school district criteria and standards review except for the average daily attendance, enrollment, ADA to enrollment, LCFF revenue, and ongoing and major maintenance account criteria, which are not applicable to JPAs, and the salaries and benefits and deficit spending criteria which measure unrestricted expenditures for districts but total expenditures for JPAs. The criteria and standards review should be completed only to the extent that individual components apply to each JPA, and with concurrence from the reviewing agency.

CRITERIA AND STANDARDS

1. **CRITERION: Average Daily Attendance**
This criterion is not checked for JPAs.

2. **CRITERION: Enrollment**
This criterion is not checked for JPAs.

3. **CRITERION: ADA to Enrollment**
This criterion is not checked for JPAs.

4. **CRITERION: Local Control Funding Formula (LCFF) Revenue**
This criterion is not checked for JPAs.

5. CRITERION: Salaries and Benefits

"STANDARD: Projected ratio of total salaries and benefits to total general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the JPA's required reserves percentage."

5A. Calculating the JPA's Historical Average Ratio of Salaries and Benefits to Total General Fund Expenditures

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals		Ratio of Salaries and Benefits to Total Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2019-20)	5,572,738.34	9,437,266.17	59.1%
Second Prior Year (2020-21)	4,468,477.09	5,491,021.32	81.4%
First Prior Year (2021-22)	5,140,319.22	6,740,892.77	76.3%
	Historical Average Ratio:		72.2%

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA's Reserve Standard Percentage (Criterion 10B, Line 4):	5%	5%	5%
JPA's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the JPA's reserve standard percentage):	67.2% to 77.2%	67.2% to 77.2%	67.2% to 77.2%

5B. Calculating the JPA's Projected Ratio of Salaries and Benefits to Total General Fund Expenditures

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals		Ratio of Salaries and Benefits to Total Expenditures	Status
	Salaries and Benefits (Form 01, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 01, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2022-23)	5,656,343.00	8,938,440.00	63.4%	Not Met
1st Subsequent Year (2023-24)	4,867,897.00	6,513,616.00	74.7%	Met
2nd Subsequent Year (2024-25)	4,633,063.00	5,621,660.00	82.4%	Not Met

5C. Comparison of JPA Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected ratio of salary and benefit costs to total expenditures has changed by more than the standard in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

Explanation:
(required if NOT met)

The primary reason for the shift in standard in the 2022-23 year is the inclusion of a significant amount of one-time grant monies. Many of these grant monies are being used for non-salary and benefit expenditures which is why the ratio of salary and benefits to total expenditures decreased so significantly. In the 2023-24 year, many of those grant monies were excluded which is why the ratio of salary and benefits to total expenditures is more aligned with our historical average. In the 2024-25 year, those one-time grant monies were completed excluded which is why the ratio of salary and benefits to total expenditures increased compared to 2023-24.

5. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since first interim projections. Changes that exceed five percent in any major object category must be explained.

JPA's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
JPA's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

6A. Calculating the JPA's Change by Major Object Category and Comparison to the Explanation Percentage Range

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. Second Interim data for Current Year are extracted. If Second Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column. Explanations must be entered for each category if the percent change for any year exceeds the JPA's explanation percentage range.

Object Range / Fiscal Year	First Interim	Second Interim	Percent Change	Change is Outside Explanation Range
	Projected Year Totals (Form 01CSI, Item 6A)	Projected Year Totals (Fund 01) (Form MYPI)		
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)				
Current Year (2022-23)	0.00	0.00	0.0%	No
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	No
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	No

Explanation
(required if Yes)

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)				
Current Year (2022-23)	3,462,636.00	3,456,530.00	-.2%	No
1st Subsequent Year (2023-24)	780,325.00	766,431.00	.8%	No
2nd Subsequent Year (2024-25)	289,859.00	289,859.00	0.0%	No

Explanation
(required if Yes)

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)				
Current Year (2022-23)	6,160,101.00	6,190,254.00	.5%	No
1st Subsequent Year (2023-24)	5,459,534.00	5,536,970.00	1.4%	No
2nd Subsequent Year (2024-25)	5,114,640.00	5,177,164.00	1.2%	No

Explanation
(required if Yes)

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)				
Current Year (2022-23)	1,289,568.00	1,307,522.00	1.4%	No
1st Subsequent Year (2023-24)	708,851.00	712,831.00	.6%	No
2nd Subsequent Year (2024-25)	185,816.00	186,078.00	-.1%	No

Explanation
(required if Yes)

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)

Current Year (2022-23)	1,534,602.00	1,485,770.00	-3.2%	No
1st Subsequent Year (2023-24)	923,539.00	932,888.00	1.0%	No
2nd Subsequent Year (2024-25)	792,702.00	802,519.00	1.2%	No

Explanation
(required if Yes)

6B. Calculating the JPA's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	First Interim	Second Interim	Percent Change	Explanation Range
	Projected Year Totals	Projected Year Totals		

Total Federal, Other State, and Other Local Revenues (Section 6A)

Current Year (2022-23)	9,622,737.00	9,646,784.00	.2%	Met
1st Subsequent Year (2023-24)	6,219,859.00	6,303,401.00	1.3%	Met
2nd Subsequent Year (2024-25)	5,404,499.00	5,467,023.00	1.2%	Met

Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)

Current Year (2022-23)	2,824,170.00	2,793,292.00	-1.1%	Met
1st Subsequent Year (2023-24)	1,832,390.00	1,645,719.00	.8%	Met
2nd Subsequent Year (2024-25)	978,518.00	988,597.00	1.0%	Met

6C. Comparison of JPA Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is not met; no entry is allowed below.

1a. STANDARD MET - Projected total operating revenues have not changed since first interim projections by more than the standard for the current and two subsequent fiscal years.

Explanation:
Federal Revenue
(linked from 6A
if NOT met)

Explanation:
Other State Revenue
(linked from 6A
if NOT met)

Explanation:
Other Local Revenue
(linked from 6A
if NOT met)

1b. STANDARD MET - Projected total operating expenditures have not changed since first interim projections by more than the standard for the current and two subsequent fiscal years.

Explanation:
Books and Supplies
(linked from 6A
if NOT met)

Explanation:
Services and Other Exps
(linked from 6A
if NOT met)

7.

CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since first interim projections in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the JPA is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the JPA's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

This criterion is not checked for JPAs.

8. CRITERION: Deficit Spending

STANDARD: Deficit spending (total expenditures and other financing uses is greater than total revenues and other financing sources) as a percentage of total expenditures and other financing uses, has not exceeded one-third of the JPA's available reserves¹ as a percentage of total expenditures and other financing uses² in any of the current fiscal year or two subsequent fiscal years.

¹Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund. ²A JPA that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

8A. Calculating the JPA's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA's Available Reserve Percentage (Criterion 10C, Line 9)	68.9%	92.3%	104.9%
JPA's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	23.0%	30.8%	35.0%

8B. Calculating the JPA's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals			Status
	Net Change in Fund Balance (Form 01), Section E) (Form MYPI, Line C)	Total Expenditures and Other Financing Uses (Form 01), Object 1000- 7999) (Form MYPI, Line B11)	Deficit Spending Level (If Net Change in Fund Balance is negative, else N/A)	
Current Year (2022-23)	708,344.00	8,938,440.00	N/A	Met
1st Subsequent Year (2023-24)	(210,215.00)	6,513,616.00	3.2%	Met
2nd Subsequent Year (2024-25)	(154,637.00)	5,621,560.00	2.8%	Met

8C. Comparison of JPA Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. **STANDARD MET** - Deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

9. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

9A-1. Determining if the JPA's General Fund Ending Balance is Positive

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals		Status
	(Form 011, Line F2)	(Form MYPI, Line D2)	
Current Year (2022-23)		6,304,078.00	Met
1st Subsequent Year (2023-24)		6,093,863.00	Met
2nd Subsequent Year (2024-25)		5,939,226.00	Met

9A-2. Comparison of the JPA's Ending Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1. Determining if the JPA's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund		Status
	(Form CASH, Line F, June Column)		
Current Year (2022-23)		7,365,328.13	Met

9B-2. Comparison of the JPA's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation:
(required if NOT met)

10. CRITERION: Reserves

STANDARD: Available reserves¹ for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts² as applied to total expenditures and other financing uses³:

Percentage Level	JPA ADA	
5% or \$75,000 (greater of)	0	to 300
4% or \$75,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

¹ Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund. ² Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment, as referenced in Education Code Section 42238.02, rounded to the nearest thousand.

³ A JPA that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

JPA ADA (Form MYPI, Line F1, if available; else defaults to zero and may be overwritten)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
	0.00	0.00	0.00
JPA's Reserve Standard Percentage Level:	5%	5%	5%

10A. Calculating the JPA's Special Education Pass-through Exclusions (only for JPAs that serve as the AU of a SELPA)

Special education pass-through exclusions are not applicable for JPAs.

10B. Calculating the JPA's Reserve Standard

DATA ENTRY: All data are extracted or calculated.

