



**COASTLINEROP**

1001 Presidio Square, Costa Mesa CA 92626

**BOARD OF TRUSTEES**

**AGENDA**

**January 18, 2024**

**9:00 a.m. Closed Session**

**9:30 a.m. Open Session**

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

Board of Trustees: Lauren Brooks / Michelle Barto / Barbara Schulman / Lynn Davis





TO: Board of Trustees  
FROM: Brian Dozer  
DATE: January 18, 2024  
SUBJECT: Board Package for Meeting

Enclosed are the agenda and supporting materials for the Thursday, January 18, 2024, meeting of the Coastline ROP Board of Trustees. Closed session will begin at 9:00 a.m. Open session is scheduled to begin promptly at 9:30 a.m.

Please remember that the meeting will be held at the Newport-Mesa Unified School District Education Center in the Roderick H. MacMillian Board Room. The address is 2985 Bear Street, Building A, Costa Mesa.

I look forward to seeing you at the meeting.

Enclosure



**COASTLINE ROP**  
Newport-Mesa Unified School District,  
District Education Center – Roderick H. MacMillian Board Room  
2985 Bear Street, Bldg. A, Costa Mesa, CA 92626

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**BOARD OF TRUSTEES**  
**Thursday, January 18, 2024**  
**9:00 a.m. Closed Session**  
**9:30 a.m. Open Session**

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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 may be 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:** Barbara Schulman, President \_\_\_\_\_  
Lauren Brooks, Vice President \_\_\_\_\_  
Lynn Davis, Clerk \_\_\_\_\_  
Michelle Barto, Member \_\_\_\_\_

Coastline ROP: Brian Dozer, Superintendent  
Krista Schweers-Ganga, Director of Educational Services

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

- 4. CLOSED SESSION** **Discussion**  
A. Public Employee Employment/Discipline/Dismissal/Release (Government Code §54957)  
B. Public Employee: Chief Business Official (Government Code §54957)  
C. Public Employee Evaluation: Superintendent (Government Code §54957)

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

**6. PLEDGE OF ALLEGIANCE**

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

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

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

**INFORMATION ITEMS**

- 9. **SUPERINTENDENT’S REPORT – Brian Dozer**
- 10. **EDUCATIONAL SERVICES’ UPDATE – Krista Schweers-Ganga**
- 11. **K12 PATHWAY COORDINATOR ROLE PRESENTATION – Julia Budd**

**DISCUSSION/ACTION ITEMS**

- 12. **Election of Officers** – Recommend the Board ratify the following district representatives for leadership during 2024: **Discussion/Action**

President	Barbara Schulman	SVUSD
Vice President	Lauren Brooks	IUSD
Clerk	Lynn Davis	TUSD

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

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

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

- 14. **Auditor’s Report** – Christy White, Inc. will present the audit reports. Recommend the Board approve acceptance of the 2022-2023 audit report as presented. **Discussion/Action**

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

- 15. **Leadership Associates Contract Approval** **Discussion/Action**  
Recommend the Board approve the service agreement contract with Leadership Associates to conduct a Chief Business Official search.

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

Votes:  
Member Schulman \_\_\_\_\_  
Member Brooks \_\_\_\_\_  
Member Davis \_\_\_\_\_  
Member Barto \_\_\_\_\_

- 16. **Consulting Services** – Recommend the Board approve the agreement for Anthony Soria to serve as consultant as Chief Business Official. **Discussion/Action**

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

- 17. **Supply Chain Management I Course Outline** **Discussion/Action**  
Recommend the Board approve the Supply Chain Management I Course Outline

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

**18. Field Trip Request – Estancia High School**

**Discussion/Action**

Recommend the Board approve the Field Trip Request - Estancia High School

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

**RESOLUTION CONSENT CALENDAR**

**Action**

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

It is recommended the Board approve:

- 19. Resolution #6/2023-2024: Authorization of Signatures - Bank Accounts
- 20. Resolution #7/2023-2024: Authorization of Signatures - Business Functions

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

**CONSENT CALENDAR**

**Action**

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

It is recommended that the Board approve:

- 21. Minutes from the December 14, 2023, Board of Trustees Meeting
- 22. Ratification of check report ending December 31, 2023
- 23. Ratification of purchase order and change order report ending December 31, 2023
- 24. MOU between Cyberforward and Coastline ROP – Spring 2024
- 25. Compensation Schedule Revision – California Minimum Wage Increase
- 26. Personnel Register #5 – 2023-2024 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 27. Approval/Ratification of travel conference report

