



**COASTLINE**  
REGIONAL OCCUPATIONAL PROGRAM  
*Innovate • Educate • Inspire*

**BOARD OF TRUSTEES**  
**AGENDA**

**February 16, 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: February 9, 2023  
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, February 16, 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, February 16, 2023.

Enclosure

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

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

**BOARD OF TRUSTEES  
Thursday, February 16, 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. Compensation for unrepresented employees (Government Code 54957.6)

**5. RECONVENE IN OPEN SESSION Discussion**  
A. Reporting out of Closed Session

**6. PLEDGE OF ALLEGIANCE**

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

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

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

**INFORMATION ITEMS**

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

## DISCUSSION/ACTION ITEMS

- 11. AB 361- Brown Act Amendment** **Discussion/Action**  
According to AB 361, it is recommended that the Board continue to meet in person unless (1) state or local health officials have imposed or recommended measures to promote social distancing or (2) the legislative body has determined by a majority vote that meeting in person would present an imminent risk to the health or safety of the attendees.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 12. Quarterly Report of Investment Performance** **Discussion**
- 13. Board Meeting Date/Time Changes** **Discussion/Action**  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 14. Salary Adjustment** – Recommend the Board approve an adjustment to the salaries for identified employees. **Discussion/Action**  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 15. Textbook Approval** – Recommend the Board approve the new and or revised 2022/2023 textbook list as presented. **Discussion/Action**  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 16. Apprenticeship Employer Acceptance Agreement** **Discussion/Action**  
Recommend the Board approve the employer acceptance agreement as presented.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 17. Mission Statement** – Recommend the Board reaffirm the current ROP Mission Statement approved on March 11, 2021. **Discussion/Action**  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 18. Board Governance Protocols** **Discussion**

## 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:

- 19.** Minutes from January 19, 2023, Board of Trustees meeting  
**20.** Ratification of purchase order report ending January 31, 2023  
**21.** Ratification of check report ending January 31, 2023  
**22.** 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  
**23.** BERT Workplace Safety Solutions agreement for services

24. 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
25. 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
26. 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
27. Healthcare support staff externship training agreement
28. Huntington Beach Chamber of Commerce membership in the amount of \$375
29. New internship site
30. English language learner waiver teacher roster
31. Personnel Register #7 – 2022-2023 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
32. Approval of travel and conference report

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**NEW BUSINESS**

**Information**

**ADJOURNMENT**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ at \_\_\_\_ a.m.

**Next Scheduled Meeting: March 9, 2023**

TO: Board of Trustees

FROM: Brian Dozer

DATE: February 7, 2023

SUBJECT: AB 361

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

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

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

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

**TO:** Board of Trustees  
**FROM:** Sesar Morfin  
**DATE:** February 6, 2023  
**SUBJECT:** Quarterly Report of Investment Performance

Per our Investment Policy BP 3430, I am presenting the quarterly report of investment performance for the quarter ending December 31, 2022.

The ROP's funds are deposited in the Orange County Treasurer's Money Market Educational Investment Pool and Extended Fund, except for a small amount of funds that are in our Revolving Cash and Clearing accounts at Farmers and Merchants Bank. The Cash Availability Projection indicates our cash flow needs will be met for the next six months.

- The investment report is for the month and quarter ending December 31, 2022.
- The combined gross monthly yield was as follows for the investments referenced below:

Investments	Oct Yield	Nov Yield	Dec Yield
Combined OC Educational Investment Pool, Educational Money Market Fund, and Extended Fund	1.810%	2.439%	2.838%

These investments continue to perform well, and yields are higher than what was expected in terms of our budget. A budget adjustment will be brought to the board next month to consider these higher yields. We will continue to monitor these yields closely during the year and keep the board informed.

Based on cash availability projections, the Treasurer indicated the pool can meet projected cash flow requirements through June 30, 2023.

In addition to these funds, Coastline also has funds deposited in a section 115 trust fund for the purpose of funding our long-term liabilities for Other Post-Employment Benefits (OPEB) for our retirees. The Board of Trustees authorized the establishment of this fund in May of 2021 and the first deposit was made into the fund in June 2021, in the amount of approximately \$25,846. A second deposit was made into the fund in September 2021, in the amount of approximately \$10,014. This deposit was Coastline's yearly contribution for the 2021-2022 year into this fund. The most recent deposit made into the account was this past July in the amount of \$10,000 which is the yearly contribution for the 2022-2023 year.



The three-month investment performance for this fund was 6.66%. The previous three-month investment performance for this fund was -5.36%. Although this investment did generate a positive return, there have been several consecutive quarters of losses that need to be made up for but it is a positive sign that there has finally been some stability in the performance of the investment. Our balance in this fund as of December 31, 2022, was approximately \$40,999.

Currently, Coastline is utilizing a balanced index investment strategy. This is a moderately aggressive investment strategy which targets a moderate amount of current income with moderate capital growth. Our goal is to earn 6% - 8% on our investment on an annual basis over the long-term (5+ years). Staff recommends that we leave the investment strategy intact while continuing to closely monitor the performance of this investment and keeping the Board of Trustees informed.

I will be happy to answer any questions regarding this material at the board meeting.

Enclosure

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**ORANGE COUNTY INVESTMENT FUND (OCIF)**  
**ORANGE COUNTY TREASURER'S POOL (OCTP) AND SPECIFIC INVESTMENT ACCOUNTS <sup>(1)</sup>**  
**FOR THE MONTH AND QUARTER ENDED: December 31, 2022**

**OCTP INVESTMENT STATISTICS - By Reporting Entity**

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/2022	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
Orange County Investment Pool (OCIP)	MARKET Value \$ 6,780,544,665	200	2.912%	2.821%	2.351%	0.9857 <sup>(2)</sup>
	COST (Capital) \$ 6,856,059,380					
	MONTHLY AVG Balance \$ 7,455,529,661					
	QUARTERLY AVG Balance \$ 6,525,615,313					
	BOOK Value \$ 6,878,820,237					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 8,351,331,628	200	2.912%	2.821%	2.357%	0.9857 <sup>(2)</sup>
	COST (Capital) \$ 8,444,955,901					
	MONTHLY AVG Balance \$ 7,291,108,209					
	QUARTERLY AVG Balance \$ 6,683,352,124					
	BOOK Value \$ 8,473,072,525					

**INVESTMENT STATISTICS - Specific Investment Accounts**

DESCRIPTION	CURRENT BALANCE	BY SPECIFIC INVESTMENT			
Funds:		Fund	Market Value	Book Value	Current NAV
Specific Investment	MARKET Value \$ 108,641,701				
John Wayne Airport Investment Fund (JWA)	COST (Capital) \$ 112,185,815	JWA	\$ 54,191,708	\$ 54,181,384	1.0002
Fountain Valley School District Fund 40 (FVSD)	MONTHLY AVG Balance \$ 112,167,226	FVSD	33,138,956	34,658,771	0.9561
CCCD Series 2017E Bonds (CCCD)	QUARTERLY AVG Balance \$ 112,011,931	CCCD	21,311,037	22,789,143	0.9351
	BOOK Value \$ 111,629,298				

**OCIF TOTALS**

INVESTMENTS		CASH	
OCIP	\$ 6,856,059,380		
OCEIP	8,444,955,901		
Specific Investment	112,185,815	Cash	26,416,958
<b>Totals</b>	<b>\$ 15,413,201,096</b>		<b>\$ 26,416,958</b>

**Total Assets in the County Treasury** **\$ 15,439,618,054**

**KEY POOL STATISTICS**

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCIP - YTD NET YIELD	1.723%	OCIP	200
OCEIP - YTD NET YIELD	1.677%	OCEIP	200
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	4.030%	JOHN WAYNE AIRPORT	7
90-DAY T-BILL YIELD - MONTHLY AVERAGE	4.305%	LGIP (Standard & Poors)	22

(1) Reported in compliance with Government Code Section 53646 (b)(1), with 2022 IPS requiring at least quarterly reporting per Government Code Section 53646 (d).

(2) The current OCTP level NAVs for OCIP and OCEIP have both increased slightly to 0.9857. Short-term rates continue to rise causing the market values on OCIP, OCEIP, FVSD and CCCD to stay below book values. The OCIP, OCEIP, FVSD and CCCD have sufficient liquidity to meet projected cash flow needs. JWA NAV rounds to 1.000 and has sufficient liquidity to meet cash flow needs.

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
SUMMARY OF INVESTMENT DATA  
INVESTMENT TRENDS**

	DECEMBER 2022	NOVEMBER 2022	INCREASE (DECREASE)	NET CHANGE %	DECEMBER 2021	INCREASE (DECREASE)	NET CHANGE %
<b>Orange County Investment Pool (OCIP)</b>							
End Of Month Market Value <sup>1</sup>	\$ 6,780,544,665	\$ 6,274,423,603	\$ 506,121,062	8.07%	\$ 6,188,116,076	\$ 592,428,589	9.57%
End Of Month Book Value <sup>1,2</sup>	\$ 6,878,820,237	\$ 6,388,490,979	\$ 490,329,258	7.68%	\$ 6,199,174,761	\$ 679,645,476	10.96%
Monthly Average Balance <sup>1,2</sup>	\$ 7,455,529,661	\$ 6,263,822,194	\$ 1,191,707,467	19.03%	\$ 6,913,018,256	\$ 542,511,405	7.85%
Year-To-Date Average Balance	\$ 5,989,186,801	\$ 5,695,918,229	\$ 293,268,572	5.15%	\$ 5,543,054,862	\$ 446,131,939	8.05%
Monthly Accrued Earnings <sup>3</sup>	\$ 18,094,769	\$ 12,549,253	\$ 5,545,516	44.19%	\$ 2,416,877	\$ 15,677,892	648.68%
Monthly Net Yield <sup>3</sup>	2.766%	2.350%	0.416%	17.70%	0.338%	2.428%	718.34%
Year-To-Date Net Yield <sup>3</sup>	1.723%	1.448%	0.274%	18.93%	0.471%	1.252%	265.73%
Annual Estimated Gross Yield <sup>5</sup>	2.500%	2.500%	0.000%	0.00%	0.523%	1.977%	378.01%
Weighted Average Maturity (WAM) <sup>6</sup>	199	234	(35)	-14.96%	356	(157)	-44.10%
<b>Orange County Educational Investment Pool (OCEIP)</b>							
End Of Month Market Value <sup>1,4</sup>	\$ 8,351,331,628	\$ 6,759,999,601	\$ 1,591,332,027	23.54%	\$ 6,444,849,088	\$ 1,906,482,540	29.58%
End Of Month Book Value <sup>1,4</sup>	\$ 8,473,072,525	\$ 6,883,259,501	\$ 1,589,813,024	23.10%	\$ 6,456,385,285	\$ 2,016,687,240	31.24%
Monthly Average Balance <sup>4</sup>	\$ 7,291,108,209	\$ 6,551,746,482	\$ 739,361,727	11.28%	\$ 5,348,961,521	\$ 1,942,146,688	36.31%
Year-To-Date Average Balance <sup>4</sup>	\$ 6,514,782,972	\$ 6,359,517,924	\$ 155,265,047	2.44%	\$ 5,108,959,104	\$ 1,405,823,868	27.52%
Monthly Accrued Earnings <sup>3</sup>	\$ 17,600,484	\$ 13,125,739	\$ 4,474,745	34.09%	\$ 2,041,514	\$ 15,558,970	762.13%
Monthly Net Yield <sup>3</sup>	2.766%	2.366%	0.400%	16.91%	0.378%	2.388%	631.75%
Year-To-Date Net Yield <sup>3</sup>	1.677%	1.426%	0.251%	17.61%	0.480%	1.197%	249.34%
Annual Estimated Gross Yield <sup>5</sup>	2.500%	2.500%	0.000%	0.00%	0.531%	1.969%	370.81%
Weighted Average Maturity (WAM) <sup>6</sup>	200	235	(35)	-14.89%	356	(156)	-43.82%

<sup>1</sup> Market values provided by Bloomberg and Northern Trust. Market values for OCIP and OCEIP are lower than book values. Short-term rates have risen sharply causing the market values on these pools to be slightly below book values. The OCIP and OCEIP have sufficient liquidity to meet projected cash flow needs.