	Current Year Projected Year Totals (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
1. Total Expenditures and Other Financing Uses (Criterion B, Item 8B)	8,938,440.00	6,513,616.00	5,621,680.00
2. Plus: Special Education Pass-through (Not applicable for JPAs)	N/A	N/A	N/A
3. Net Expenditures and Other Financing Uses (Line B1 plus Line B2)	8,938,440.00	6,513,616.00	5,621,660.00
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line B3 times Line B4)	446,922.00	325,680.80	281,083.00
6. Reserve Standard - by Amount (\$75,000 for JPAs with less than 1,001 ADA, else 0)	75,000.00	75,000.00	75,000.00
7. JPA's Reserve Standard (Greater of Line B5 or Line B6)	446,922.00	325,680.80	281,083.00

10C. Calculating the JPA's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts	Current Year		
	Projected Year Totals	1st Subsequent Year	2nd Subsequent Year
	(2022-23)	(2023-24)	(2024-25)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	250,000.00	250,000.00	250,000.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	5,908,341.00	5,763,146.00	5,647,173.00
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)		0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00		
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00		
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00		
8. JPA's Available Reserve Amount (Lines C1 thru C7)	6,156,341.00	6,013,146.00	5,897,173.00
9. JPA's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	68.87%	92.32%	104.90%
JPA's Reserve Standard (Section 10B, Line 7):	446,922.00	325,680.80	281,083.00
Status:	Met	Met	Met

10D. Comparison of JPA Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

1a. Does your JPA have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since first interim projections that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

S2. Use of One-time Revenues for Ongoing Expenditures

1a. Does your JPA have ongoing general fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

S3. Temporary Interfund Borrowings

1a. Does your JPA have projected temporary borrowings between funds?
(Refer to Education Code Section 42603)

1b. If Yes, identify the interfund borrowings:

S4. Contingent Revenues

1a. Does your JPA have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since first interim projections.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since first interim projections.

Identify capital project cost overruns that have occurred since first interim projections that may impact the general fund budget.

JPA's Contributions and Transfers Standard: -5.0% to 5.0% or -\$20,000 to +\$20,000

S5A. Identification of the JPA's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. For Transfers In and Transfers Out, if Form MYPI exists, the data will be extracted into the Second Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYPI does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	First Interim (Form 01CSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. Contributions, Unrestricted General Fund					
This item is not applicable for JPAs.					
1b. Transfers In, General Fund *					
Current Year (2022-23)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	0.00	Met
1c. Transfers Out, General Fund *					
Current Year (2022-23)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	0.00	Met

1d. Capital Project Cost Overruns

Have capital project cost overruns occurred since first interim projections that may impact the general fund operational budget? No

* Include transfers used to cover operating deficits in either the general fund or any other fund.

S5B. Status of the JPA's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1b-1c or if Yes for Item 1d.

1a. This item is not applicable for JPAs.

1b. MET - Projected transfers in have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

1c. MET - Projected transfers out have not changed since first interim projections by more than the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

1d. NO - There have been no capital project cost overruns occurring since first interim projections that may impact the general fund operational budget.

Project Information:
(required if YES)

56. Long-term Commitments

Identify all existing and new multiyear commitments and their annual required payment for the current fiscal year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced. Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

S6A. Identification of the JPA's Long-term Commitments

DATA ENTRY: If First Interim data exist (Form 01CSI, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no First Interim data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your JPA have long-term (multiyear) commitments?
(If No, skip items 1b and 2 and sections S6B and S6C)

Yes

b. If Yes to item 1a, have new long-term (multiyear) commitments been incurred since first interim projections?

No

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2022
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	1			83,300

Other Long-term Commitments (do not include OPEB)

Type of Commitment	# of Years Remaining	Funding Sources (Revenues)	Debt Service (Expenditures)	Principal Balance as of July 1, 2022
TOTAL:				83,300

Type of Commitment (continued)	Prior Year (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)
Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	20,718	3,280	0	0

Other Long-term Commitments (continued):

Type of Commitment	Prior Year (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Total Annual Payments:	20,718	3,280	0	0
Has total annual payment increased over prior year (2021-22)		No	No	No

S6B. Comparison of the JPA's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent years.

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

57. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since first interim projections, and indicate whether the changes are the result of a new actuarial valuation.

S7A. Identification of the JPA's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1

a. Does your JPA provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)

Yes

b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities?

No

c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions?

No

2

OPEB Liabilities

	First Interim (Form 01CSI, Item S7A)	Second Interim
a. Total OPEB liability	236,375.00	236,375.00
b. OPEB plan(s) fiduciary net position (if applicable)	0.00	0.00
c. Total/Net OPEB liability (Line 2a minus Line 2b)	236,375.00	236,375.00

d. Is total OPEB liability based on the JPA's estimate or an actuarial valuation?

	Actuarial	Actuarial
e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation	6/30/2022 7:00:00 AM +00:00	Jun 30, 2022

3

OPEB Contributions

a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method

	First Interim (Form 01CSI, Item S7A)	Second Interim
Current Year (2022-23)	0.00	0.00
1st Subsequent Year (2023-24)	0.00	0.00
2nd Subsequent Year (2024-25)	0.00	0.00

b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)

	First Interim (Form 01CSI, Item S7A)	Second Interim
Current Year (2022-23)	12,718.00	12,718.00
1st Subsequent Year (2023-24)	13,354.00	13,354.00
2nd Subsequent Year (2024-25)	13,354.00	14,022.00

c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

	First Interim (Form 01CSI, Item S7A)	Second Interim
Current Year (2022-23)	12,718.00	12,718.00
1st Subsequent Year (2023-24)	13,354.00	13,354.00
2nd Subsequent Year (2024-25)	13,354.00	14,022.00

d. Number of retirees receiving OPEB benefits

	First Interim (Form 01CSI, Item S7A)	Second Interim
Current Year (2022-23)	3.00	3.00
1st Subsequent Year (2023-24)	3.00	3.00
2nd Subsequent Year (2024-25)	3.00	3.00

Comments:

S7B. Identification of the JPA's Unfunded Liability for Self-Insurance Programs

DATA ENTRY: Click the appropriate button(s) for Items 1a-1c, as applicable. First Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1

a. Does your JPA operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which will be covered in Section S7A) (If No, skip items 1b-4)

No

b. If Yes to Item 1a, have there been changes since first interim in self-insurance liabilities?

n/a

c. If Yes to Item 1a, have there been changes since first interim in self-insurance contributions?

n/a

2

Self-Insurance Liabilities

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Accrued liability for self-insurance programs		
b. Unfunded liability for self-insurance programs		

3

Self-Insurance Contributions

	First Interim (Form 01CSI, Item S7B)	Second Interim
a. Required contribution (funding) for self-insurance programs		
Current Year (2022-23)		
1st Subsequent Year (2023-24)		
2nd Subsequent Year (2024-25)		
b. Amount contributed (funded) for self-insurance programs		
Current Year (2022-23)		
1st Subsequent Year (2023-24)		
2nd Subsequent Year (2024-25)		

4

Comments:

S8. Status of Labor Agreements

Analyze the status of all employee labor agreements. Identify new labor agreements that have been ratified since first interim projections, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The JPA must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the JPA governing board and superintendent.

S8A. Cost Analysis of JPA's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Certificated Labor Agreements as of the Previous Reporting Period

Were all certificated labor negotiations settled as of first interim projections?

n/a

If Yes or n/a, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

Certificated (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of certificated (non-management) full-time-equivalent (FTE) positions	31.5	31.5	25.3	26.3

1a. Have any salary and benefit negotiations been settled since first interim projections?

n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

n/a

If Yes, complete questions 5 and 6.

Negotiations Settled Since First Interim Projections

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

[]

3. Period covered by the agreement:

Begin Date: []

End Date: []

4. Salary settlement:

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
--	---------------------------	----------------------------------	----------------------------------

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

No	No	No
----	----	----

One Year Agreement

Total cost of salary settlement

[]	[]	[]
-----	-----	-----

% change in salary schedule from prior year

[]	[]	[]
-----	-----	-----

or

Multiyear Agreement

Total cost of salary settlement

[]	[]	[]
-----	-----	-----

% change in salary schedule from prior year
(may enter text, such as "Reopener")

[]	[]	[]
-----	-----	-----

Identify the source of funding that will be used to support multiyear salary commitments:

[]

Negotiations Not Settled

5. Cost of a one percent increase in salary and statutory benefits

[]

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
--	---------------------------	----------------------------------	----------------------------------

6. Amount included for any tentative salary schedule increases

[]	[]	[]
-----	-----	-----

Certificated (Non-management) Health and Welfare (H&W) Benefits

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Yes	Yes	Yes

Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?

No		

If Yes, amount of new costs included in the interim and MYPs

If Yes, explain the nature of the new costs:

Certificated (Non-management) Step and Column Adjustments

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
No	No	No

Certificated (Non-management) Attrition (layoffs and retirements)

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Yes	Yes	Yes
Yes	Yes	Yes

Certificated (Non-management) - Other

List other significant contract changes that have occurred since first interim projections and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of JPA's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Classified Labor Agreements as of the Previous Reporting Period

Were all classified labor negotiations settled as of first interim projections?

If Yes or n/a, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

n/a

Classified (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of classified (non-management) FTE positions	23.7	23.7	24.7	24.7

1a. Have any salary and benefit negotiations been settled since first interim projections?

n/a

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

n/a

If Yes, complete questions 5 and 6.

Negotiations Settled Since First Interim Projections

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

--

3. Period covered by the agreement:

Begin Date:

--

End Date:

--

4. Salary settlement:

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
---------------------------	----------------------------------	----------------------------------

Is the cost of salary settlement included in the interim and multi year projections (MYPs)?

No	No	No
----	----	----

One Year Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year

--	--

or

Multiyear Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year
(may enter text, such as "Recopener")

--	--

Identify the source of funding that will be used to support multiyear salary commitments:

--

Negotiations Not Settled

5. Cost of a one percent increase in salary and statutory benefits

--

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
---------------------------	----------------------------------	----------------------------------

6. Amount included for any tentative salary schedule increases

--	--	--

Classified (Non-management) Health and Welfare (H&W) Benefits

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
---------------------------	----------------------------------	----------------------------------

1. Are costs of H&W benefit changes included in the interim and MYPs?

Yes	Yes	Yes
-----	-----	-----

2. Total cost of H&W benefits

--	--	--

3. Percent of H&W cost paid by employer

--	--	--

4. Percent projected change in H&W cost over prior year

--	--	--

Classified (Non-management) Prior Year Settlements Negotiated Since First Interim

Are any new costs negotiated since first interim for prior year settlements included in the interim?