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

**NEW BUSINESS**

**Information**

**ADJOURNMENT**

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

**Next Scheduled Meeting: February 15, 2024**





**COASTLINE ROP  
2024 BOARD CALENDAR**

<b>January 18</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>February 15</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting Textbook Inventory
<b>March 14</b>	(2 <sup>nd</sup> Thursday)	- Board Meeting Interim Budget Review 2023-24 Coastline ROP Priorities Update Closed: Strategic Priorities
<b>April 18</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>May 16</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
<b>June 20</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting Public Hearing for 2024-2025 Budget Adopt 2024-2025 Budget Authorize Superintendent to Approve Travel and Conferences 2024-2025 School Calendar Discussion of Superintendent's Evaluation Interagency Agreements Appendix A for 2024-2025 Closed: Strategic Priorities
<b>July 18</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>August 15</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting Administrative Contract Extensions Board Input for 2024-2025 Coastline ROP Priorities
<b>September 12</b>	(2 <sup>nd</sup> Thursday)	- Board Meeting Superintendent's Evaluation 2023-2024 Unaudited Actuals Report Closed: Strategic Priorities
<b>October 17</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>November 14</b>	(2 <sup>nd</sup> Thursday)	- Board Meeting
<b>December 12</b>	(2 <sup>nd</sup> Thursday)	- Organizational Meeting Audit Report Interim Budget Review Closed: Strategic Priorities

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



TO: Board of Trustees  
FROM: Brian Dozer  
DATE: January 18, 2024  
SUBJECT: 2022-2023 Independent Auditor's Report

### ***Background and Rationale***

The audit report meets Education Code requirements and GASB standards required of educational agencies. It presents the auditor's opinion that our annual financial statements do fairly represent our financial position as of June 30, 2023. We were found to be in compliance with all applicable federal and state regulations and requirements. There were no audit findings.

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

### ***Financial Impact***

There is no financial impact.

### ***Recommendation***

It is recommended that the Board of Trustees accept the June 30, 2023, audit report which has already been filed with appropriate agencies in order to meet applicable local and state deadlines.

Enclosure



TO: Board of Trustees  
FROM: Brian Dozer  
DATE: January 18, 2024  
SUBJECT: Contract for CBO Search

### ***Background and Rationale***

With the vacancy in the Chief Business Official (CBO) position occurring without any opportunity to begin a new search and have overlap, it is imperative that we secure a qualified candidate as quickly as possible. In order to do so it is our determination that we should employ a search firm. Leadership Associates performed the search for Coastline ROP's superintendent in 2021 and is a well-known and well-respected search firm in the educational space. They have a strong record of success in this area and more than 85% of the final candidates select their positions for more than five years.

The contract for Leadership Associates to conduct a chief business official search for Coastline ROP is attached. Dennis Smith and Peggy Lynch, who handled the superintendent search in 2021, will lead our efforts.

### ***Financial Impact***

Contract total is \$17,000, with 50% due upon application close and 50% due upon selection of a finalist.

### ***Recommendation***

It is respectfully requested that the board of trustees approve the contract for Leadership Associates to conduct the CBO search.

Enclosure



SENT VIA EMAIL

**Proposal to Conduct Executive Search  
Position: Chief Business Official**

Dr. Brian Dozer  
Superintendent  
Coastline ROP  
1001 Presidio Square  
Costa Mesa, CA 92626

Dear Brian,

Leadership Associates would be pleased to partner with you and Coastline ROP to conduct an executive search for Chief Business Official.

Our firm has worked with a wide variety of districts and education agencies throughout California since our founding in 1996. We have completed more than 650 executive searches for California since that time, including searches for Chief Business Officers. These include CBO searches for Fresno USD, Lynwood USD, Ojai USD, Pasadena USD, Fontana USD, Fremont USD, Santa Barbara USD, San Gabriel USD, Azusa USD and more. We have a strong record of success in this area and more than 85% of the final candidates selected by Boards have remained in their positions for more than five years.

In addition, we have the contacts and expertise that enable us to guide you through the entire process and present an excellent slate of candidates who match the District's unique needs.