<sup>2</sup> The OCIP End Of Month Book Value is higher than the prior year, and the Monthly Average Balance is higher than the prior month due to higher general fund (COVID related) balances.

<sup>3</sup> The OCIP and OCEIP Monthly Accrued Earnings, Monthly Net Yields and Year-To-Date Net Yields are higher than the prior month and year primarily due to purchases at higher interest rates.

<sup>4</sup> The OCEIP End of Month Market Value, End of Month Book Value and Monthly Average Balances are higher than the prior month and year, and the Year-To-Date Average Balance is higher than the prior year both due to an increase bond proceeds and additional funding for new District programs by federal and state governments.

<sup>5</sup> The OCIP and OCEIP Annual Estimated Gross Yields are higher than the prior year due to continued higher yields from short-term rate increases. The OCIP and OCEIP Annual Estimated Gross Yields for December 2021 are reported at the actual annual gross yields for FY 21-22.

<sup>6</sup> The OCIP and OCEIP WAM decreased from the prior month and year due to shorter term purchases as the FOMC is expected to increase short-term rates for the next several months.

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**STATEMENT OF ACCOUNTABILITY**  
For the Month and Quarter Ended December 31, 2022

	<u>Month</u>	<u>Quarter</u>
<b>Treasurer's Accountability at the Beginning of the Period:</b>	<b>\$ 13,499,142,812</b>	<b>\$ 12,226,871,657</b>
<b>Cash Receipts:</b>		
County	3,126,098,343	5,907,341,333
School and Community College Districts	2,168,302,971	4,350,781,330
<b>Total Cash Receipts</b>	<u>5,294,401,314</u>	<u>10,258,122,663</u>
<b>Cash Disbursements:</b>		
County	2,708,141,372	4,655,258,125
School and Community College Districts	614,001,312	2,379,253,973
<b>Total Cash Disbursements</b>	<u>3,322,142,684</u>	<u>7,034,512,098</u>
<b>Net Change in Cost Value of Pooled Assets</b>	<u>1,972,258,630</u>	<u>3,223,610,565</u>
<b>Net Increase in Specific Investments</b>	81,843	408,868
<b>Net Decrease in OC Sheriff &amp; John Wayne Airport Cash</b>	<u>(31,865,231)</u>	<u>(11,273,036)</u>
<b>Treasurer's Accountability at the End of the Period:</b>	<b><u>\$ 15,439,618,054</u></b>	<b><u>\$ 15,439,618,054</u></b>
<b>Assets in the Treasury at the End of the Period (at Cost Value):</b>		
<b>Pooled Investments:</b>		
Orange County Investment Pool		\$ 6,856,059,380
Orange County Educational Investment Pool		8,444,955,901
<b>Total Pooled Investments</b>		<u>15,301,015,281</u>
<b>Specific Investments:</b>		
John Wayne Airport		53,967,444
Fountain Valley School District Fund 40		34,683,630
CCCD Series 2017E Bonds		23,534,741
<b>Total Non-Pooled Investments</b>		<u>112,185,815</u>
<b>Cash and Cash Equivalent:</b>		
Cash in Banks		26,365,539
Cash - Other		51,419
<b>Total Cash</b>		<u>26,416,958</u>
<b>Total Assets in the Treasury at the End of the Period:</b>		<b><u>\$ 15,439,618,054</u></b>

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period  
12/01/2022 to 12/31/2022

Sesar Morfin

**COASTLINE ROP**  
*Coastline Regional Occupational Program PARS PAPEBT*

### Plan Summary

Beginning Plan Value as of 12/01/2022	\$42,356.48
Change in Plan Value	\$(1,357.25)
Ending Plan Value as of 12/31/2022	\$40,999.23

### Activity Summary by Source

Source	Balance on 12/01/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Balance on 12/31/2022
OPEB	\$42,356.48	\$0.00	\$(1,329.21)	\$(28.04)	\$0.00	\$0.00	\$40,999.23
<b>Totals</b>	<b>\$42,356.48</b>	<b>\$0.00</b>	<b>\$(1,329.21)</b>	<b>\$(28.04)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,999.23</b>

### Transactions for the Period

Source	Date	Description	Amount
OPEB	12/01/2022	ASSET MGMT FEES	\$(9.42)
OPEB	12/27/2022	INTER-ACCOUNT TRANSFER IN	\$8.82
OPEB	12/27/2022	INTER-ACCOUNT TRANSFER OUT	\$(8.82)
OPEB	12/30/2022	ASSET MGMT FEES	\$(9.80)
OPEB	12/30/2022	TRUST ADMINISTRATOR FEES	\$(8.82)
OPEB	12/31/2022	ACCOUNT GAINS/(LOSSES)	\$(1,329.21)

### Investment Selection

Source	Selected Investment
OPEB	US Bank Balanced Index

### Investment Objective

Selected Investment	Description
US Bank Balanced Index	Dual goals are to provide a moderate amount of current income with moderate capital growth. Income production and longer term growth of capital.

### Investment Performance

Source	1-Month	3-Month	1-Year	Annualized Return			Inception Date
				3-Years	5-Years	10-Years	
OPEB	-3.14%	6.66%	-15.53%	-	-	-	06/17/2021

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period  
12/01/2022 to 12/31/2022

Sesar Morfin

**COASTLINE ROP**  
**Coastline Regional Occupational Program PARS PAPEBT**

*Information as provided by US Bank, Trustee for PARS. Investments are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal. Past performance does not guarantee future results. Account balances are inclusive of Trust Administration, Trustee and Investment Management fees if applicable. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Annualized Return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return. Information is deemed reliable but may be subject to change. The plan's Rate of Return may differ from the rate of return in the above linked document. Reasons for the difference may include the timing of transactions into and out of the plan, the duration of time the plan's funds reside in the sweep account and differences in the methodology used to calculate performance.*

12.0

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
2023 BOARD CALENDAR**

<b>January 19</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>February 16</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting Textbook Inventory
<b>March 9</b>	(2 <sup>nd</sup> Thursday)	- Board Meeting Interim Budget Review 2022-23 Coastline ROP Priorities Update
<b>April 20</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>May 18</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
<b>June 15</b>	(3 <sup>rd</sup> 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
<b>July 20</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>August 17</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting Administrative Contract Extensions Board Input for 2023-2024 Coastline ROP Priorities
<b>September 14</b>	(2 <sup>nd</sup> Thursday)	- Board Meeting Superintendent's Evaluation 2022-2023 Unaudited Actuals Report
<b>October 19</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>November 16</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>December 14</b>	(2 <sup>nd</sup> Thursday)	- Organizational Meeting Audit Report Interim Budget Review

**Meeting Time: 9:30 a.m.**

TO: Board of Trustees  
FROM: Brian Dozer  
DATE: February 9, 2023  
SUBJECT: Salary Adjustment

Attracting and retaining high-quality employees is a challenge for public education today and appears to be getting more challenging every month. As such, we have previously discussed the need to update our compensation schedule for multiple positions. Siteria Edwards, our human resources administrator, conducted a salary survey of four area ROPs. After this in-depth analysis, we identified 5 adjustments to range classifications or pay range minimums that will necessitate adjusting the pay of 9 employees to align them with the new range, as well as a change in the classification of one employee.

To bring the six staff members and three certificated teachers to the appropriate placement given their experience and tenure with the ROP, the cost, including statutory benefits, is \$30,296.48. The positions are accounting/payroll specialist, accounts payable specialist/purchasing specialist, executive assistant, receptionist/administrative assistant (two employees), coordinator/educational programs, and three identified teachers.

It is respectfully requested the Board of Trustees approve a salary adjustment to the 9 aforementioned employees retroactive to July 1, 2022.





**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: 12/15/22



**CLASSIFIED PAY SCHEDULE**

JOB TITLE	PAY CLASSIFICATION	HOURLY RATE		MONTHLY RATE	
		(Min)	(Max)	(Min)	(Max)
Accounting Budgeting Specialist	119	<del>21.07</del> <b>\$25.69</b>	\$28.30	<del>\$3652</del> <b>\$4453</b>	\$4,905
Accounting Payroll Specialist	119	<del>21.07</del> <b>\$25.69</b>	\$28.30	<del>\$3652</del> <b>\$4453</b>	\$4,905
Accounts Payable/Purchasing Specialist	119	<del>21.07</del> <b>\$25.69</b>	\$28.30	<del>\$3652</del> <b>\$4453</b>	\$4,905
Administrative Assistant	119	<del>21.07</del> <b>\$25.69</b>	\$28.30	<del>\$3652</del> <b>\$4453</b>	\$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	<del>25.67</del> <b>\$32.23</b>	\$34.48	<del>\$4449</del> <b>\$5587</b>	\$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	<del>21.07</del> <b>\$25.69</b>	\$28.30	<del>\$3652</del> <b>\$4453</b>	\$4,905
Receptionist/Administrative Assistant	<del>103</del> <b>113</b>	<del>\$15.50</del> <b>\$18.02</b>	\$19.07	<del>\$2687</del> <b>\$3123</b>	\$3,305
Student Information Specialist	119	<del>21.07</del> <b>\$25.69</b>	\$28.30	<del>\$3652</del> <b>\$4453</b>	\$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	\$34.13 \$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%).