If Yes, amount of new costs included in the interim and MYPs

No

If Yes, explain the nature of the new costs:

--

Classified (Non-management) Step and Column Adjustments

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
No	No	No

Classified (Non-management) Attrition (layoffs and retirements)

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Yes	Yes	Yes
Yes	Yes	Yes

Classified (Non-management) - Other

List other significant contract changes that have occurred since first interim and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of JPA's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period

Were all managerial/confidential labor negotiations settled as of first interim projections?

n/a

If Yes or n/a, complete number of FTEs, then skip to S9.
If No, continue with section S8C.

Management/Supervisor/Confidential Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of management, supervisor, and confidential FTE positions	7.0	7.0	7.0	7.0

1a. Have any salary and benefit negotiations been settled since first interim projections?
If Yes, complete question 2.
If No, complete questions 3 and 4.

n/a

1b. Are any salary and benefit negotiations still unsettled?
If Yes, complete questions 3 and 4.

n/a

Negotiations Settled Since First Interim Projections

2. Salary settlement.

Is the cost of salary settlement included in the interim and multi year projections (MYPs)?

Total cost of salary settlement
Change in salary schedule from prior year
(may enter text, such as "Reopener")

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
No	No	No

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

4. Amount included for any tentative salary schedule increases

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)

Management/Supervisor/Confidential Health and Welfare (H&W) Benefits

- Are costs of H&W benefit changes included in the interim and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Yes	Yes	Yes

Management/Supervisor/Confidential Step and Column Adjustments

- Are step & column adjustments included in the interim and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
No	No	No

Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)

- Are costs of other benefits included in the interim and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Yes	Yes	Yes

Status of Other Funds

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

S9A. Identification of Other Funds with Negative Ending Fund Balances

DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1.

Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

No

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2.

If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

Blank lines for data entry.

ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review. DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9 except items A3 and A4, which are not applicable for JPAs; Item A1 is automatically completed based on data from Criterion 9.

A1. Do cash flow projections show that the JPA will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)

A2. Is the system of personnel position control independent from the payroll system?

A3. Is enrollment decreasing in both the prior and current fiscal years?

A4. Are new charter schools operating in JPA boundaries that impact the JPA's enrollment, either in the prior or current fiscal year?

A5. Has the JPA entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?

A6. Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?

A7. Is the JPA's financial system independent of the county office system?

A8. Does the JPA have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)

A9. Have there been personnel changes in the JPA director or financial official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

End of Joint Powers Agency Second Interim Criteria and Standards Review

TO: Board of Trustees

FROM: Brian Dozer

DATE: March 3, 2023

SUBJECT: K12 SWP Round 5 Sub-Agreement

Coastline ROP serves as the lead agency for three of our districts in our JPA for the K12 Strong Workforce Program Round 5. The consortium was awarded \$715,820 for a performance period of January 1, 2023, through June 30, 2025. The funding is for the project titled: Business and ICT: An Industry Need, An Expedient Option for Students.

It is respectfully requested that the Board of Trustees approve the sub-agreement with the Rancho Santiago Community College District for Round 5 K12 Strong Workforce Program grant funds.

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
COASTLINE ROP**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13th of February, 2023, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **Coastline ROP** (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the K12 Strong Workforce Program for Orange County, (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division (hereinafter “Prime Sponsor”), to sub-grant and contract with Local Educational Agencies to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to perform the work in the Scope of Work (*Exhibit A*) approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from January 1, 2023 through June 30, 2025.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$715,820 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior

approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advance payment of 70% (seventy percent) after the Agreement is fully executed, up to 20% (twenty percent) in progress payment upon submission of an invoice and accompanying documentation as required by the Regional Consortium and completion of all reports due at the time the invoice is submitted. The final 10% (ten percent) payment is contingent upon successful performance of the work, as approved by the PRIME SPONSOR. Payment shall not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must electronically submit invoices for payment to the RSCCD Fiscal Agent Office in-box at FA_K12K14@rsccd.edu. The e-mail subject line of the invoice should be as follows: "Invoice Enclosed – LEA Acronym/SWP K12 PIF/Sub-Agreement #".

Refer to the Invoice Form and Instructions (Exhibit B) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

K12 Strong Workforce Program funding is project based with project submissions and reporting expenditures in NOVA. The SUBCONTRACTOR agrees to adhere to the reporting frequency as identified in Exhibit D: K12 Strong Workforce Program RFA-Appendix A: Grantee Requirements and Guidelines, p.31-32. Periodic fiscal and narrative progress reports of project progress may be requested by Rancho Santiago Community College District at any time.

SUBCONTRACTOR shall prepare and submit outcomes data as required by the legislation, Education Code §88828 (d)(8), and as referenced in Exhibit D: K12 Strong Workforce Program RFA –Appendix A: Grantee Requirements and Guidelines, p. 31. As per the legislation, failure to provide this data may result in termination of the grant.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications

SUBCONTRACTOR may make changes to any budget categories up to 10% (ten percent) of the total award amount per line item without the approval of RSCCD so long as budget categories are not added or deleted, the total dollar amount of the Agreement is not affected,

and the outcomes of the Agreement will not be materially affected. SUBCONTRACTOR may add or delete budget categories subject to the prior approval of RSCCD.

If the SUBCONTRACTOR wishes to make substantial changes to the scope of work, then a revised scope of work that describes the requested changes and their impact to the budget and outcomes must be submitted to RSCCD and approved by the PRIME SPONSOR. Substantial changes are those that would represent a significant deviation from the approved scope of work and would lead to different outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in methods of implementation (i.e., the means by which the approved scope of work is implemented) or movement between budget line items would not be considered substantial changes, and would not require prior approval.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to

audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused by the sole negligence or the willful misconduct of the non-indemnifying party or any of its agents or employees.

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo, Assistant Vice Chancellor, Educational Services
2323 N. Broadway, Suite 201
Santa Ana, CA 92706
(714) 480-7466; Santoyo_Sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Iris I. Ingram, Vice Chancellor, Business Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, Ingram_Iris@rsccd.edu

SUBCONTRACTOR:

Primary Contact:
Name: Brian K. Dozer
Title: Superintendent
Address: 1001 Presidio Square
Costa Mesa, CA 92626
Phone: 714-429-2222
Email: bdozer@coastlinerop.net

Fiscal Representative:
Name: Sesar Morfin
Title: Director of Business Services
Address: 1001 Presidio Square
Costa Mesa, CA 92626
Phone: 714-429-2220
Email: smorfin@coastlinerop.net

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Education Code Title 3, Division 7, Part 54.5 Strong Workforce Program Section 88827-88833) as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances


By signing this Agreement the Parties certify that they comply with the legal requirements regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *Coastline ROP*

By: 
Name: Iris I. Ingram
Title: Vice Chancellor
Business Services
Date: Feb 14, 2023
Board Approval Date: February 13, 2023

By: _____
Name: Brian K. Dozer
Title: Superintendent
Date: March 9, 2023
95-2887481
Employer/Taxpayer Identification Number (EIN)

TO: Board of Trustees

FROM: Brian Dozer

DATE: March 2, 2023

SUBJECT: Modification to Employment Contract – Sesar Morfin

We are proposing to change Sesar Morfin’s title from Director, Business Services to Chief Business Official. Sesar’s duties would now include managing Technology Services (which includes 4 employees working on IT, Facilities, Shipping, and Student Data) and moving reporting responsibility from the Superintendent to Business Services. This change in status for Sesar would also include a change in compensation. The proposed changes would take effect on April 1, 2023.

It is respectfully requested the board approve the revised contract with the new title and compensation for this position.



CHIEF BUSINESS OFFICIAL

Location:	Business Services
Reports To:	Superintendent
Supervises:	Accounting/Payroll Specialist, Accounting/Budgeting Specialist, Accounts Payable Specialist/Purchasing Specialist, Network Specialist, , Student Information Specialist, Facility Maintenance/Receiving & Delivery Worker and Manager, Technology Services.
Pay Classification:	Contractual Agreement
Revision Date:	February 2, 2023

GENERAL DESCRIPTION

Plan, organize, control and direct accounting, and technology operations and activities; prepare, develop, monitor, review, process, analyze, maintain and adjust budgets, funds and accounts; review, analyze, prepare and develop the annual budget; direct and participate in financial record-keeping, reporting and auditing functions to ensure accurate and timely accounting and reporting of funds and budgets; oversee the services, operations and activities of Coastline ROP’s Facilities, and Technology Services; supervise and evaluate the performance of assigned personnel.

Duties and Responsibilities

- Plan, organize, control and direct accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of Coastline ROP budgets, funds and accounts; establish and maintain fiscal timelines and priorities; ensure financial activities comply with established guidelines, requirements, auditing standards, laws, codes, regulations, policies and procedures.
- Monitor and participate in the development, preparation, review and analysis of the budget and various departmental and program budgets to ensure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements; evaluate, forecast, calculate and project annual revenue, expenditures and balances to determine budget requirements.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate departmental work assignments and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures.
- Oversee and direct internal business functions including payroll, accounts payable, accounts receivable, purchasing, budget analyst, employee benefits, accounting, developer fees, attendance accounting, employee leave tracking, employee reimbursements and other business functions as directed.