Our firm is also prepared to do the following:

- Assist the Superintendent and/or designated staff as needed
- Advertise the position
- Recruit candidates who closely match the position description
- Conduct in-depth reference checks on the applicants and ensure that reliable information is gathered on each candidate
- Presentation of all candidate applications
- Supporting the Superintendent and/or designee prior to interviews, including draft questions
- Acting as an advisor to the Superintendent or designee throughout the search process

We welcome the opportunity to partner with Coastline ROP, as well as the opportunity to discuss with you the search plan for the position and an overview of the potential candidate pool. Additionally, in order to ensure the widest possible pool of qualified candidates all Leadership Associate partners located across the various geographical regions of the state will also actively support in the identification of qualified candidates. We will use our extensive leadership network at the state and national level to help find the best candidates for this exciting, challenging, and rewarding position.

We look forward to discussing this process with you and addressing any additional questions you may have.

Respectfully,



Dr. Peggy Lynch  
Leadership Associates



Dr. Dennis Smith  
Leadership Associates





**SERVICES AGREEMENT**

**LEADERSHIP ASSOCIATES**

[www.leadershipassociates.org](http://www.leadershipassociates.org)

449 W. Foothill Blvd., #427  
Glendora, CA 91741  
(916) 520-4951

**AGREEMENT FOR CONSULTANT SERVICES**

THIS AGREEMENT is made this \_\_\_\_ **day of January 2024** between **LEADERSHIP ASSOCIATES**, hereinafter called the Contractor, and **COASTLINE ROP**, hereinafter called the District.

The Contractor agrees to perform services for the District as follows:

**The Contractor will conduct an executive search as delineated in the attached Summary of Services. Position: Chief Business Officer**

The District agrees to pay the Contractor **SEVENTEEN THOUSAND FIVE HUNDRED DOLLARS (\$17,500)** for services provided. Payment is to take place in two increments: **(1) \$8,750** upon application close, and **(2), \$8,750** upon selection of a finalist. The Contractor will submit invoices to the District for each of the payment increments. Payments are due within 30 days of receipt of invoice.

**Remittance payable/forwarded to: Leadership Associates  
Attn: Betty Hall  
449 W. Foothill Blvd., #427  
Glendora, CA 91741**

The Contractor is to perform the above services beginning January \_\_, 2024.

Contractor agrees to hold harmless and indemnify the District, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

Leadership Associates does not participate in a California public pension system. Leadership Associates and the District understand that the work/services provided should not be considered creditable toward the STRS earnings limit as the work is not normally performed by employees of the District and requires less than 24 months (496 business days). REF. CA Education Code § 26135.7 (2014)

CONTRACTOR:  
LEADERSHIP ASSOCIATES  
Taxpayer ID#: 68-038 3653

DISTRICT:  
COASTLINE ROP

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

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

Name: Betty Hall

Name: \_\_\_\_\_

Dept: Fiscal Services

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

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

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

## **FEE AND SUMMARY OF SERVICES**

### **COASTLINE ROP POSITION: CHIEF BUSINESS OFFICIAL**

#### **INCLUSIVE FEE TO CONDUCT SEARCH: \$17,500**

This fee includes:

- All meetings with the Superintendent and/or designated staff as needed
- Publishing and announcement of position description
- Posting of position on Leadership Associates website
- Acceptance of applications and responding to all inquiries regarding position
- Personal recruitment of candidates and extensive background checks
- Presentation of all candidate applications to the Superintendent and/or designee
- Supporting the Superintendent and/or designee prior to the interviews, including draft questions.
- Contacting candidates that did not receive an interview
- Acting as an advisor to the Superintendent or designee throughout the entire process



## PROPOSED TIMELINE

(Flexible based on Superintendent direction)

### Coastline ROP - CBO Search

Note: *Blue italicized text* indicates Superintendent Participation

<b>JANUARY</b> Preliminary Phase	January 12, 2024	Proposal submitted to Superintendent
	Mid-January	Contract Start Date
<b>JAN/FEB 2024</b> Engagement	Mid-January	<i>Meet with Superintendent and key stakeholders regarding characteristics, skills &amp; qualities desired in new CBO</i>
<b>JAN/FEB 2024</b> Advertisement and Recruitment	January/February	Consultant identifies potential candidates; Development and posting of recruitment materials and Position Description
	January/February	Advertising and active recruitment
	<b>February 23</b>	<b>Deadline for applications</b>
<b>FEB/MARCH 2024</b> Interviews and Selection	February	Consultant complete comprehensive reference and background checks on applicants
	Early March	<i>Superintendent confers with consultant, reviews all applications and selects candidates will interview</i>
	Mid-March	<i>Consultant notifies those candidates not invited for an interview</i>
<b>MARCH 2024</b> Board Approval	March	<i>Superintendent and/or Exec. Team interviews finalists</i>
	March/April	<i>Board approves CBO appointment at a <b>regularly scheduled</b> board meeting</i>
<b>APRIL 2024</b> Start Date	April 1, 2024 (as mutually agreed)	New CBO begins