**COASTLINE**  
REGIONAL OCCUPATIONAL PROGRAM

**CERTIFICATED SUPPORT STAFF PAY SCHEDULE**

JOB TITLE	PAY CLASSIFICATION	DAILY RATE		ANNUAL SALARY			
		(Min)	(Max)	(Min)	(Max)		
<i>(223 Work Days)</i>							
Administrator, Educational Services	513	\$383.57	<del>\$444.03</del>	\$514.02	\$85,536	<del>\$99,019</del>	\$114,627
Coordinator, Educational Services	512	\$347.91	<del>\$422.89</del>	\$489.54	\$77,584	<del>\$94,304</del>	\$109,168
Instructional Support/Media Specialist	507	\$286.23		\$383.57	\$63,829		\$85,536



**LEADERSHIP PAY SCHEDULE**

JOB TITLE	PAY CLASSIFICATION	MONTHLY RATE (Min) (Max)		ANNUAL SALARY (Min) (Max)	
Administrator, Human Resources	515	\$7,859	\$10,531	\$94,304	\$126,376
<b>CHIEF BUSINESS OFFICIAL</b>	520	<b>\$10,030</b>	<b>\$13,441</b>	<b>\$120,358</b>	<b>\$161,292</b>
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: J. S. Coke  
DATE: February 7, 2023  
SUBJECT: Textbook Approval

Attached is a list of new and/or revised textbooks used in our courses.

It is respectfully recommended the Board approve the attached list.

**Coastline ROP  
New and/or Revised Edition Textbooks  
2022-23**

Emergency Medical Technician

AAOS Emergency Care and Transportation of the Sick and Injured Textbook, 12th Edition  
©2021 ISBN: 9781284243758

Fire Science

Essentials of Fire Fighting, Textbook 7<sup>th</sup> Edition  
©2018, ISBN: 978-0-87939-657-2



TO: Board of Trustees

FROM: Brian Dozer

DATE: February 9, 2023

SUBJECT: Apprenticeship Employer Acceptance Agreement

Coastline ROP has been selected as the official employer partner for the Orange County Department of Education's first Education sector apprenticeship. This will allow us to begin work to create a paid apprenticeship program for students in child development, specifically in positions such as Child Care Development Specialist, Early Childhood Educator, and Teacher Aide. This endeavor will build upon our recently launched in-bell Careers with Children Internship program at NMUSD sites.

While there is currently no definitive timeline for launching the full program, the work is expected to begin soon and continue for 1-2 years. Currently, the U.S. Department of Labor has granted certification to train apprentices, and OCDE is working with the California Department of Apprenticeship Standards to secure that certification.

It is recommended that the board of trustees approve the employer acceptance agreement.



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## **Appendix D**

### **EMPLOYER ACCEPTANCE AGREEMENT**

**ADOPTED BY**

**ORANGE COUNTY DEPARTMENT OF EDUCATION**

**DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

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## Appendix D

### EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Orange County Department of Education and agree(s) to carry out the intent and purpose of said Standards for **Child Care Development Specialist, Early Childhood Educator, and/or Teacher Aide** and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. Orange County Department of Education have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards or develop alternative selection procedures in the Employer Acceptance Agreement that are consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer or the Office of Apprenticeship.

*(Manual signatures required)*

\_\_\_\_\_  
*(Print Name of Employer Representative)*

\_\_\_\_\_  
*(Print Name of Sponsor Representative)*

**Signed:** \_\_\_\_\_  
*(On Behalf of Employer)*

**Signed:** \_\_\_\_\_  
*(On Behalf of Sponsor)*

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Employer Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

cc: Registration Agency

TO: Board of Trustees  
FROM: Brian Dozer  
DATE: February 9, 2023  
SUBJECT: Mission Statement

According to Board Policy 0000, the Board of Trustees “shall review the ROP mission statement at least every three years or whenever a new board member or superintendent joins the ROP.” Following the review, the board may revise or reaffirm the mission statement.

The current ROP mission statement is, “Coastline ROP prepares students to be contributing members of their community by providing an innovative career technical education focused on college and career readiness.”

This mission statement was reviewed and revised by staff members and the Board of Trustees as part of the WASC Self-Study process. It was approved on March 11, 2021.

Additionally, the mission statement was reviewed and reaffirmed in:

August 2015  
February 2017  
February 2018  
February 2019

As we have a new board member, we must review the mission statement and revise or reaffirm it. I respectfully submit that this Coastline ROP mission statement be reaffirmed by the Board.

TO: Board of Trustees

FROM: Brian Dozer

DATE: February 9, 2023

SUBJECT: Board Governance Protocols

In January of 2021, the Board of Trustees approved the attached Board Governance Protocols. Since we have one new board member, they are included on the agenda as a discussion item.



## Board Governance Protocols

### **Legal Contact**

The use of legal counsel shall be limited to actions contemplated or considered by the Board. Individual board members agree to a) refrain from contacting legal counsel directly, and b) refer any legal counsel contact requests to the superintendent and/or board president.

(The above notwithstanding, nothing shall prevent a member from contacting legal counsel for personal defense.)

### **Media Contact**

The Board President, superintendent or designee shall serve as the Board spokesperson, when possible. Individual board members are free to comment to the media on all matters. As a courtesy, board members will inform each other and the ROP when they have or will be making a media contact. Members will publicly support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

As individuals, members of the board may express opinions regarding political issues; the Board President may express opinions on behalf of the Board, if the Board has taken a position on an issue.

### **Request for Information**

Requests for information shall be made directly to the Office of the Superintendent.

Whenever possible, board members will inform the superintendent and staff in advance that a request for information will be made in public, so that staff may be prepared to provide a thorough response.

If it appears that a request for information will take considerable staff time, the Board president will restate the request and ask the superintendent for input regarding the time and resources required.

When an individual board member requests information, the information will be provided to all members.

Board members will avoid initiating one-on-one meetings with staff, other than the superintendent, to prevent any perception of undue influence.

### **Response to Complaints**

Board members, as representatives of the community, will listen carefully and respectfully to complaints.

In attempting to resolve concerns, board members will facilitate the process by providing the complainant 1) information that is public, and/or 2) a referral to the ROP superintendent.

### **Self-Monitoring of Governance Team Effectiveness**

Individual members of the Board agree to review and adhere to meeting norms, board goals, district values and CSBA-defined board member roles (*as defined in the attached CSBA Professional Governance Standards*) and will conduct a self-evaluation as necessary.

The Board may censure a member, by majority vote, for failing to abide by these protocols.

### **Use of ROP Letterhead**

ROP letterhead will be used whenever a majority of the board directs communication to a particular person or entity, or when written communication is desired in support of a position or goals previously adopted by the board. Such communication may be signed by the president or by all members.

Individual board members may use ROP letterhead for:

- Letters of support to persons or agencies on issues where the board has a clear position
- Letters of congratulation

Thank you notes incorporating the ROP name and logo shall be made available for board member use.

District resources shall not be used for unnecessary mass mailings.

### **Closed Session**

Per Brown Act, items discussed in closed session shall be limited to the items posted for the closed session agenda.

Closed session discussions are deemed confidential and are not to be shared outside of the closed session. In the event of an infraction of this agreement, the Brown Act violation may be placed on the public agenda for discussion and resolution.

### **Meeting Norms**

- Come prepared and ready to participate
- Listen before responding
- Seek first to understand, then to be understood
- Remain objective
- Remain respectful; depersonalize disagreement with other board members or with staff
- Protect confidences
- Stay on topic
- Keep discussion moving forward
- One conversation at a time
- Be attentive during public comments and presentations
- Limit Announcements & Acknowledgements to district or board business only; attempt to observe the 3 minute time limit

### **Removing / Pulling Items from the Consent Calendar**

Board members will make an effort to notify the superintendent by noon of the day prior to the board meeting of their intent to remove an item from the Consent Calendar.

(Information will then be passed to Board president for notation on their agenda.)

There are specific instances that necessitate pulling an item:

- 1) When a board member plans to vote “no” or to abstain.
- 2) When a board member requires additional information and/or discussion before determining his/her vote.
- 3) Items may also be pulled for other reasons such as making a public comment regarding the item.

### **Request for Action**

Board members may request action by posing a new idea during the segment of the public meeting devoted to board member comments. After explaining the interest in a particular course of action, the member may request placement of an action or information item on an upcoming agenda.

The Board president will restate the request, ask the superintendent or staff for input, and determine if at least two board members support having the item placed on an agenda for discussion.

### **Voting “No” and Abstaining**

Each member of the board respects the right of other members to hold opposing points of view. Each member has the right to vote “no” or abstain. Each member has an obligation to vote on each item, except that the right to abstain from voting must be exercised if a conflict of interest exists.

Members agree that it is a courtesy to the full board to explain the reason for the dissenting vote during deliberation. The Board also agrees that no member shall be compelled to explain his/her vote.



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
REGULAR BOARD MEETING  
Minutes  
January 19, 2023**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on January 19, 2023, in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:03 a.m. by Suzie Swartz.

<u>Present Members</u>	<u>Other</u>			
Suzie Swartz	Brian Dozer	Michael Sciacca	Krista Ganga	Keyana Ayaz
Bonnie Castrey	J. S. Coke	Keith Carmona	Alex Perez	Farah Bhatti
Lauren Brooks	Sesar Morfin	Kim Thomason	Hasan Asrar	Sharon Soo
Lynn Davis	Debbie Ludwig	Grant Litfin	Tina Murphy	James Coney
	Rocky Murray	Siteria Edwards	Mishaal Mahmood	
	Ulises Garcia	Jeanne Bennett	Hrishi Shaw	

Updated Attendance

Michelle Barto was updated to present at 9:06 a.m.

**CLOSED SESSION**                    There was nothing to report out of closed session. Open session convened at 9:39 a.m.

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

**SUPERINTENDENT'S REPORT**                    Brian Dozer welcomed Trustee Bonnie Castrey. Ms. Castrey has been a member of the Huntington Beach Union High School District Board of Trustees for 38 years. She previously served on the Coastline ROP board from 1999 through 2014, and we are excited to have her join us again. She holds a Juris Doctorate from Western State University and a B.S. and P.H.N. in nursing from California State University, Long Beach. Ms. Castrey maintains a private dispute resolution practice. She also has been a member of the Delegate Assembly to the California School Boards Association since 1986. She is a past recipient of the coveted Marian Bergeson Award for education leadership.

As the Superintendent of Coastline ROP, I am proud today to speak to the Board of Trustees on the importance of career technical education for today's ROP students. Career technical education (CTE) is a key component of the ROP program and has become more important than ever in the 21st century. With the rapidly changing job markets and the increasing demand for skilled workers, it is essential that we equip our students with the knowledge and skills to succeed in the workforce. In this report, I will discuss the reasons for the importance of CTE for ROP students and how we can better support them in their CTE endeavors.