- Oversee the services and activities of ROP's Technology Services; ensure technology services functions comply with applicable safety regulations and established laws, rules, policies and procedures.
- Oversee Facilities operations and activities; provide leadership for various projects including facilities master planning, RFQ/RFP preparation for contractors, lease/leaseback partners, architects, construction managers, financial advisors, facility use fees, facility work planning, CSR analysis, implementation of new regulations and Uniform Cost accounting procedures; prepare cost analysis of a variety of proposals.
- Collaborate with administrators, staff and community members to develop a spending plan to meet the priorities established by the community and the Board.
- Direct and participate in the preparation and maintenance of various financial and statistical records, statements, and reports related to budgets, accounts, funds, income, expenditures and assigned duties; prepare interim, final, administrative, year-end and other governmental fiscal and budgetary reports; ensure mandated reports are submitted to appropriate local, State and Federal agencies per established timelines and requirements.
- Schedule and conduct financial audits to ensure compliance with established fiscal standards and requirements; ensure compliance with Education Codes, grant requirements, and categorical program requirements.
- Coordinate, assist, and provide fiscal information to outside auditors as directed; prepare and distribute financial data to auditors as needed; coordinate the annual audit; implement new initiatives to reduce cost, improve efficiency or provide additional benefits to employee and students.
- Coordinate and direct risk management and safety activities to protect assets and minimize loss expenses; monitor and evaluate programs, physical conditions, and trends in claims to identify exposures to risk.
- Provide consultation and technical expertise to administrators and personnel regarding fiscal and other business services operations and activities as needed; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, income, expenditures, records, reports, standards, requirements, projections, laws, codes, regulations, policies, and procedures.
- Provide technical information and assistance to the Superintendent concerning Business Services' operations and accounting and budgetary functions, needs and issues; assist in the formulation and development of fiscal policies, procedures and programs.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend, coordinate and conduct various meetings as assigned including Board budget subcommittee and facility meetings; prepare and present Board presentations related to ROP's business operations, finances, contracts with outside agencies, facilities, policies, State budget information and related matters.

QUALIFICATION GUIDELINES

Knowledge of:

- Planning, organization and direction of accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of budgets, funds, and accounts.

- Accounting, auditing, budget, and business functions of an educational organization.
- Advanced theory and application of budgetary planning and control in a school system.
- Generally accepted accounting and auditing principles, practices and procedures.
- Preparation, analysis, review and control of Coastline ROP accounts and budgets.
- Policies, laws, rules and regulations related to internal business services, nutrition services, facilities and transportation.
- Financial and statistical record-keeping techniques.
- Financial analysis and projection techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Planning, organization and direction of risk management and safety programs, operations and activities.
- Risk management and loss control principles and techniques.
- Principles and practices of administration, supervision and training.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, control and direct Coastline ROP accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of budgets, funds and accounts.
- Review, analyze, prepare and develop the annual Coastline ROP, school site and departmental budgets.
- Direct and participate in financial record-keeping, reporting and auditing functions to ensure accurate and timely accounting and reporting of funds and budgets.
- Oversee the activities and operations of the Technology Services, and Facilities functions.
- Supervise and evaluate the performance of assigned personnel.
- Direct activities to ensure proper and timely resolution of fiscal issues, errors and discrepancies.
- Provide technical training, assistance and expertise concerning accounting and budget functions.
- Evaluate financial data and prepare reports, forecasts and recommendations.
- Review and analyze budgets to ensure proper allocations, fund disbursement and fiscal solvency.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Direct the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

Education and Experience:

Required: Bachelor's degree from an accredited college or university in accounting, business administration, management or a closely related field.

Experience: Six years of administrative accounting experience involving the review, analysis, maintenance and adjustment of various budgets, funds and accounts for public entities; five years of school experience preferred in a responsible position with supervisory duties in business management or a closely related field.

Other Requirements:

Licenses: Valid California Class C Driver's License.

PHYSICAL ELEMENTS AND WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Occasionally required to lift, push and pull moderately heavy objects as assigned by the position.

WORKING CONDITIONS:

- Office environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

TO: Board of Trustees

FROM: Brian Dozer

DATE: February 28, 2023

SUBJECT: Approval – Accounts Payable Clerk Position

Background. Over the past several years, the responsibilities associated with the procurement of supplies and equipment for our various school sites and the processing of payments to vendors for those supplies and equipment have all been shouldered by our Accounts Payable/Purchasing Specialist. The workload for this position has increased significantly over the past couple of years, particularly over the past several months, given the substantial amount of grant funding we have secured. The California Department of Education has already notified us that we will receive the largest Career Technical Education Incentive Grant that we have ever received later this spring. We have also been notified that we will be receiving the next round of the Strong Workforce Program Grant. The amount of the new grant is slightly less than what we received in the previous round of the grant. Although this is welcome news, the significant amount of grant monies will undoubtedly increase the workload for the Accounts Payable/Purchasing Specialist.

When the workload increases for this position, it delays procuring supplies and equipment for our classrooms. It also delays processing payments to our vendors, which can lead to unfavorable payment terms and additional costs to us as an organization. To minimize these delays and to minimize the impact that these delays have on our students and staff, we believe it is necessary to create an Accounts Payable Clerk position that will support the accounts payable function of the Accounts Payable/Purchasing Specialist. The Accounts Payable Clerk position will allow the Accounts Payable/Purchasing Specialist to dedicate more time to the purchasing function of their position.

Financial Implication. The need for this position is primarily the result of the significant amount of grant money we have and expect to continue to receive. There is an indirect cost component to the larger grants we receive. This indirect cost component is intended to cover our costs to manage each respective grant. The indirect costs we expect to receive from our current and future grants will more than cover the cost of the Accounts Payable Clerk position. Currently, SWP grants provide 4% for indirect, and CTEIG 8 provides 16.81%. Should the level of grant funding we receive in the future significantly decrease, then the need for this position shall be reassessed at that time.

The Accounts Payable Clerk position would be part-time, not to exceed 30 hours per week. The estimated annual cost is approximately \$39,031, exclusive of benefits.

Recommendation. It is respectfully requested that the Board of Trustees approve the new Accounts Payable Clerk position and the enclosed job description.

Coastline Regional Occupational Program
Job Description



ACCOUNTS PAYABLE CLERK

Location:	Business Services
Reports To:	Director, Business Services
Supervises:	N/A
Pay Classification:	Classified Salary Schedule (Range 118)
Approval Date:	

GENERAL DESCRIPTION

Perform routine and specialized accounts payable duties; maintain financial and vendor records; perform a variety of clerical duties in support of Coastline ROP's business services department.

Duties and Responsibilities

- Perform a variety of clerical accounting and record-keeping duties in support of accounts payable; process and verify related financial forms and documents.
- Receive, sort and file purchase orders; check invoices and match with purchase orders and receivers; prepare and code invoices for payments.
- Input invoice and other financial data into an assigned computer system; maintain automated financial records and files; review input and output data for accuracy and completeness; generate a variety of computerized lists and reports as assigned.
- Maintain various auditable records related to expenditures, invoices and assigned accounts; prepare routine reports as required; establish and maintain filing systems.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Receive requests for repairs of copiers and related equipment.
- Answer telephones, take messages and provide information related to accounts payable activities, procedures and other information as requested, direct calls to appropriate personnel.

QUALIFICATION GUIDELINES

Knowledge of:

- Basic inventory methods, accounting practices, procedures and techniques of accounts payables and accrual procedures.
- Financial and statistical record-keeping techniques.
- Principles and practices of data processing.

- Oral and written communication skills, including correct English usage, grammar, spelling and vocabulary.
- Applicable laws, rules and regulations related to assigned activities.
- Mathematic calculations.
- Audit standards and record retention regulations.
- Operating various office machines, including a computer and assigned software.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and mathematics.
- Modern office practices, procedures and equipment.

Ability to:

- Perform a variety of clerical accounting and record-keeping duties in support of accounts payable.
- Prepare and maintain accurate manual and automated financial and statistical records.
- Receive, review, verify and process invoices.
- Process and record accounting transactions accurately.
- Type or input data at an acceptable rate of speed.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply, and divide quickly and accurately.
- Establish and maintain effective working and cooperative relationships with others.
- Meet schedules and timelines.
- Use correct vocabulary and grammar.

Education and Experience:

Required: Graduation from high school and two years of general clerical experience supplemented by coursework in introductory accounting, bookkeeping, purchasing procedures, business administration or a related field.

Experience: Two years of general office experience with accounts payable experience, preferably in an educational environment.

Other Requirements:

Licenses: Valid California Class C Driver's License.

PHYSICAL ELEMENTS AND WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to inspect shipments.
- Lifting, carrying, pushing and pulling moderately heavy objects.

WORKING CONDITIONS:

- Indoor/Office environment.
- Constant interruptions.

TO: Brian Dozer
FROM: Siteria Edwards
DATE: March 1, 2023
SUBJECT: Compensation Schedule Revision

Issue:

Upon board approval of the Accounts Payable Clerk position, the classified pay schedule of the compensation system will need to be revised.

Recommendation:

It is respectfully requested that the Board of Trustees approve the revision to the classified pay schedule of the compensation system to include the grant-funded Accounts Payable Clerk position.



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM

DRAFT
COMPENSATION SYSTEM

The compensation system of Coastline Regional Occupational Program pertains to all job classifications, both classified and certificated. The pay schedules include appropriate job titles and pay schedule range assignments.

Upon employment by Coastline ROP, initial salary placement in all categories of service will be based on education and related experience. The Superintendent will determine the initial placement in the appropriate classification.

PAY SCHEDULE INFORMATION

CLASSIFIED PAY SCHEDULE:

Displays the minimum/maximum hourly and monthly rate range based on 260 days of service in the appropriate classification.

CLASSIFIED MANAGEMENT PAY SCHEDULE:

Displays the minimum/maximum monthly and annual salary range based on 260 days of service in the appropriate classification.

CERTIFICATED TEACHER PAY SCHEDULE:

Displays the minimum/maximum hourly rate range in the appropriate classification.

CERTIFICATED SUPPORT PAY SCHEDULE:

Displays the minimum/maximum daily rate and annual salary range based on 223 days of service in the appropriate classification.

LEADERSHIP PAY SCHEDULE:

Displays the minimum/maximum monthly and annual salary range based on 260 days of service in the appropriate classification.



Board Approved: 2/16/23



CLASSIFIED PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	HOURLY RATE		MONTHLY RATE	
		(Min)	(Max)	(Min)	(Max)
Accounting Budgeting Specialist	119	\$25.69	\$28.30	\$4,453	\$4,905
Accounting Payroll Specialist	119	\$25.69	\$28.30	\$4,453	\$4,905
Accounts Payable/Purchasing Specialist	119	\$25.69	\$28.30	\$4,453	\$4,905
Accounts Payable Clerk	118	\$22.66	\$27.61	\$3,928	\$4,786
Administrative Assistant	119	\$25.69	\$28.30	\$4,453	\$4,905
Career Specialist	120	\$21.60	\$29.01	na	na
College and Career Specialist	120	\$21.60	\$29.01	na	na
Executive Assistant	127	\$32.23	\$34.48	\$5,587	\$5,977
Facility Maintenance/ Receiving & Delivery Worker	114	\$18.62	\$25.02	na	na
Information Technology Specialist	124	\$23.84	\$32.02	\$4,132	\$5,550
Instructional Assistant	108	\$16.06	\$21.57	na	na
K-12 SWP Pathway Coordinator (Grant Funded)	131	\$35.52	\$47.60	\$6,157	\$8,251
Work-Based Learning/Outreach Specialist (Grant Funded)	130	\$26.33	\$37.14	\$4,564	\$6,438
Network Specialist	124	\$23.84	\$32.02	\$4,132	\$5,550
Program Assistant	119	\$25.69	\$28.30	\$4,453	\$4,905
Receptionist/Administrative Assistant	113	\$18.02	\$19.07	\$3,123	\$3,305
Student Information Specialist	119	\$25.69	\$28.30	\$4,453	\$4,905

OTHER CLASSIFIED PAY INFORMATION

Classified Substitute	\$15.50 per hour
Classified Substitute (Career Specialist)	\$18.00 per hour
Skills Helper	\$15.50 per hour
Skills Helper (American Heart Association Certified Instructor)	\$20.00 per hour



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM

CLASSIFIED MANAGEMENT PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	MONTHLY RATE (Min) (Max)		ANNUAL SALARY (Min) (Max)	
Manager, Technology Services	510	\$6,158	\$8,252	\$73,890	\$99,019



CERTIFICATED TEACHER PAY SCHEDULE

JOB TITLE	HOURLY RATE	
	(Min)	(Max)
American Heart Association (AHA) Instructor	\$30.00	n/a
CHAPERONE I (PARTIAL DAY)	\$50 DAY	n/a
CHAPERONE II (FULL DAY)	\$100 DAY	n/a
Mentor Teacher	Regular hourly rate plus 5%	n/a
Substitute Teacher I	\$33.00	n/a
Substitute Teacher II (long-term) plus 25% preparation time	\$33.00 + 25% prep	n/a
Special Project Assignment	\$30.00	n/a
Teacher	\$36.43	\$70.00

CERTIFICATED PAY RATE INFORMATION

American Heart Association Instructor - regular and substitute teachers for the ROP will be paid at the AHA hourly rate.

Chaperone I - teachers serving as a chaperone after regular school hours, shall receive the established flat rate for the remainder of the day.

Chaperone II - teachers serving as a chaperone on a non-school day in which no salary was earned shall receive the established flat rate for the entire day.

Mentor Teacher - teachers working as mentors will be paid their current hourly rate multiplied by five percent (5%).

Substitute Teaching - teachers working as a substitute will be paid their established hourly pay rate.

Substitute II (Long-term Substitute) - substitute teachers who work for a period of at least 20 consecutive teaching days in the same teaching assignment will receive the Substitute Teacher II (long-term) rate.

Special Project Assignment - teachers will receive the special projects rate for non-instructional, staff development or special project assignments.

Preparation Time - the established preparation time percentage is twenty-five percent (25%).



CERTIFICATED SUPPORT STAFF PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	DAILY RATE		ANNUAL SALARY	
		(Min)	(Max)	(Min)	(Max)
(223 Work Days)					
Administrator, Educational Services	513	\$444.03	\$514.02	\$99,019	\$114,627
Coordinator, Educational Services	512	\$422.89	\$489.54	\$94,304	\$109,168
Instructional Support/Media Specialist	507	\$286.23	\$383.57	\$63,829	\$85,536



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM

LEADERSHIP PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	MONTHLY RATE		ANNUAL SALARY	
		(Min)	(Max)	(Min)	(Max)
Administrator, Human Resources	515	\$7,859	\$10,531	\$94,304	\$126,376
Chief Business Official	520	\$10,030	\$13,441	\$120,358	\$161,292
Director, Business Services	519	\$9,552	\$12,801	\$114,627	\$153,612
Director, Educational Services	519	\$9,552	\$12,801	\$114,627	\$153,612
Superintendent	524	\$12,191	\$16,338	\$146,296	\$196,056

TO: Board of Trustees

FROM: Sesar Morfin

DATE: February 28, 2023

SUBJECT: Budget Adjustment: Resolution No. 4/2022-2023

Issue/Background. When the 2022-2023 budget was developed, there were several assumptions that were made as it relates to the different revenue streams which Coastline ROP expected to receive. We anticipate generating higher-than-expected interest earnings for the year. This increase in revenue is being partially offset by a decrease in revenue to fund our career specialists' positions. Due to these changes, our overall revenue projection for the year needs to be increased.

Financial Implication. This increase in net revenue will result in the increase of available reserves for Coastline ROP. Resolution 4/2022-2023 delineates the reserve and expenditure codes to which funds are to be adjusted.

Recommendation. It is respectfully requested that the Board of Trustees approve resolution number 4/2022-2023 for positive adoption.

Enclosure

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
ORANGE COUNTY, CALIFORNIA
DISTRICT 95**

RESOLUTION to Budget Revenue

Number 4/2022-2023

Whereas the Board of Trustees has determined that revenue in the amount of \$24,047 is more than the amount originally budgeted for the current fiscal year from sources listed in Section 42610 of the Education Code of California as follows:

<u>FUND</u>	<u>ACCT #</u>	<u>RESERVE / INCOME</u>	<u>AMOUNT</u>
01	8590	All Other State Revenue	(6,106)
01	8660	Interest Income	60,000
01	8699	All Other Local Revenue	1,699
01	8781	All Other Transfers FR District	(31,546)
		Total	24,047

NOW, THEREFORE, BE IT RESOLVED That pursuant to the above Education Code, The Governing Board with a majority vote has approved such increase in revenue to be designated as follows:

<u>FUND</u>	<u>ACCT #</u>	<u>RESERVE / EXPENDITURE</u>	<u>AMOUNT</u>
01	1000	Certificated Salaries	843
01	2000	Classified Salaries	(16,598)
01	3000	Employee Benefits	(20,255)
01	4000	Books & Supplies	0
01	5000	Services and Operational Expenses	0
01	6000	Capital Outlay	0
01	7310	Transfer of Indirect Costs	57
01	9790	Unassigned/Unappropriated	60,000
		Total	24,047

AYES _____

NOES _____

ABSENT _____

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 9th day of March, 2023.

Clerk/Secretary of the Board of Trustees

TO: Board of Trustees

FROM: Sesar Morfin

DATE: February 28, 2023

SUBJECT: Budget Transfer: Resolution No. 5/2022-2023

Issue/Background. When the 2022-2023 budget was developed, there were several assumptions that were made as it relates to our projected expenditures which include salaries, benefits, supplies, etc. Our projected expenditures are less than was originally projected so an adjustment in expenditures must be made to our budget. This decrease in expenditures is primarily due to salary and benefits savings due to personnel changes.

Financial Implication. The decrease in the expenditure projection in conjunction with the increased net revenue projection will result in the increase of available reserves for Coastline ROP. Resolution 5/2022-2023 delineates the reserve and expenditure codes to which funds are to be adjusted.

Recommendation. It is respectfully requested that the Board of Trustees approve resolution number 5/2022-2023 for positive adoption.

Enclosure

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
ORANGE COUNTY, CALIFORNIA
DISTRICT 95**

RESOLUTION TO TRANSFER FUNDS

Number 5/2022-2023

It has been resolved to make the budget transfers among the expenditure classifications and/or Unappropriated/Undesignated Reserves as listed below, within the General Fund, per Education Code 42600.

FROM				TO			
<u>FUND</u>	<u>ACCT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>FUND</u>	<u>ACCT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01	3200	PERS	\$ 7,187.00	01	1100	Teachers' Salaries	\$ 3,566.00
01	3400	Health Benefits	\$ 24,580.00	01	1900	Other Certificated Salaries	\$ 10,927.00
01	5200	Travel-Conference	\$ 52,492.00	01	2200	Classified Support Salaries	\$ 10,319.00
01	5300	Dues & Memberships	\$ 854.00	01	2900	Other Classified Salaries	\$ 741.00
01	5800	Professional-Consult and Oper.	\$ 4,100.00	01	3100	STRS	\$ 2,648.00
01	7310	Indirect Costs	\$ 57.00	01	3300	Medicare/OASDI	\$ 965.00
01	9790	Unassigned/Unappropriated	\$ 12,537.00	01	3500	State Unemployment Ins.	\$ 115.00
				01	3600	Workers' Compensation Ins.	\$ 718.00
				01	4300	Books & Supplies	\$ 13,411.00
				01	4400	Non-Cap Equipment	\$ 4,543.00
				01	5400	Insurance	\$ 7,610.00
				01	5500	Operations & Housekeeping	\$ 700.00
				01	5900	Communications	\$ 304.00
				01	6400	Equipment	\$ 45,240.00
			\$ 101,807				\$ 101,807

AYES _____

NOES _____

ABSENT _____

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 9th day of March, 2023.