Dr. Dozer did not write that last paragraph. Rather, it was written by OpenAI when he gave it the command, "Write the introduction to Coastline ROP's superintendent's board of trustees report discussing the importance of awareness of career technical education for today's ROP students." He did this to show just how powerful AI is and how it is going to affect our world, particularly education. It is a remarkable technology that, over time, is going to be even more powerful, and it is a subject that we need to continue to offer to our students. And we will do just that with AI and other leading-edge technological areas.

Dr. Dozer continued his report sharing that in a little less than two weeks, we begin our celebration of CTE Month. Our overarching goal is to generate awareness of ROP/CTE classes and their impact on students. Our plan includes four areas:

- District and pathway-specific social media posts,
- Student-generated videos showcasing the benefits of their ROP classes,
- Attend your February board meetings for proclamations or resolutions, and
- Engaging local and state elected officials.

For the last item, Dr. Dozer will attend the February 7 Orange County Board of Supervisors meeting to receive a CTE Month proclamation from Supervisors Don Wagner and Katrina Foley. And Senator Dave Min will visit Estancia High School to learn more about our classes.

Also, on the marketing front, we have decided to narrow our focus for the remainder of the school year. There are ample opportunities for campaigns and topics to focus on, but we believe that we need to put all our efforts behind four different marketing initiatives:

- CTE Month,
- The student-designed logo competition,
- The new website, and
- The "ROP in Action" campaign to highlight the hands-on aspects of our courses.

Our middle school Exhibit Days program has started. Currently, ten days are scheduled, and Vital Link is still working on adding additional dates and events. Dr. Dozer will communicate these dates to the Board each week in his weekly update and ask that you let him know if you would like to join him in attending one of the exhibit days.

Dr. Dozer thanked the Board of Trustees and everyone involved at Coastline ROP for providing him the opportunity to be Superintendent. As he embarks on his 2<sup>nd</sup> year on the job today, he hopes you know how much he means it when he says he loves this organization and this job, knowing that collectively we are all

making a difference in the lives of our students.

In closing, Dr. Dozer expressed his deepest appreciation to our outgoing board president Lynn Davis for his steady, insightful support during his first year and his passion for Coastline ROP's mission and students. Trustee Davis was recognized for his service as board president with a certificate of appreciation.

**EDUCATIONAL SERVICES' REPORT**

Since our last board meeting, we have experienced three quiet weeks as our schools have closed the fall semester, focused on final exams, and opened a new semester. We are happy to report that with minor exceptions, actual enrollment in our spring after-bell classes is much stronger than in the fall.

One of J. S. Coke's roles at the ROP is to serve as the primary liaison with our Steering Committee. Mr. Coke welcomed Mr. Keith Carmona to the Steering Committee, representing Newport-Mesa Unified School District. Mr. Carmona joined NMUSD on Tuesday, January 17, as Director of Secondary Teaching and Learning. He replaces Dr. Mike Sciacca, who has moved to the role of Executive Director. Mr. Coke thanked Dr. Sciacca for his collaboration and participation on the Steering Committee.

The work of creating and launching new high school and adult programs continues. We recently licensed Trello, a project management software solution, to help streamline the complex processes of course creation. And we continue to work with our industry and other partners on ideas and opportunities. This approach will allow us to grow our offerings, especially in leading-edge technological areas, more rapidly.

Mr. Coke introduced the day's presentation, which was brought by the exceptional digital filmmaking program at Portola High School. The instructor, Ms. Tina Murphy, was recognized in September by the Greater Irvine Chamber of Commerce in their Distinguished Educator Award ceremony. Ms. Murphy brought with her students Mishaal Mahmood, Hrishi Shaw, and alumnus Keyana Ayaz. Mr. Coke also welcomed the new Portola career specialist, Sharon Soo, and Assistant Principal, James Coney.

**AB 361 – BROWN ACT AMENDMENT**

There was no action taken.

**ELECTION OF OFFICERS**

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

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

Motion carried 5-0.

**AUDITOR'S REPORT** It was moved by Member Swartz, seconded by Member Brooks, to approve acceptance of the 2021-2022 audit report. Motion carried 5-0.

**BOARD MEETING  
CALENDAR 2023** There was no action taken.

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

- Minutes from the December 15, 2022, Board of Trustees meeting
- Ratification of purchase order report ending December 31, 2022
- Ratification of check report ending December 31, 2022
- Costa Mesa Chamber of Commerce membership renewal in the amount of \$375
- New internship site
- Inventory deletion report
- English language learner waiver teacher roster
- Personnel Register #6 – 2022-2023 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)

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

The meeting adjourned at 10:18 a.m.

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Clerk/Secretary

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT BY FUND  
BOARD OF TRUSTEES MEETING 02/16/2023**

**FROM 01/01/2023 TO 01/31/2023**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0425	4IMPRINT	2,339.59	1,169.80	01798000 4330	Marketing-Student Recruitment / Office Supplies-Consumable
S95C0427	HOME DEPOT	10,901.23	1,169.79	01798020 4330	Marketing-Business Partners / Office Supplies-Consumable
S95C0428	AMAZON	1,519.79	5,481.41	0166822 4300	Mazon/Const EST SWP Round2 NM / MATERIALS &
S95C0429	WEBSTAUANT STORE	495.45	5,419.82	0166822 4490	Mazon/Const EST SWP Round2 NM / NON CAP EQUIP -
S95C0430	ULINE	836.19	1,519.79	0166856 4300	Waldner/PHS IUSD SWP Round 2 / MATERIALS & SUPPLIES
S95C0431	CHEF'S TOYS	613.53	495.45	0166840 4300	Kingsbury/NHH NMUSD sWP 2 / MATERIALS & SUPPLIES
S95C0432	CLARIUS MOBILE HEALTH CORP.	4,703.29	836.19	0166840 4300	Kingsbury/NHH NMUSD sWP 2 / MATERIALS & SUPPLIES
			613.53	0166840 4300	Kingsbury/NHH NMUSD sWP 2 / MATERIALS & SUPPLIES
			93.53	0133030003 4300	Eargle/HBHS C6 / MATERIALS & SUPPLIES
			641.11	0133030003 5390	Eargle/HBHS C6 / MEMBERSHIPS - INSTR
			3,968.65	0133030003 6490	Eargle/HBHS C6 / NEW EQUIP ALL OTHER
S95C0433	CLARIUS MOBILE HEALTH CORP.	4,703.29	3,658.11	0160003002 6490	McNeil/CMHS SWP Round 4 NM / NEW EQUIP ALL OTHER
			93.53	0166827 4300	McNeil/CMHS SWP Round 2 NM / MATERIALS & SUPPLIES
			641.11	0166827 5390	McNeil/CMHS SWP Round 2 NM / MEMBERSHIPS - INSTR
			310.54	0166827 6490	McNeil/CMHS SWP Round 2 NM / NEW EQUIP ALL OTHER
S95C0438	AMAZON	69.29	69.29	01743813 4330	Pham/NMUSD Multi-Site Car Spec / Office
S95C0440	AMAZON	53.75	21.50	01742693 4330	L.Eberth/NWHS Career Specialist / Office Supplies-Consumabl
S95C0441	AMAZON	1,415.43	32.25	01742754 4330	L.Eberth/Woodbridge Career Spec / Office Supplies-Consumabl
S95C0442	OFFICE DEPOT	138.92	1,415.43	0108466 4300	Van Der Merwe/Bake & Pa CHS C6 / MATERIALS &
S95C0444	AMAZON	250.72	138.92	01764930 4330	Edwards, S / HR Administrator / Office Supplies-Consumable
S95C0448	WESCO PERFORMANCE	48.43	250.72	0166848 4300	VanDerMe/CHS IUSD SWP R2 / MATERIALS & SUPPLIES
S95C0449	D.G.I. PRODUCTS	25.00	48.43	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLI
S95C0450	ELECTRICSCOOTERPARTS.COM	434.56	25.00	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLI
S95C0451	CDW GOVERNMENT	6,832.97	434.56	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLI
S95C0452	FOAMNOODLES.COM	23.69	6,832.97	016019085 4430	All Instruction COVID / NON-CAP EQUIP/Comp & Peripheal
S95C0454	HOME DEPOT	173.09	23.69	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLI
S95C0456	AMAZON	1,100.54	173.09	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLI
S95C0459	PAXTON PATTERSON	13,928.40	1,100.54	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLI
			3,081.14	0160005002 5888	Friedman/BHS TUSD SWP R4 / Internet - Software/Licenses
			471.17	0166849 4300	Friedman/BHS TUSD SWP R2 / MATERIALS & SUPPLIES
			1,400.00	0166849 5220	Friedman/BHS TUSD SWP R2 / CONFERENCES &

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT BY FUND  
BOARD OF TRUSTEES MEETING 02/16/2023**