Clerk/Secretary of the Board of Trustees

TO: Board of Trustees

FROM: Sesar Morfin

DATE: February 28, 2023

SUBJECT: Signature Authorizations: Resolution No. 6/2022-2023

Issue/Background. Coastline ROP had personnel changes in the Business Services department which created a need to update the authorized signatures for the organization.

Resolution 6/2022-2023 signature authorization for certain business functions, adds Rosalba L. Kovatch, Accounting/Budgeting Specialist, as an authorized signer for payroll documents, vendor payments, and purchase orders. This signature authorization is needed should the Superintendent and the Director of Business Services not be able to authorize these specific documents.

Financial Implication. There are no financial implications.

Recommendation. It is respectfully requested that the Board of Trustees approve resolution number 6/2022-2023 for positive adoption.

Enclosure

AUTHORIZATION OF SIGNATURES

Resolution Number _____

_____ **SCHOOL DISTRICT** **DATE:** _____

I, _____, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the _____ day of _____, 2____ adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign and/or **electronically** approve payments and documents related to Payroll, Purchase Orders, Contracts, Travel Reimbursement Requisitions, and Vendor Orders, as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SIGNATURE	AUTHORIZED TO APPROVE				
		PAYROLL DOCUMENTS	VENDOR PAYMENT ORDERS	PURCHASE ORDERS	CONTRACTS	TRAVEL REIMBURSEMENTS

Pursuant to provisions of Education Code sections 42630-34/85230-34.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2_____.

Clerk: _____

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING
Minutes
February 16, 2023**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on February 16, 2023, in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 8:45 a.m. by Michelle Barto.

<u>Present Members</u>	<u>Other</u>			
Michelle Barto	Brian Dozer	Ulises Garcia	Siteria Edwards	David McNeil
Suzie Swartz	J. S. Coke	Keith Carmona	Jeanne Bennett	Melissa Milgrim
Bonnie Castrey	Sesar Morfin	James Newton	Rachel Kreger	Annalee Mendoza
Lauren Brooks	Debbie Ludwig	Grant Litfin	James Piccola	Alexa Hartenberg
Jonathan Stone	Rocky Murray	Krista Ganga	Courtney Jacobs	Ravdeep Singh

CLOSED SESSION There was nothing to report out of closed session. Open session convened at 9:30 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.

SUPERINTENDENT'S REPORT We have been focusing our marketing efforts on CTE Month and raising awareness of ROP and CTE classes in each district. Dr. Dozer thanked the Board of Trustees and their Boards for allowing him to speak at their meetings. Dr. Dozer attended the Orange County Board of Supervisors meeting on February 7. Coastline ROP was presented with a CTE Month proclamation by Chairman Don Wagner and Supervisor Katrina Foley.

J. S. Coke, Director, Educational Services, has announced his retirement at the end of June. Mr. Coke has been a dedicated educator for over 35 years and has impacted the lives of thousands of students. He has spent the last 7 of those years in his role at Coastline ROP, leading Educational Services during some very challenging times, including the unprecedented disruptions caused by the Covid 19 pandemic. For Dr. Dozer, he has been a very patient, thoughtful guide during his first year with the organization. While Dr. Dozer has worked with Mr. Coke in some fashion over the last seven years, collaborating with him over the previous year has shown him what a thoughtful, insightful, empathetic, and wonderful human he is. He will be missed, and we wish him well as he heads to his next destination at the end of this academic year.

The position of educational services has been posted, and we hope to have identified a candidate by May so there can be an overlap with Mr. Coke before his departure.

The logos we received from students for our competition have been judged. It is great to see our students' creativity and quality of

work. The winning logo designer will receive a \$500 scholarship, and the logo will be used in select social media, events, and other ways going forward. The designer will be honored at the student showcase. A full presentation of the top logos is planned by our staff at the March board meeting, where the Board of Trustees will help us select the winning design.

A CNA Adult Ed class will launch this Spring. The target date is April 17. After our market research into other offerings and labor market needs, we believe this is the best option for restarting our adult education efforts. While initially, the program will require some small subsidies (approximately \$250 per student) to keep the price competitive; this will allow us to apply for adult ed funding next year to offset that cost. We are exploring multiple options for Summer and Fall as well. We also are working on the tech sales class and have a plan that is being formulated to launch that next Spring.

Last year the Board of Trustees approved funds to translate the Labor Market Study into Spanish and Vietnamese. Dr. Dozer reported that the Spanish version is complete, and the Vietnamese version will be finalized next week.

On the legislative front, assembly bill 377 was submitted recently by multiple authors. It is similar to AB 2058 last year and seeks to combine CTEIG and SWP grants into one grant totaling \$450 million per year administered by the California Department of Education. The legislative advocate for CAROCP spoke about it at the quarterly meeting and believes that, given the broad bipartisan support, it will ultimately become law next Fall. Dr. Dozer will join CAROCP for legislative meetings in Sacramento in March to discuss this and other potential legislation affecting Coastline ROP. He will update the Board of Trustees at the April board meeting.

EDUCATIONAL SERVICES' REPORT

On January 27, all our CNA students passed the State test for their certification. Each year, skilled nursing facilities contact us with job openings for full-time positions with benefits. We are excited about the doors now opening for these students.

The Gene HAAS foundation has provided two grants for our engineering program at Estancia High School: \$2,500 for the UCI Energy Invitational and \$15,000 for student scholarships. We are grateful for their long-term support of this program.

Exhibit days were held for five schools and were attended by 2,100 students. Each exhibit day was well received by the district, and they were happy with the activities. We have seven more exhibit days fully scheduled and six more in progress. ROP staff were present for each one to interact with students. We are happy with the results and believe we need to continue working at middle schools to introduce students to ROP and CTE classes.

Costa Mesa High School's Career Specialist Arianna Nagy has had great success planning lunch and learn events for her students. On February 6, 25 students attended, and engagement was high. Students asked questions and got advice from two panelists: Amit Gandhi, Physical Therapist, Costa Mesa Physical Therapy, and Jose Sanchez, Athletic Trainer, Santa Ana College. She reported, "It was so great to provide a positive experience for our students and see them so involved in the discussion. We can't wait to do it all again next week." On February 13, 50 students came to hear from 3 panelists: Christy Campo, CHOC Child Life Specialist; Andrew Schwagerl, Speech Language Pathologist; and Kerri Arkilic, ENC Nature Preschool Assistant Director. Students asked incredible questions, were beyond respectful, and engaged in learning. Students came up afterward and continued to interact with the panelists.

There are two ways courses can receive UC approval: One is that it is a new submission, and the second is that it is adopted from another institution. We are happy to report that MIRE (Medical Innovations, Research, and Entrepreneurship) has been adopted as a UC-G, and Emergency Medical Technician has been adopted as a UC-D. We submitted Foods, and it has been approved as a UC-G elective.

Typically, internships are provided after school for ROP students. For the first time, we have students in the Careers with Children Internship pathway at Costa Mesa High School interning at the district pre-k, and t-k sites before their high school classes begin. This is an innovative partnership between the ROP and the Newport-Mesa Unified School District. We thank the Newport-Mesa Unified School District college and career coordinator Lisa Snowden, Michelle O'Neill, Early Learning Coordinator, and ROP administrator Krista Schweers-Ganga for building this amazing program over the last couple of years.

The day's presentation was unique in that we shared about a program that consists of three courses represented by three schools. Mr. Coke welcomed Courtney Jacobs, Sports Medicine Teacher at Marina High School, David McNeil, Advanced Sports Medicine teacher at Costa Mesa High School, and Melissa Milgrim, Sports Medicine Internship Teacher at Creekside High School to share about this fantastic program. They were accompanied by three of their students: Alexa Hartenberg – Marina High School; Ravdeep Singh, and Annalee Mendoza – Costa Mesa High School.

**AB 361 – BROWN ACT
AMENDMENT**

There was no action taken.

**BOARD MEETING
CALENDAR 2023**

There was no action taken.

**SALARY
ADJUSTMENT**

It was moved by Member Castrey, seconded by Member Brooks, to approve an adjustment to the salaries for identified employees. Motion carried 5-0.

**TEXTBOOK
APPROVAL**

It was moved by Member Swartz, seconded by Member Brooks, to approve the new and or revised 2022-2023 textbook list as presented. Motion carried 5-0.

**APPRENTICESHIP
EMPLOYER
ACCEPTANCE
AGREEMENT**

It was moved by Member Stone, seconded by Member Castrey, to approve the employer acceptance agreement as presented. Motion carried 5-0.

MISSION STATEMENT

It was moved by Member Brooks, seconded by Member Castrey, to reaffirm the current ROP Mission Statement approved on March 11, 2021. Motion carried 5-0.

CONSENT CALENDAR

It was moved by Member Brooks, seconded by Member Swartz, to approve the Consent Calendar as presented. Motion carried 5-0.

- Minutes from January 19, 2023, Board of Trustees meeting
- Ratification of purchase order report ending January 31, 2023
- Ratification of check report ending January 31, 2023
- Retainer agreement between Coastline ROP and the law offices of Atkinson, Andelson, Loya, Ruud & Romo to provide legal services effective February 1, 2023 – January 31, 2025
- BERT Workplace Safety Solutions agreement for services
- Field trip request for Estancia Medical Academy students from Estancia High School to attend the annual Cal-HOSA 2023 State Leadership Conference in Sacramento, CA, on March 22 – 26, 2023
- Field trip request for Portola High School Broadcast News students to attend the Student Television Network Broadcast & Film convention in Long Beach, CA, on March 16 – 19, 2023
- Field trip requests for Newport Harbor High School Culinary Arts students to attend the California ProStart Cup competition in Long Beach, CA, on March 7 – 8, 2023, and the FCCLA State Leadership Conference in Riverside, CA, on April 22 – 25, 2023
- Healthcare support staff externship training agreement
- Huntington Beach Chamber of Commerce membership in the amount of \$375
- New internship site
- English language learner waiver teacher roster
- Personnel Register #7 – 2022-2023 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)

- Approval of travel and conference report

ADJOURNMENT

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

The meeting adjourned at 10:02 a.m.