**FROM 01/01/2023 TO 01/31/2023**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0459	*** CONTINUED ***				
S95C0460	AMAZON	59.50	8,976.09	0166849 5888	Friedman/BHS TUSD SWP R2 / Internet - Software/Licenses
S95C0462	AMAZON	32.31	59.50	01970900 4385	Emergency & Disaster Prep / SUPPL - DISASTER & EMERG
S95C0463	FIRESAFETYUSA.COM	28,668.63	32.31	01798000 4330	Marketing-Student Recruitment / Office Supplies-Consumable
			7,317.40	0111060005 4300	Zimmerman/ROP NMUSD / MATERIALS & SUPPLIES
			21,351.23	0166839 4300	Zimmerman/Fire SWP Round2 ROP / MATERIALS & SUPPLIES
S95C0465	AMAZON	87.88	87.88	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLIES
S95C0467	AMAZON	2,578.02	2,578.02	0144050004 4300	Milgrim/MVHS THHS CTEIG 7 / MATERIALS & SUPPLIES
S95C0468	KORR MEDICAL TECHNOLOGIES INC.	6,561.28	4,406.66	0111030002 5888	McNeil/CMHS NMUSD CTEIG 6 / Internet - Software/Licenses
			2,154.62	0111030003 5888	McNeil/CMHS NMUSD CTEIG 7 / Internet - Software/Licenses
S95C0469	MCKESSON GENERAL MEDICAL CORP	334.81	334.81	0105164 4300	Noceti/EMR Edison CTEIG-6 / MATERIALS & SUPPLIES
S95C0471	GRIN TECHNOLOGIES	154.84	154.84	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLIES
S95C0475	AMAZON	36.48	18.24	01758011 4330	Taliaferro/AP Spec / Office Supplies-Consumable
			18.24	01777901 4330	Taliaferro/Purchasing Spec / Office Supplies-Consumable
S95C0476	SOURCE GRAPHICS	5,411.90	5,411.90	0111040005 4330	Moreno/EST HS NMUSD CTEIG 7 / Office
S95C0479	AMAZON	171.36	171.36	0133050003 4300	Van Der Merwe/OVHS HBUHSD C7 / MATERIALS &
S95C0480	AMAZON	172.38	86.19	01758011 4330	Taliaferro/AP Spec / Office Supplies-Consumable
			86.19	01777901 4330	Taliaferro/Purchasing Spec / Office Supplies-Consumable
S95C0481	AMAZON	68.29	68.29	0105164 4300	Noceti/EMR Edison CTEIG-6 / MATERIALS & SUPPLIES
S95C0482	AMAZON	7.91	7.91	0166856 4300	Waldner/PHS IUSD SWP Round 2 / MATERIALS & SUPPLIES
S95C0484	SNAP ON TOOLS	6,145.04	6,145.04	0122050001 6490	Misich/UNI IUSD CTEIG 7 / NEW EQUIP ALL OTHER
S95C0485	GRIN TECHNOLOGIES	323.25	323.25	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLIES
S95C0486	EFOODHANDLERS INC.	210.00	105.00	0122010011 5889	Van Der Merwe/CHS CTEIG 7 / INTERNET-BASED
			105.00	0155040001 5889	VanDerMerwe/THS TUSD CTEIG 7 / INTERNET-BASED
S95C0487	AMAZON	87.69	87.69	0166630 4300	Rizza/HAAS Engineering Competi / MATERIALS & SUPPLIES
S95C0488	COSTA MESA CHAMBER OF COMMERCE	375.00	375.00	016001200 5395	School Admin SWP K12 Coord 4 / MEMBERSHIPS -
S95C0489	AMAZON	45.21	45.21	0122010012 4330	Murillo/CNA CHS CTEIG 7 / Office Supplies-Consumable
S95C0490	AMAZON	322.82	322.82	0122010012 4300	Murillo/CNA CHS CTEIG 7 / MATERIALS & SUPPLIES
S95C0491	AMAZON	932.46	932.46	0111040008 4300	Jasperson/EST NMUSD CTEIG 7 / MATERIALS & SUPPLIES
S95X0472	STREETER, PHILLIP	200.00	200.00	01743711 5290	Streeter/Estancia CS / MILEAGE NON TAXABLE
S95X0473	RUIZ, AARON	350.00	350.00	01742685 5290	Hernandez A./UNI CSspecialist / MILEAGE NON TAXABLE
S95X0474	EBHERHART, LAURIE	400.00	160.00	01742693 5290	L.Eberth/NWHS Career Specialist / MILEAGE NON TAXABLE

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT BY FUND  
BOARD OF TRUSTEES MEETING 02/16/2023**

**FROM 01/01/2023 TO 01/31/2023**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95X0474	*** CONTINUED ***				
S95X0477	DR. BRANDEE RAMIREZ	10,000.00	10,000.00	0198025 5890	TUSD All Instruction C-7 / OTHER CONTRACTED
S95X0478	ORANGE COUNTY DEPARTMENT OF ED	1,490.00	149.00	01742685 5220	Hernandez A./UNI CSpecialist / CONFERENCES &
			59.60	01742693 5220	L.Eberh/NWHS Career Specialist / CONFERENCES &
			137.82	01742712 5220	Ruiz A/Irvine CS / CONFERENCES & MEETINGS
			89.40	01742754 5220	L.Eberh/Woodbridge Career Spec / CONFERENCES &
			11.18	01742792 5220	Ruiz A/Creekside Car Spec / CONFERENCES & MEETINGS
			149.00	01742802 5220	Kim, Soo x Escoto/CS Portola / CONFERENCES & MEETINGS
			149.00	01743711 5220	Streeter/Estancia CS / CONFERENCES & MEETINGS
			149.00	01743755 5220	Russell/CS Corona del Mar / CONFERENCES & MEETINGS
			149.00	01743761 5220	Nagy/Career Specialist CMHS / CONFERENCES &
			149.00	01743813 5220	Pham/NMUSD Multi-Site Car Spec / CONFERENCES &
			149.00	01745725 5220	Garcia/Career Spec Tustin HS / CONFERENCES & MEETINGS
			149.00	01745734 5220	McDonald/Beckman CS / CONFERENCES & MEETINGS
S95X0483	SMART & FINAL	2,000.00	2,000.00	0122010010 4300	Ayala,Marissa xMull /CHS IUSD / MATERIALS & SUPPLIE
	<b>Fund 01 Total:</b>	<b>117,834.21</b>	<b>117,834.21</b>		

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT BY FUND  
BOARD OF TRUSTEES MEETING 02/16/2023**

**FROM 01/01/2023 TO 01/31/2023**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
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Total Account Amount: 117,834.21





**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

Check Report 1/1/2023 – 1/31/2023

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Fund 01            General

Total Checks: \$578,722.53

Recommended for  
Board Ratification By

  
\_\_\_\_\_  
Director of Business Services

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 1/1/2023 to 1/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032255	AMERICAN 3B SCIENTIFIC	SI22180616	OH	01/12/2023		MW	IS	717.39
95	00032256	APPLE COMPUTER INC	AK26577411	OH	01/12/2023		MW	IS	106.67
95	00032257	B & H PHOTO	208601014	OH	01/12/2023		MW	IS	5,876.14
95	00032258	CALICO BUILDING SERVICES	R1050291	OH	01/12/2023		MW	IS	2,594.50
95	00032259	CALIFORNIA TACTIC PATROL	199	OH	01/12/2023		MW	IS	1,155.00
95	00032260	CORODATA RECORDS MANAGEMENT IN	RS4866465	OH	01/12/2023		MW	IS	85.43
95	00032261	DOZER, BRIAN	OOPE-122122DOZ	OH	01/12/2023		MW	IS	61.65
95	00032262	F & M Credit Card	8901	OH	01/12/2023		MW	IS	1,641.92
95	00032263	FIRST-CITIZENS BANK & TRUST CO	41344948	OH	01/12/2023		MW	IS	1,304.85
95	00032264	GARDYN INC	2169	OH	01/12/2023		MW	IS	1,758.48
95	00032265	INTERMEDIA.NET INC	2301220494	OH	01/12/2023		MW	IS	879.30
95	00032266	OCCUPATIONAL HEALTH CENTERS OF	77632415	OH	01/12/2023		MW	IS	128.00
95	00032267	ONTARIO REFRIGERATION	CM35940	OH	01/12/2023		MW	IS	747.48
95	00032268	ORANGE COUNTY DEPARTMENT OF ED	94SI2179	OH	01/12/2023		MW	IS	100.00
95	00032269	ORDIANO, CESAR	REISSUE-061522O	OH	01/12/2023		MW	IS	23.00
95	00032270	PEREZ, ALEX	12/08-12/21PEREZ	OH	01/12/2023		MW	IS	40.63
95	00032271	POCKET NURSE	1296903-2	OH	01/12/2023		MW	IS	21.13
95	00032272	READYREFRESH BY NESTLE	12L0027000850	OH	01/12/2023		MW	IS	173.66
95	00032273	RICO, MONIQUE	12/05-12/12RICO	OH	01/12/2023		MW	IS	22.50
95	00032274	VAN DER MERWE, ROCHELLE	OOPE-120522VAN	OH	01/12/2023		MW	IS	149.78
95	00032275	ZUNIGA, PAMELA	12/06-12/16ZUNIG	OH	01/12/2023		MW	IS	26.63
95	00032276	RAINBOW DISPOSAL CO INC	0605-000947653	OH	01/17/2023		MW	IS	391.23
95	00032277	SADDLEBACK VALLEY UNIFIED SCHO	83SI0417	OH	01/17/2023		MW	IS	97.31
95	00032278	SHI INTERNATIONAL CORP	B16312189	OH	01/17/2023		MW	IS	29,603.93
95	00032279	SMART & FINAL	7201/592	OH	01/17/2023		MW	IS	555.25
95	00032280	SOURCE GRAPHICS	124059	OH	01/17/2023		MW	IS	10,669.41
95	00032281	STRYKER	3977858M	OH	01/17/2023		MW	IS	18,493.80
95	00032282	TIME WARNER CABLE	1263091010123	OH	01/17/2023		MW	IS	1,889.28
95	00032283	TRANSPORTATION CHARTER SERVICE	P/53515	OH	01/17/2023		MW	IS	5,893.74
95	00032284	Anatomaage Inc.	INV_68023	OH	01/19/2023		MW	IS	53,050.63
95	00032285	DOZER, BRIAN	OOPE-011023DOZ	OH	01/19/2023		MW	IS	34.67
95	00032286	Dr. Brandee Ramirez	ROPI2023	OH	01/19/2023		MW	IS	2,488.62
95	00032287	EMPLOYMENT DEVELOPMENT DEPT	L1425533328	OH	01/19/2023		MW	IS	533.13
95	00032288	KellySpicers Stores	11186303	OH	01/19/2023		MW	IS	408.33

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 1/1/2023 to 1/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032289	LUDWIG, DEBBIE	OOPE-011223LUD	OH	01/19/2023		MW	IS	120.00
95	00032290	MISICH, THOMAS	12/01-12/16MISIC	OH	01/19/2023		MW	IS	25.50
95	00032291	NEWPORT URGENT CARE	137535	OH	01/19/2023		MW	IS	50.00
95	00032292	ORANGE COUNTY DEPARTMENT OF ED	122022-3849	OH	01/19/2023		MW	IS	894.00
95	00032293	Recovery for Athletes LLC	RFA29825	OH	01/19/2023		MW	IS	9,946.50
95	00032294	ZAHOUREK SYSTEMS INC	28127	OH	01/19/2023		MW	IS	25,227.63
95	00032295	Anatoma Inc.	INV_68024	OH	01/24/2023		MW	IS	84,217.31
95	00032296	APPLE COMPUTER INC	AK27682524	OH	01/24/2023		MW	IS	72,548.74
95	00032297	B & H PHOTO	208230348	OH	01/24/2023		MW	IS	21,926.58
95	00032298	CHEF'S TOYS	3887339	OH	01/24/2023		MW	IS	645.59
95	00032299	CLC	12/22-ID THEFT	OH	01/24/2023		MW	IS	40.00
95	00032300	HOME DEPOT	8630629	OH	01/24/2023		MW	IS	7,821.77
95	00032301	METROPOLITAN LIFE INSURANCE CO	01/01-MET SUPPLEOH	OH	01/24/2023		MW	IS	420.04
95	00032302	Recovery for Athletes LLC	RFA28480	OH	01/24/2023		MW	IS	2,498.38
95	00032303	REEP FOR BENEFITS	12/23-KAISER	OH	01/24/2023		MW	IS	20,315.09
95	00032304	SMART & FINAL	6201/423	OH	01/24/2023		MW	IS	563.01
95	00032305	Smart Tools Plus LLC	17205	OH	01/24/2023		MW	RV	2,840.01
95	00032306	VERIZON WIRELESS	9924524504	OH	01/24/2023		MW	IS	266.07
95	00032307	VISION SERVICE PLAN	819618234	OH	01/24/2023		MW	IS	1,334.84
95	00032308	B & H PHOTO	209571836	OH	01/26/2023		MW	IS	511.82
95	00032309	DEPT OF JUSTICE	627493	OH	01/26/2023		MW	IS	96.00
95	00032310	DOZER, BRIAN	OOPE-011923DOZ	OH	01/26/2023		MW	IS	71.35
95	00032311	FIRST-CITIZENS BANK & TRUST CO	41545275	OH	01/26/2023		MW	IS	1,227.46
95	00032312	Hernandez, Amadiel	OOPE-012323HER	OH	01/26/2023		MW	IS	22.00
95	00032313	KEENAN AND ASSOCIATES	284561	OH	01/26/2023		MW	IS	1,500.00
95	00032314	MICRO CENTER A/R	12283547	OH	01/26/2023		MW	IS	310.26
95	00032315	OFFICE DEPOT	287361251001	OH	01/26/2023		MW	IS	24.45
95	00032316	PITNEY BOWES	3105926821	OH	01/26/2023		MW	IS	415.37
95	00032317	REEP FOR BENEFITS	JAN-ANTHEM	OH	01/26/2023		MW	IS	14,777.46
95	00032318	SCHWEERS-GANGA, KRISTA	OOPE-012323GAN	OH	01/26/2023		MW	IS	115.02
95	00032319	SHI INTERNATIONAL CORP	B16337357	OH	01/26/2023		MW	IS	67,651.56
95	00032320	SMART & FINAL	5401/592	OH	01/26/2023		MW	IS	72.71
95	00032321	AMAZON	1VFW-17VK47YY	OH	01/30/2023		MW	IS	5,767.99
95	00032322	Anatoma Inc.	INV_68025	OH	01/30/2023		MW	IS	84,217.31



**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 1/1/2023 to 1/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00032323	V9500666	CALIF DEPT OF TAX AND ADMINIST	INV428	OH	01/30/2023		MW	IS	331.96
95 00032324	V9502272	EFOODHANDLERS INC.	T-29023	OH	01/30/2023		MW	IS	210.00
95 00032325	V9502329	GT SIMULATORS	32819	OH	01/30/2023		MW	IS	1,670.53
95 00032326	V9502563	KATHCO PRODUCTS	109709	OH	01/30/2023		MW	IS	525.01
95 00032327	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2229392	OH	01/30/2023		MW	IS	2,663.69
95 00032328	V9501016	MEDCO SUPPLY COMPANY	IN95926205	OH	01/30/2023		MW	IS	1,923.81
95 00032329	V9501843	READYREFRESH BY NESTLE	13A0027000850	OH	01/30/2023		MW	IS	238.59
95 00032330	V9500651	SMART & FINAL	9001/375	OH	01/30/2023		MW	IS	953.65

**Issued:** 575,882.52  
**Reversed:** 2,840.01  
**95 Bank Total:** 578,722.53

**Grand Total:** 578,722.53

**AGREEMENT FOR SPECIAL SERVICES**

**I. PARTIES**

This Agreement for Special Services (the “Agreement”) is made this 1st day of February, 2023, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as the “Law Firm,” and COASTLINE REGIONAL OCCUPATIONAL PROGRAM, hereinafter referred to as “ROP.”

**II. RECITALS; PURPOSE; MATTERS**

The ROP desires to retain and engage the Law Firm to perform legal and, upon request, non-legal consultant services on the ROP’s behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. The Law Firm agrees to provide such services to the ROP, including representation in administrative and court proceedings, as requested by the ROP. The place and time for such services are to be designated by the Superintendent of the ROP or designee.

**III. TERMS AND CONDITIONS**

A. The term of this Agreement shall be for two years, commencing February 1, 2023, through January 31, 2025. For the period February 1, 2023, through January 31, 2025, the ROP hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

Senior Partners	\$335.00
Partners/Senior Counsel	\$325.00
Senior Associates	\$295.00
Associates	\$295.00
Electronic Technology Litigation Specialist	\$270.00
Non-Legal Consultants	\$240.00
Senior Paralegals/Law Clerks	\$170.00
Paralegals/Legal Assistants	\$170.00

The Law Firm shall bill in quarter-hour increments. A fixed rate may be established for specially identified projects, subject to prior approval by the ROP.

B. In addition, the ROP hereby agrees to pay a 5% per month administrative charge calculated and based on monthly fees billed to cover related operational expenses incurred by the Law Firm. This administrative fee is in lieu of charging the ROP for Westlaw, photocopies,

automobile mileage, parking, facsimiles, telephone, document preparation, and postage. This does not include items listed in paragraph D below.

C. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the ROP or while providing legal services at the ROP, it may be necessary for the Law Firm to provide billable services to other clients.

D. The Law Firm shall not be obligated to advance costs on behalf of the ROP; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the ROP with the Superintendent's or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the ROP in the event a particular cost item totals \$2,000.00 or less. Typical cost advances include, but are not limited to, messenger fees, travel costs, bonds, witness fees, overnight delivery, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the ROP, experts or consultants for the benefit of the ROP, rather than the ROP contracting directly with any expert or consultant, it is agreed that the ROP shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the ROP.

E. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the ROP on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from the ROP by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the ROP in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

F. The ROP agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the ROP's receipt thereof shall be deemed to signify the ROP's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

G. The ROP agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the ROP including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the ROP.

H. The ROP has the right, at any time, and either with or without good cause, to discharge the Law Firm as the ROP's attorneys. In the event of such a discharge of the Law

Firm by the ROP, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the ROP shall be immediately due and payable.

I. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the ROP upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the ROP;

3. Upon the failure of the ROP to perform any of the ROP's obligations hereunder with respect to the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the ROP to perform any of the ROP's obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm's representation of the ROP.

J. In the event that the Law Firm ceases to perform legal services for the ROP as hereinabove provided, the ROP agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the ROP agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the ROP will promptly execute an appropriate Substitution of Attorney form.

K. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

L. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the ROP.

#### **IV. SPECIALIZED LEGAL SERVICES**

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, intellectual property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, trademark, non-profit organizations, immigration, law enforcement/use of force, criminal/white collar, and appellate law, the ROP agrees to pay the Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the ROP of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.



**V. RELATED POST-INVESTIGATION SERVICES**

If an attorney who conducted an investigation for the ROP is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration or any other proceeding, because of services rendered under this Agreement, and/or if the investigating attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to any matter relating to or arising out of services performed for the ROP, the ROP agrees to pay the Law Firm for all time expended (including preparation time) at the investigating attorney's then current regular hourly rate and to reimburse the Law Firm for reasonable costs and expenses incurred.

**VI. CONSENT TO JOINT REPRESENTATION**

The ROP acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall provide the ROP with a written disclosure of the relevant circumstances and of the actual and reasonably foreseeable adverse consequences to the ROP, and shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The ROP acknowledges that it is often in the best interest of the ROP for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, the Governing Board of the ROP hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph, and to execute such written consent on behalf of the Board and ROP.

**VII. SERVICES PERFORMED BY LAW FIRM-PROVIDED NON-LEGAL CONSULTANTS**

The Law Firm has an affiliation with non-legal education consultants who are available to assist the ROP in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, special education, student discipline, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the ROP's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the ROP provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purposes of this paragraph. The ROP is hereby advised that it may seek the advice of an independent attorney of its choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the ROP outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

**VIII. CONSENT TO LAW FIRM COMMUNICATION**

As part of our commitment to client service, the Law Firm will send the ROP periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the ROP with daily legal concerns. The Law Firm will send those and other additional service notices to the ROP via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the ROP administrators apprised of important legal changes. By execution of this Agreement, the ROP and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

**IX. IDENTIFICATION OF INSURANCE COVERAGE**

With respect to insurance coverage for any matters covered by the scope of services under this Agreement, the ROP agrees that it is its own responsibility, rather than the Law Firm’s responsibility, to identify potential insurance coverage and to tender legal matters to any appropriate insurance companies that may insure it. If the ROP desires that the Law Firm become involved in identifying potential insurers and/or the tender of legal disputes, then a separate written agreement between the ROP and the Law Firm to that effect will be required.

**X. BINDING ARBITRATION**

If any dispute arises out of, or related to, a claimed breach of this Agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

**XI. DURATION**

This Agreement shall be effective February 1, 2023, through January 31, 2025, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days’ written notice.

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**XII. EXECUTION DATE**

This Agreement is entered into this \_\_\_ day of \_\_\_\_\_, 2023.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
RONALD D. WENKART

“ROP”

COASTLINE REGIONAL OCCUPATIONAL  
PROGRAM


Dated: \_\_\_\_\_

By: \_\_\_\_\_

***PROPOSAL FOR SERVICE CIVILIAN RESPONSE TO ACTIVE SHOOTER***

<b>CLIENT</b>	Coastline Community College ROP 1001 Presidio Square, Costa Mesa, CA 92626
<b>OVERVIEW</b>	An active shooter is defined by the U.S. Department of Homeland Security as "an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm[s] and there is no pattern or method to their selection of victims."  If faced with an active shooter incident, there are many things that can be done to make a difference.
<b>OBJECTIVE</b>	Train staff and related personnel to best practices in civilian response to active shooter, evacuation, and de-escalation techniques using enhanced situational awareness  Includes Two BERT professional trainers
<b>SCOPE</b>	(90-min) In classroom setting, actively train staff to recognize, de-escalate, and respond to these situations effectively.  (30-min) Includes after action discussion with key staff.
<b>DATE(S) OF SERVICE</b>	<b>Wednesday, March 15, 2023</b> <b>8am to 9:30am staff</b> <b>With 9:30-10am after action report</b>
<b>PRICING</b>	<b>\$995</b> due upon completion.  <b>Following:</b> a) Ongoing consulting: \$37.50/ea 15 min or b) \$100/mo in advance for one hour

**ACCEPTANCE** (including disclaimer, below)

Company	BERT Workplace Safety Solutions
Print Name	Wm. F. Cunningham, Jr.
Date	January 11, 2023
Signature	

BERT always employs and retains passionate professionals in their field. It is our intent to deliver timely, interesting and comprehensive information to provide a level of comfort and competence to those engaging in the processes. The taking and implementing of the information provided or in any training is the sole responsibility of the client and individual attendee. The information is general in nature using best-efforts and not intended to be an exhaustive review of laws and regulations. It is in no way intended to provide legal advice; the materials presented are not to be considered a substitute for actual statutory or regulatory language.