Clerk/Secretary

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 03/09/2023**

FROM 02/01/2023 TO 02/28/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0492	AMAZON	141.76	141.76	0133050003 4300	Van Der Merwe/OVHS HBUHSD C7 / MATERIALS &
S95C0493	WWW.MOTION.COM	133.45	133.45	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &
S95C0494	B & H PHOTO	964.85	964.85	0122080004 4300	Murphy/PHS IUSD CTEIG 7 / MATERIALS & SUPPLIES
S95C0495	TUSTIN UNIFIED SCHOOL DISTRICT	45,000.00	45,000.00	0166819 5815	Jones/Music Tech SWP R2 Tus / CONTR SVCS/IA
S95C0496	AMAZON	24.79	24.79	01702450 4330	Iversen/Administrative Asst. / Office Supplies-Consumable
S95C0497	AMAZON	35.55	35.55	0111060006 4330	Mitcheltree ROP NMUSD / Office Supplies-Consumable
S95C0498	AMAZON	1,939.18	1,939.18	0122010013 4300	Ayala/CHS IUSD CTEIG 7 / MATERIALS & SUPPLIES
S95C0499	HARBOR FREIGHT	219.52	219.52	0144020006 4300	Misich Auto/LHHS SVUSD CTEIG 7 / MATERIALS &
S95C0500	AMAZON	150.74	150.74	0144050005 4300	Brown/THHS SVUSD CTEIG 7 / MATERIALS & SUPPLIES
S95C0504	AMAZON	164.56	65.83	01742693 4330	L.Eberh/NWHS Career Specialist / Office Supplies-
			98.73	01742754 4330	L.Eberh/Woodbridge Career Spec / Office Supplies-
S95C0505	MEDCO SUPPLY COMPANY	2,723.61	2,723.61	0122010014 4300	Milgrim/CHS IUSD CTEIG 7 / MATERIALS & SUPPLIES
S95C0506	ZAZZLE.COM	3.21	3.21	0111040007 4330	Dokes, Annette/EST NMUSD / Office Supplies-Consumable
S95C0507	AMAZON	48.48	48.48	01760933 4330	Dozer/Superintendent / Office Supplies-Consumable
S95C0508	AMAZON	418.45	418.45	0144020002 4410	Short-Baker/LHHS SVUSD / NON CAP EQUIP -
S95C0510	AMAZON	22.60	22.60	01730000 4330	Student Services / Office Supplies-Consumable
S95C0511	AMAZON	407.00	407.00	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &
S95C0512	ELECTRICSCOOTERPARTS.COM	500.28	500.28	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &
S95C0513	HOME DEPOT	68.88	68.88	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &
S95C0514	WWW.ROLLBARPADDING.COM	67.88	67.88	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &
S95C0515	PROFOX RACING.COM	425.87	425.87	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &
S95C0516	BMI KARTS & PARTS	425.93	425.93	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &
S95C0517	GOKARTSUPPLY.COM	82.97	82.97	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 03/09/2023**

FROM 02/01/2023 TO 02/28/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0518	AMAZON	49.49	49.49	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS &
S95C0520	DOUBLETREE BY HILTON HOTEL	12,586.95	12,586.95	0198262 5825	Hartel-HOSA CTEIG-7 NMUSD / CONTR SVCS - FIELD
S95C0521	GREENVELOPE	265.00	265.00	01910910 5889	Mainsite/School Admin F2700 / INTERNET-BASED
S95C0522	AMAZON	129.77	64.88	01648200 4330	All Instruction 0105 (6350) / Office Supplies-Consumable
			64.89	01910910 4330	Mainsite/School Admin F2700 / Office Supplies-Consumable
S95C0523	AMAZON	20.45	20.45	01910950 4370	Mainsite Operations/0105 / SUPPLIES - BLDG
S95C0524	AMAZON	39.95	39.95	01659001 4330	Schweers-Ganga/Admin EDU Svcs / Office Supplies-
S95C0525	AMAZON	28.97	28.97	01659001 4330	Schweers-Ganga/Admin EDU Svcs / Office Supplies-
S95C0526	AMAZON	114.14	114.14	0122010011 4300	Van Der Merwe/CHS CTEIG 7 / MATERIALS & SUPPLIE
S95C0527	AMAZON	132.06	132.06	01798000 4330	Marketing-Student Recruitment / Office Supplies-Consumab
S95C0528	ZOOM VIDEO COMMUNICATIONS INC	1,049.30	149.90	01602005 5888	Piccola/Coordinator Instructor / Internet - Software/License
			37.48	01608010 5888	Perez/Media Specialist / Internet - Software/Licenses
			112.42	01653012 5888	Perez/Instr Support Spec / Internet - Software/Licenses
			149.90	01658000 5888	Coke/Director, EDU Services / Internet - Software/Licenses
			149.90	01659001 5888	Schweers-Ganga/Admin EDU Svcs / Internet -
			149.90	0171220 5888	Asrar-WBL/Outreach Specialist / Internet - Software/Licenses
			149.90	01760933 5888	Dozer/Superintendent / Internet - Software/Licenses
			149.90	01910910 5888	Mainsite/School Admin F2700 / Internet - Software/Licenses
S95T0503	TRANSPORTATION CHARTER SERVICE	1,154.00	1,154.00	0122080004 5825	Murphy/PHS IUSD CTEIG 7 / CONTR SVCS - FIELD TRIP
S95X0501	HOME DEPOT	5,000.00	5,000.00	0111040007 4300	Dokes, Amette/EST NMUSD / MATERIALS & SUPPLIES
S95X0502	HOME DEPOT	5,000.00	5,000.00	0111040006 4300	Jasperson Edward/EST NMUSD / MATERIALS & SUPPLI
S95X0509	DEPT OF TOXIC SUBSTANCES	223.58	111.79	0111060000 5891	Fernandez-Bocanegra/ROP NMUSD /
			111.79	0111060001 5891	Burns/ROP NMUSD / TAXES/FEEES/PERMITS
S95X0519	QUEEN BEE DRY CLEANERS	500.00	500.00	01910950 5890	Mainsite Operations/0105 / OTHER CONTRACTED
		Fund 01 Total:		80,263.22	

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 03/09/2023

FROM 02/01/2023 TO 02/28/2023

<u>PO</u> <u>NUMBER</u>	<u>VENDOR</u>	<u>PO</u> <u>TOTAL</u>	<u>ACCOUNT</u> <u>AMOUNT</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
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Total Amount of Purchase Orders:

80,263.22

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES **03/09/2023**

FRO **02/01/2023** **TO 02/28/2023**

<u>PO</u> <u>NUMBER</u>	<u>VENDOR</u>	<u>PO</u> <u>TOTAL</u>	<u>CHANGE ACCOUNT</u> <u>AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0401	AED ONE STOP SHOP	1,789.00	-391.86 0166839 4300	Zimmerman/Fire SWP Round2 ROP / MATERIALS &
S95C0462	AMAZON	30.16	-2.15 01798000 4330	Marketing-Student Recruitment / Office Supplies-Consumable
S95X0150	SMART & FINAL	3,500.00	+1,500.00 0122030000 4300	Mullen/NWHS IUSD / MATERIALS & SUPPLIES
S95X0173	KYOCERA DOCUMENT SOLUTIONS WES	10,945.73	+3,000.00 01648200 5665	All Instruction 0105 (6350) / EQUIP MAINT
			+3,000.00 01780940 5665	Information Technology F-7700 / EQUIP MAINT