TO: Board of Trustees

FROM: J. S. Coke

DATE: February 7, 2023

SUBJECT: Field Trip Request – Estancia High School

Jared Hartel, Coordinator of the Estancia Medical Academy and Coastline ROP instructor, would like to take 40 students to the Cal-HOSA (California Health Occupations Students of America) 2023 State Leadership Conference in Sacramento, California on March 22 - 26, 2023. This experience provides for student leadership development and extensive competitions in the practical skills learned throughout their high school experience.

This trip was approved by the Newport Mesa Unified School District Board of Education on October 25, 2022. Attached is the field trip authorization form for the board's review and approval.

It is respectfully recommended the Board approve this field trip.

# Coastline Regional Occupational Program Field Trip Authorization Form

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 40

Destination(s) of Trip: SAFE Credit Union Convention Center Sacramento CA

Purpose(s) of Trip: Attending the State Leadership Conference for the CTSO HOSA (Health Occupations Students of America). Each student will learn how to be a medical leader as well as develop professional skills as a college and career student.

Departure Date: 3/22/2023

Departure Time: 9:00 AM

Return Date: 3/26/2023

Return Time: 9:00 AM

Participating Class(es): Estancia Medical Academy/HOSA @ Estancia High School

Funding: Coastline ROP and NMUSD CTEIG and other funding sources. ROP Costs: Up to \$ 16,000

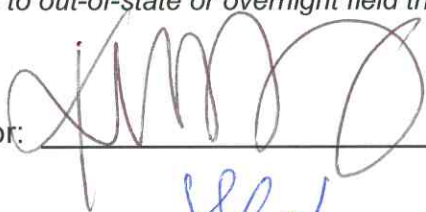
Instructor(s) in Charge: Jared Hartel

Number of Chaperones including instructor(s): 4

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: October 25, 2022  
(Only applies to out-of-state or overnight field trips)

Administrator: 

Date: 2/2/23

Director: Slope

Date: 2-2-23

Approved by Board of Trustees (if necessary)

Clerk/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

E6153(1)

TO: Board of Trustees

FROM: J. S. Coke

DATE: February 7, 2023

SUBJECT: Field Trip Request – Portola High School

Tina Murphy, Broadcast News instructor at Portola High School, would like to take 29 students to the Student Television Network Broadcast & Film Convention in Long Beach, California. The event is on March 16 - 19, 2023. Students will attend workshops with industry professionals, compete, and collaborate with other student groups. Attached is the field trip authorization form for review and approval.

This trip was approved by the Irvine Unified School District Board of Education on November 15, 2022. Attached is the field trip authorization form for the board's review and approval.

It is respectfully recommended the Board approve this field trip.

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

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 29

Destination(s) of Trip: Long Beach Hyatt Regency and Convention Center

Purpose(s) of Trip: Student Television Network Convention

Departure Date: 03/16/2023

Departure Time: 4:00 pm

Return Date: 03/19/2023

Return Time: 2:00 pm

Participating Class(es): Advanced Broadcast News

Funding: Grant / PNN Fund Raising / Donations

ROP Costs: \$1,154.00 - Bus

Instructor(s) in Charge: Tina Murphy

Number of Chaperones including instructor(s): 7

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: November, 15, 2022  
(Only applies to out-of-state or overnight field trips)

Administrator: James Pucoby

Date: 2/1/23

Director: J. L. Cohe

Date: 2-2-23

Approved by Board of Trustees (if necessary)

Clerk/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

E6153(1)



TO: Board of Trustees  
FROM: J. S. Coke  
DATE: February 7, 2023  
SUBJECT: Field Trip Requests

Ashley Kingsbury, Culinary Arts Instructor at Newport Harbor High School, would like to take her students on two field trips.

- Ten students to the California ProStart Cup Competition in Long Beach, CA on March 7 - 8, 2023.
- Thirty students to the FCCLA State Leadership Conference in Riverside, CA on April 22 - 25, 2023.

These trips are pending approval by the Newport-Mesa Unified School District Board of Education on February 7, 2023.

Attached are the field trip authorization forms for review and approval.

It is respectfully recommended the Board approve these field trips.

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

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 10

Destination(s) of Trip: Long Beach Convention Center, Long Beach, CA

Purpose(s) of Trip: ProStart Cup Competition

Departure Date: 3/7/2023

Departure Time: 6:00 am

Return Date: 3/8/2023

Return Time: 3:00 pm

Participating Class(es): ROP Culinary Arts Class

Funding: NMUSD

ROP Costs: Instructor time/mileage

Instructor(s) in Charge: Ashley Kingsbury and Sarah Pilon


Number of Chaperones including instructor(s): 2

Transportation: Please select one

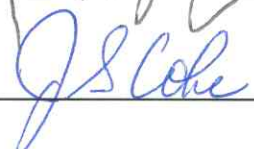
Contracted Bus (Check here if ROP is paying for transportation)

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

Date approved by district Board: February 7, 2023 (Scheduled)  
(Only applies to out-of-state or overnight field trips)

Administrator:  \_\_\_\_\_

Date: 2/6/23

Director:  \_\_\_\_\_

Date: 2/7/23

Approved by Board of Trustees (if necessary)

Clerk/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

E6153(1)

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

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 30

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

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

Departure Date: 4/22/23

Departure Time: 10:00 am

Return Date: 4/25/23

Return Time: 4:00 pm

Participating Class(es): ROP Culinary Arts Class

Funding: NMUSD

ROP Costs: Instructor time/mileage

Instructor(s) in Charge: Ashley Kingsbury and Sarah Pilon

Number of Chaperones including instructor(s): 3

Transportation: Please select one

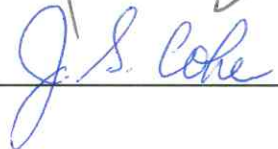
Contracted Bus (Check here if ROP is paying for transportation)

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

Date approved by district Board: February 7, 2023 (Scheduled)  
(Only applies to out-of-state or overnight field trips)

Administrator: 

Date: 2/6/23

Director: 

Date: 2/7/23

Approved by Board of Trustees (if necessary)

Clerk/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

E6153(1)

## HEALTHCARE SUPPORT STAFF EXTERNSHIP TRAINING AGREEMENT

This Agreement is entered into on the 6th day of February, 2023 by and between CVS Pharmacy, Inc. a Rhode Island corporation, with offices at One CVS Drive, Woonsocket, RI 02895, on behalf of itself and its operating subsidiaries and affiliates, (“CVS Health”) and Coastline Regional Occupational Program, with offices at 1001 Presidio Sq., Costa Mesa, CA 92626 (the “Partner”).

**WHEREAS**, the Partner has established, as part of its Healthcare Support Staff program, an institutional externship training (hereinafter referred to as the “Training Program”) at the option of a student (hereinafter referred to individually, as a “Student” and collectively, as the “Students”), which requires clinical facilities, equipment, services and tutelage by approved health care practitioners (hereinafter referred to as “Trainers”) to provide this practical experience; and

**WHEREAS**, CVS Health has the appropriate facilities, equipment, services, and Trainers to provide the necessary practical experience for the benefit of the Students;

**NOW THEREFORE**, it is agreed by and between the Partner and CVS Health that:

A. The Partner will:

1. Appoint a primary contact (hereinafter the “Partner Coordinator”) at the Partner to coordinate performance of the Partner’s responsibilities hereunder.
2. Provide information regarding dates for period of instruction, in accordance with the Partner calendar and forecasts of Students to be assigned to CVS Health.
3. If requested by CVS Health, ensure that all Students meet current immunization standards as may be necessary to safeguard public health.
4. Authorize the Partner Coordinator to serve as liaison between the Partner and CVS Health to achieve the objectives of the Training Program.
5. Ensure that all Students satisfy state licensure and/or registration requirements and, upon request, provide a copy of the related license and/or registration documentation to CVS Health.
6. Ensure that all Students satisfy CVS Health requirements for individuals to access and train in the pharmacy, including but not limited to, ensure that every Student, prior to the beginning of their training, completes the Student Statement and Acknowledgement Form, Loss Prevention Policy Form, and HIPAA Policy Form hereto attached as Exhibits A, B, and C). Exhibit D shall be provided when multiple campuses are hosting students from the parent company.
7. Provide workers' compensation insurance for Students, to the extent required by law.

B. CVS Health, consistent with its primary obligations to care for its patients and consistent with its available space and facilities will use commercially reasonable efforts to implement the objectives of the Training Program, in cooperation with the Partner, by undertaking the following:

1. Instruction in HealthCare Support Staff skills and knowledge at a CVS Health location in

accordance with guidelines and objectives of the Training Program.

2. Provide information regarding dates for period of instruction, in accordance with the Agency calendar and forecasts of Participants to be assigned to CVS Health.
  3. Completion of records and reports necessary for the conduct and verification of a Student's participation.
  4. Acceptance of Students as recommended by the Partner to be assigned to Trainers of CVS Health.
  5. Provision of existing equipment, facilities, supplies, and services for Students assigned to CVS Health, as may be necessary, in the opinion of CVS Health, to attain the objectives of the Training Program.
- C. No stipend or wages of any kind will be provided to Students. Students will be responsible for their transportation and other expenses, including meals. It is specifically agreed that neither the Partner nor CVS Health shall be responsible for costs or expenditures incurred by the other in the conduct of the Training Program. Moreover, the parties acknowledge and agree that at no point during the term of this Agreement or thereafter shall the Partner provide CVS Health with any monetary consideration in connection with CVS Health's participation in the Training Program.
- D. CVS Health and the Partner agree that no Student shall be an employee or agent of CVS Health and that no Student shall be deemed an employee or agent of CVS Health for any purpose whatsoever. CVS Health and the Partner also agree that CVS Health is not a joint employer of any Student. To the extent that CVS Health is deemed to be an employer of a Student, to any degree, the Partner shall be responsible for any damages, penalties, attorneys' fees, or fines associated with such a determination, including unpaid wages. The parties acknowledge and agree that CVS Health will in no way be under any legal obligation with respect to the Training Program, by virtue of this Agreement or any other expression, written or otherwise, to hire any Student upon the termination of the Training Program or this Agreement, whichever occurs first. The parties acknowledge and agree that, during the term of this Agreement, in no such event shall a Student displace any current or future employee of CVS Health.
- E. Students and employees of the Partner shall adhere to the rules, regulations, procedures and policies of CVS Health while on CVS Health premises and during the course of instruction in the Training Program, including, but not limited to, rules stated in the Student Statement and Acknowledgement form, Loss Prevention Policy/ Procedures form, and HIPAA Policy/ Procedures form attached hereto as Exhibits A, B, and C. CVS Health shall have the right in its sole discretion to immediately terminate the participation of any Student in the Training Program without any liability in the event that a Student violates any CVS Health rule, regulation, procedure or policy. CVS Health shall notify the designated Partner representative as soon as reasonably possible if such termination occurs. CVS Health reserves the right to take immediate action where expedient to maintain the operation of its facilities free from the disruption, including, but not limited to, cancelling or re-scheduling training sessions and relocating Students to different CVS Health locations without advance notice.
- F. Students shall complete all introductory activities and orientations as deemed necessary by CVS Health. The Partner acknowledges that Students may be required to provide certain personal information, including, but not limited to, date of birth, to access CVS Health's web-based training applications and to

be subjected to any and all background checks and screening deemed required by CVS Health.

- G. The Partner shall furnish insurance and keep it in full force and effect at all times during the term of this Agreement (with a five-year tail if claims-based), naming CVS Health Corporation as an additional insured party for all obligations of the Partner to CVS Health hereunder, up to the limits of liability set forth below. The policies shall be underwritten by an insurance company that carries an A- or better rating from A.M. Best. Each policy shall provide that such insurance will be primary insurance with respect to CVS Health Corporation and its subsidiaries and affiliates. The certificate of insurance, which CVS Health may request in writing during the term of this Agreement, shall contain a clause that the insurer will not cancel or implement material adverse changes in the insurance without first giving CVS Health thirty (30) days' prior written notice.
- General Liability Coverage, for personal or bodily injury and property damage, including Broad Form Endorsement, in combined single limit of not less than Two Million Dollars (\$2,000,000) per occurrence.
- H. CVS Health agrees to indemnify and hold harmless the Partner, and its officers, directors, employees, faculty, agents, servants, and students with respect to any and all claims, damages, lawsuits, and expenses (including attorneys' fees) against the Partner resulting from omissions or acts of negligence or willful misconduct committed by CVS Health, or any of CVS Health's directors, agents, officers, servants, or employees (except in any such case any Student).
- I. The Partner agrees to indemnify and hold harmless CVS Health, and its officers, directors, employees, agents, and servants with respect to any and all claims, damages, lawsuits, and expenses (including attorney's fees) against CVS Health resulting from omissions or acts of negligence or willful misconduct committed by the Student, the Partner or any of the Partner's directors, agents, officers, faculty, other students, or employees.
- J. The Partner recognizes that the Students, during the period in which the Students are providing services to CVS Health, may gain knowledge of, have access to, or otherwise obtain certain confidential information about CVS Health. Neither the Partner nor its agents, officers, faculty, students (including the Students), or employees shall make copies of, take, distribute, disclose, directly or indirectly, or otherwise use at any time, during the term of this Agreement or thereafter, any such confidential information concerning CVS Health, including, but not limited to, financial, accounting, personnel, statistical, or prescription information, or any process, compilation of information, record or specification, or any information concerning CVS Health's business operations, inventory, products, customers, clients, patients or research and development program (collectively referred to as "CVS Health Confidential Information") without the prior written consent of CVS Health, except as may be necessary in the performance of the duties of the Partner and/or a Student under this Agreement. As part of its duties pursuant to the foregoing, and not by way of limitation, the Partner shall not disclose CVS Health Confidential Information of a CVS Health entity, subsidiary, or affiliate thereof to another CVS Health entity, affiliate, or subsidiary except as explicitly permitted hereunder. The Partner agrees to restrict dissemination of CVS Health Confidential Information to the Partner's personnel and agents, including the Students, on a "need-to-know" basis. All copies of such CVS Health Confidential Information in written, graphic, or other tangible form shall be returned to CVS Health upon request or upon the termination of this Agreement, whichever is sooner. All copies of such CVS Health Confidential Information in electronic form shall be destroyed upon the written request of CVS Health. All Partner personnel and agents, including the Students, providing services for CVS Health pursuant to this Agreement shall be advised of the confidentiality provisions of this Agreement and shall be required to

execute an acknowledgment that they are personally bound by said provisions. The foregoing contractual duties to protect CVS Health Confidential Information are in addition to, and not a substitution for, any greater or additional duties imposed by law. The Partner's obligations in this section shall survive the termination of this Agreement.

- K. The Partner and CVS Health have non-discriminatory policies. Neither party shall discriminate against any assigned Student or other representative of the other party during the course of the Training Program on the basis of age, religion, race, color, creed, sex, veteran status, national origin, disability, or any other characteristic protected by law.
- L. This Agreement shall be governed by the laws of the State of California.
- M. Any notices (“Notice”) by either party to the other shall be made by registered or certified mail or by overnight courier service, provided that a receipt is required, and mailed to the addresses noted below, which may be changed by either party by written Notice to the other party.

CVS Pharmacy, Inc.  
Workforce Initiatives  
263 Sedgefield Place Southwest  
Ocean Isle Beach, NC 28469  
ATTN: Mike Romesburg, Workforce Initiatives Senior Manager

Partner:  
Coastline Regional Occupational Program  
1001 Presidio Square  
Costa Mesa, CA 92626  
714-979-1955 or 714-429-2222  
Attn: Brain K. Dozer, D. Mgt. Superintendent

- N. This Agreement, together with Declaration of Compliance with COVID-19 Vaccination Requirement and each exhibit (A, B, C, and D), constitutes the entire agreement of the parties to this Agreement and supersedes all prior written or oral and all contemporaneous oral agreements, understandings, and negotiations with respect to the subject matter hereof. This Agreement may be amended by mutual written consent of the parties.
- O. This Agreement shall become effective upon execution by the second signatory hereto and will thereafter automatically renew for one-year terms; provided, either party may terminate this Agreement upon ten (10) days’ prior written notice to the other. In the event of any such termination by CVS Health, CVS Health shall use commercially reasonable efforts to allow those Students already participating in the Training Program to complete their assignment at CVS Health.

*Executed and acknowledged as the Agreement by an authorized representative of each party:*

**By: CVS Pharmacy, Inc.**

**By: Coastline Regional Occupational Program**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name - Print or type

Brian K. Dozer, D. Mgt.  
\_\_\_\_\_  
Name - Print or type

\_\_\_\_\_  
Title

Superintendent  
\_\_\_\_\_  
Title

\* If the Partner has made no changes to this Agreement, please initial here \_\_\_\_\_

Last Updated: September 2022





**Huntington Beach Chamber of Commerce**  
 16787 Beach Blvd. #202  
 Huntington Beach, CA 92647  
 (714) 536-8888 | fax: (714) 960-7654  
 hbchamber@hbcoc.com

<b>Invoice</b>	
Invoice Date:	1/31/2023
Invoice Number:	92019852

Coastline ROP  
 Krista Ganga  
 1001 Presidio Square  
 Costa Mesa, CA 92626

Thank you for your Investment in the Chamber

Terms	Due Date
Net 30	3/2/2023

Description	Quantity	Rate	Amount
Technology Fee	1	\$25.00	\$25.00
Tier 2 Fees & Dues	1	\$350.00	\$350.00
<b>Subtotal:</b>			<b>\$375.00</b>
<b>Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$375.00</b>
<b>Payment/Credit Applied:</b>			<b>\$0.00</b>
<b>Balance:</b>			<b>\$375.00</b>

**Thank you for your support of the Huntington Beach Chamber of Commerce**

Please return this portion with your payment.  
 Mail Check To: 16787 Beach Blvd. #202 Huntington Beach, CA 92647

**Member Name:** Coastline ROP

**Invoice #:**

**Payment Method:**  Check # \_\_\_\_\_  Credit Card  
 Make all checks payable to [organization\_name] or enter credit card information below.

*Enter Credit Card Billing Address (inc. zip code)*

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV Code (3 digits on back of card) \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

## COASTLINE REGIONAL OCCUPATIONAL PROGRAM

**TO:** Board Members  
**FROM:** J. S. Coke  
**DATE:** February 7, 2023  
**SUBJECT:** New Internship Sites

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### **Pharmacy Technician Internship**

AmeriPharma Specialty Pharmacy  
132 S. Anita Drive, Suite 310  
Orange, CA 92868

Cura Pharmacy  
17400 Irvine Boulevard, Suite P  
Tustin, CA 92780

Walgreens Pharmacy  
5695 Alton Parkway  
Irvine, CA 92618

Walgreens Pharmacy  
6316 Irvine Boulevard  
Irvine, CA 92620

Walgreens Pharmacy  
13052 Newport Avenue  
Tustin, CA 92780



BOARD UPDATE  
February 2, 2023  
EMPLOYEE PERSONNEL REGISTER NO. 7 – 2022-2023

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

**RESIGNATION:**

Name: Hasan Asrar  
Position: Work-Based Learning/Outreach Specialist  
Program: Educational Services  
Location: Presidio Site  
Effective: February 16, 2023

Name: Jessica Bolding  
Position: Student Information Specialist  
Program: Technology Services  
Location: Presidio Site  
Effective: February 16, 2023

Name: Clinton Kirkwood  
Position: Teacher  
Program: Administration of Justice  
Crime Scene Investigation  
Location: Creekside H.S.  
Effective: February 16, 2023

Name: Thomas Misich  
Position: Teacher  
Program: Automotive Technology  
Location: Woodbridge H.S.  
University H.S.  
Effective: June 3, 2023

**RETIREMENT:**

Name: John Coke  
Position: Director, Educational Services  
Program: Educational Services  
Location: Presidio Site  
Effective: July 1, 2023



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Brian K. Dozer

Coastline Regional Occupational Program  
Travel/Conference Report  
Board Meeting  
February 16, 2023

<b>Name</b>	<b>Date(s)</b>	<b>Destination</b>	<b>Purpose</b>	<b>Amount</b>
Brian Dozer, Superintendent Presidio Campus	Mar. 20	Sacramento, CA	CAROCP Committee & Board Meetings	\$200.00
Jared Hartel, Teacher Medical Careers & Health Systems Estancia High School	Mar. 22 – 26	Sacramento, CA	CAL-HOSA Conference Field Trip	1,259.63
Phillip Streeter, Career Specialist Estancia High School	Mar. 22 – 26	Sacramento, CA	CAL-HOSA Conference Field Trip	1,259.63
Stephen Moreno, Teacher Digital Media Arts Estancia High School	Mar 22 - 26	Sacramento, CA	CAL-HOSA Conference Field Trip	1,259.63
Julia Budd, K12 Program Coordinator Presidio Campus	Apr. 19 – 21	Sacramento, CA	CCCAOE Spring Conference	1,882.71
Melissa Milgrim, Teacher Sports Medicine Mission Viejo, Trabuco Hills & Creekside High Schools	May 5	Irvine, CA	ULP Biotechnology in Medicine	339.20
Krista Schweers-Ganga, Administrator Presidio Campus	Self-Paced	Virtual	UDL 201: Sustaining Implementation of Universal Design for Learning	100.00
Krista Schweers-Ganga, Administrator Presidio Campus	Self-Paced	Virtual	UDL 301: Sustaining Implementation of Universal Design for Learning	100.00
			<b>Total</b>	<b>\$6,400.80</b>