Fund 01 Total: 7,105.99
Total Amount of Change Orders: 7,105.99

COASTLINE REGIONAL OCCUPATIONAL PROGRAM


Check Report 2/1/2023 – 2/28/2023

Fund 01

General

Total Checks: \$215,564.04

Recommended for
Board Ratification By


Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 2/1/2023 to 2/28/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00032331	V9500774	BENNETT, JEANNE	012623BENNETT	OH	02/02/2023		MW	IS	247.72
95 00032332	V9501474	CCCAOE	262141	OH	02/02/2023		MW	IS	695.00
95 00032333	V9500045	COASTLINE ROP REVOLVING CASH F	100477	OH	02/02/2023		MW	IS	34.48
95 00032334	V9501021	COSTA MESA CHAMBER OF COMMERCE	15972	OH	02/02/2023		MW	IS	375.00
95 00032335	V9502425	DOZER, BRIAN	013023DOZER	OH	02/02/2023		MW	IS	1,967.86
95 00032336	V9503875	OFFICE DEPOT	287090472001	OH	02/02/2023		MW	IS	138.92
95 00032337	V9502454	ONTARIO REFRIGERATION	CM36123	OH	02/02/2023		MW	IS	822.49
95 00032338	V9500942	PEREZ, ALEX	012723PEREZ	OH	02/02/2023		MW	IS	37.62
95 00032339	V9502105	REALITYWORKS.COM	43620	OH	02/02/2023		MW	IS	7,095.54
95 00032340	V9500651	SMART & FINAL	34701/726	OH	02/02/2023		MW	IS	221.07
95 00032341	V9501815	ULINE	158856797	OH	02/02/2023		MW	IS	835.36
95 00032342	V9500230	AMERICAN HEART ASSOCIATION	001970190	OH	02/07/2023		MW	IS	2,853.95
95 00032343	V9502524	Dr. Brandee Ramirez	ROPI.12023	OH	02/07/2023		MW	IS	2,109.00
95 00032344	V9502293	INGARDIA BROS PRODUCE INC	07530493	OH	02/07/2023		MW	IS	381.87
95 00032345	V9502382	INTERMEDIA.NET INC	2302014524	OH	02/07/2023		MW	IS	883.06
95 00032346	V9502523	KORR Medical Technologies Inc.	0000054973	OH	02/07/2023		MW	IS	6,561.28
95 00032347	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2231462	OH	02/07/2023		MW	IS	14.00
95 00032348	V9500651	SMART & FINAL	4301/375	OH	02/07/2023		MW	IS	387.19
95 00032349	V9501269	AMAZON	BWKG RVEURAKROH	OH	02/08/2023		MW	IS	25,921.18
95 00032350	V9502245	ASRAR, HASAN	OOPE-	OH	02/09/2023		MW	IS	75.18
95 00032351	V9502325	CALICO BUILDING SERVICES	R1051297	OH	02/09/2023		MW	IS	2,594.50
95 00032352	V9501401	CDW GOVERNMENT	GH52006	OH	02/09/2023		MW	IS	6,832.97
95 00032353	V9500045	COASTLINE ROP REVOLVING CASH F	CROP-020323	OH	02/09/2023		MW	IS	404.50
95 00032354	V9502425	DOZER, BRIAN	OOPE070522DOZE	OH	02/09/2023		MW	IS	68.98
95 00032355	V9501506	EMPLOYMENT DEVELOPMENT DEPT	L0386655632	OH	02/09/2023		MW	IS	1,674.75
95 00032356	V9502063	HOME DEPOT	9341330	OH	02/09/2023		MW	IS	11,429.18
95 00032357	V9501125	4IMPRINT, INC.	10803200	OH	02/10/2023		MW	IS	2,339.81
95 00032358	V9502368	CLC	ID THEFT PRO-	OH	02/10/2023		MW	IS	40.00
95 00032359	V9501068	HARBOR FREIGHT	1001702	OH	02/10/2023		MW	IS	274.62
95 00032360	V9502040	METROPOLITAN LIFE INSURANCE CO	MET LIFE INS-FEB	OH	02/10/2023		MW	IS	438.04
95 00032361	V9502454	ONTARIO REFRIGERATION	CM38959M	OH	02/10/2023		MW	IS	695.00
95 00032362	V9500942	PEREZ, ALEX	1/9-1/30PEREZ	OH	02/10/2023		MW	IS	36.16
95 00032363	V9501350	REEP FOR BENEFITS	KAISER - FEB	OH	02/10/2023		MW	IS	27,696.78
95 00032364	V9502500	Ruiz, Aaron	1/05-1/26RUIZ	OH	02/10/2023		MW	IS	18.08

COASTLINE R.O.P.
Consolidated Check Register
 from 2/1/2023 to 2/28/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032365	SECURE LIVE SCAN	13402	OH	02/10/2023		MW	IS	810.00
95	00032366	VAN DER MERWE, ROCHELLE	01/24/VAN DER	OH	02/10/2023		MW	IS	31.67
95	00032367	AMERICAN 3B SCIENTIFIC	SI22180371	OH	02/14/2023		MW	IS	2,740.93
95	00032368	CAROCP	DOZ-ZN6UIC	OH	02/14/2023		MW	IS	200.00
95	00032369	COKE, JOHN S.	OOPE-	OH	02/14/2023		MW	IS	707.49
95	00032370	CORODATA RECORDS MANAGEMENT IN	RS4875429	OH	02/14/2023		MW	IS	134.72
95	00032371	JONES & BARTLETT LEARNING LLC	608521	OH	02/14/2023		MW	IS	24,364.94
95	00032372	O'REILLY AUTO PARTS	3576448263	OH	02/14/2023		MW	IS	760.03
95	00032373	RAINBOW DISPOSAL CO INC	0605-000956076	OH	02/14/2023		MW	IS	391.23
95	00032374	SCHOOLS EXCESS LIABILITY FUND	AB218_3074120-A2	OH	02/14/2023		MW	IS	7,610.32
95	00032375	SMART & FINAL	87001/592	OH	02/14/2023		MW	IS	1,028.70
95	00032376	TIME WARNER CABLE	126309101020123	OH	02/14/2023		MW	IS	1,889.28
95	00032377	TRANSPORTATION CHARTER SERVICE	P/53515	OH	02/14/2023		MW	IS	2,112.50
95	00032378	ASRAR, HASAN	1/10-1/27ASRAR	OH	02/16/2023		MW	IS	24.76
95	00032379	COASTLINE ROP REVOLVING CASH F	1079/100478	OH	02/16/2023		MW	IS	11.28
95	00032380	Fire Safety USA, INC.	168882	OH	02/16/2023		MW	IS	26,626.40
95	00032381	MICRO CENTER A/R	12317605	OH	02/16/2023		MW	IS	316.73
95	00032382	MISICH, THOMAS	1/03-1/31MISICH	OH	02/16/2023		MW	IS	42.31
95	00032383	NORTHERN OC SELF WC AGENCY	285075	OH	02/16/2023		MW	IS	6,832.00
95	00032384	ORANGE COUNTY DEPARTMENT OF ED	SCH-NAIP24	OH	02/16/2023		MW	IS	200.00
95	00032385	PEREZ, ALEX	1/09-1/30PEREZ	OH	02/16/2023		MW	IS	36.16
95	00032386	SCHWEERS-GANGA, KRISTA	OOPE-	OH	02/16/2023		MW	IS	98.06
95	00032387	SHI INTERNATIONAL CORP	B16347510	OH	02/16/2023		MW	IS	9,121.82
95	00032388	SMART & FINAL	18601/482	OH	02/16/2023		MW	IS	41.28
95	00032389	VAN DER MERWE, ROCHELLE	OOPE-	OH	02/16/2023		MW	IS	62.46
95	00032390	CALIFORNIA TACTIC PATROL	200	OH	02/22/2023		MW	IS	1,365.00
95	00032391	COKE, JOHN S.	OOPE-	OH	02/22/2023		MW	IS	88.74
95	00032392	FIRST-CITIZENS BANK & TRUST CO	41746240	OH	02/22/2023		MW	IS	1,227.46
95	00032393	INGARDIA BROS PRODUCE INC	07534455	OH	02/22/2023		MW	IS	1,136.10
95	00032394	KREGGER, RACHEL	OOPE-	OH	02/22/2023		MW	IS	56.98
95	00032395	MCKESSON GENERAL MEDICAL CORP	51747584	OH	02/22/2023		MW	IS	333.95
95	00032396	OFFICE DEPOT	290021903001	OH	02/22/2023		MW	IS	62.14
95	00032397	SMART & FINAL	39801/726	OH	02/22/2023		MW	IS	729.87
95	00032398	Smart Tools Plus LLC	17205	OH	02/22/2023		MW	IS	2,840.01

COASTLINE R.O.P.
Consolidated Check Register
 from 2/1/2023 to 2/28/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00032399	V9502164	THE BRAND HABIT LLC	1893	OH	02/22/2023		MW	IS	6,651.11
95 00032400	V9500422	VERIZON WIRELESS	9926899662	OH	02/22/2023		MW	IS	266.07
95 00032401	V9502326	F & M Credit Card	9472	OH	02/28/2023		MW	IS	8,410.40

Issued: 215,564.04
95 Bank Total: 215,564.04

Grand Total: 215,564.04

TO: Board of Trustees
FROM: J. S. Coke
DATE: February 27, 2023
SUBJECT: Field Trip Request

Rochelle Van Der Merwe, Culinary Arts Instructor at Ocean View High School, would like to take her students on a field trip.

- Six students to the FCCLA State Leadership Conference in Riverside, CA, on April 22 - 25, 2023.

This trip is pending approval by the Huntington Beach Union High School District Board of Education on March 14, 2023.

Attached is the field trip authorization form for review and approval.

It is respectfully recommended that the Board approve this field trip.

**Coastline Regional Occupational Program
Field Trip Authorization Form**

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 6

Destination(s) of Trip: Riverside Convention Center, Riverside, CA

Purpose(s) of Trip: FCCLA Leadership Conference/Competition

Departure Date: 4/22/23

Departure Time: 8:30 am

Return Date: 4/25/23

Return Time: 3 pm

Participating Class(es): Intro and Advanced Culinary Arts

Funding: HBUHSD

ROP Costs: Instructor time/mileage

Instructor(s) in Charge: Rochelle Van Der Merwe

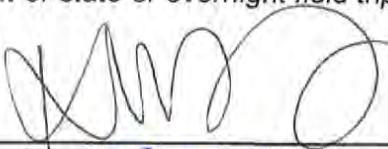
Number of Chaperones including instructor(s): 2

Transportation: Please select one


Contracted Bus (Check here if ROP is paying for transportation)

Non ROP Sponsored Transportation (Check here if ROP is not funding transportation)

Date approved by district Board: March 14, 2023 (Scheduled)
(Only applies to out-of-state or overnight field trips)

Administrator:  _____

Date: 2/27/23

Director:  _____

Date: 2/27/23

Approved by Board of Trustees (if necessary)

Clerk/Secretary: _____

Date: _____

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: March 9, 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						
6360	Computer	Presidio Site	\$542.32	10/27/2016	Obsolete	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
March 1, 2023
EMPLOYEE PERSONNEL REGISTER NO. 8 – 2022-2023

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

EMPLOYMENT:

Name: Gregory Spradlin
Position: Teacher
Program: Digital Media Arts
Location: Trabuco Hills H.S.
Effective: February 22, 2023

Name: Raymond Endow
Position: Teacher
Program: Administration of Justice
Program: Crime Scene Investigation
Location: Creekside H.S.
Effective: February 24, 2023



Brian K. Dozer