TO: Board of Trustees  
FROM: Brian Dozer  
DATE: January 18, 2024  
SUBJECT: Contract for Interim CBO

### ***Background and Rationale***

As we begin our search for a new Chief Business Official (CBO), we will require the services of an Interim CBO. I have identified a retired CBO who has agreed to fill the position on a consultant services agreement during the recruitment period. The retired CBO is Mr. Anthony (Tony) Soria, former CBO for Tustin Unified School District.

### ***Financial Impact***

Estimated cost of services until new CBO is \$40,000.

### ***Recommendation***

It is respectfully requested that the board of trustees approve the services agreement for Mr. Soria to serve as Interim CBO from January 22, 2024 through March 29, 2024, or until a new CBO is hired.

Enclosure



## Coastline ROP Consulting Agreement with Anthony Soria

This AGREEMENT is hereby entered into this 18th day of January, by and between the Coastline Regional Occupational Program, 1001 Presidio Square, Costa Mesa, California 92626, hereinafter referred to as ROP, and Anthony Soria. Coastline ROP and Anthony Soria are collectively referred to as the Parties.

1. SCOPE OF WORK: Anthony Soria shall provide consulting services in the areas of fiscal services management and other operational support to the Superintendent on an as-needed basis. Specifically, Anthony Soria shall work with Superintendent Dr. Brian Dozer in the furtherance of these tasks.

The fiscal services management may be performed at Consultant's offices or such other location as Consultant and Superintendent agree except as otherwise provided in Appendix A. Consultant will determine the methods and means of performing the Services; ROP retains the right to monitor Consultant's work to ensure its conformity with the terms of this Agreement. ROP designates the person listed on Appendix A as the "ROP Contact" from whom Consultant shall receive any information, consents or approvals required by Consultant to perform the Services. Consultant designates the person listed on Appendix A as the "Consultant Contact" as the person primarily responsible for causing the Services to be performed.

2. Changes to Services. If ROP requests insubstantial changes to the Services, the compensation payable to Consultant for Services shall be fairly adjusted upward or downward based on the change in the Services. If ROP requests substantial changes to the Services, ROP shall provide a written change request which shall state the changes and any change in compensation payable to Consultant. Consultant may approve or disapprove the requested change in its reasonable discretion. Consultant shall advise ROP in writing of its approval or disapproval of the requested change.
3. TERM: Anthony Soria shall commence providing services under this AGREEMENT on January 22, 2024, and will diligently perform as required, and shall complete performance by March 29, 2024, unless terminated earlier by either party for any reason or extended by mutual agreement of the parties upon 10 days written notice.
4. Expenses. Anthony Soria shall be reimbursed for its reasonable, actual out-of-pocket expenses incurred in the performance of the Services. Such expenses shall include (business-related) automobile expenses at the current IRS rate, delivery and messenger services, copying, faxes, meals and lodging (when applicable and approved in advance by ROP) and any other out-of-pocket expenses incurred by Consultant. Consultant shall supply all materials and equipment required to perform the Services except as specified in Appendix A.

5. COMPENSATION: ROP agrees to pay Anthony Soria for services satisfactorily rendered pursuant to this AGREEMENT at the rate of Two Hundred Dollars (\$200.00) per hour for 16 hours per week. Anthony Soria shall bill ROP monthly. Payment shall be mailed to CONSULTANT ADDRESS.
6. COMPLIANCE WITH APPLICABLE LAWS: Anthony Soria's services must meet the approval of the ROP and shall be subject to the ROP's general right of inspection to secure the satisfactory completion thereof.
7. NOTICE: All notices under this AGREEMENT shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed certified mail, return receipt requested, with postage prepaid. Service shall be considered complete when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The notice address may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the Parties are as follows:

ROP:

Attention: Superintendent  
 1001 Presidio Square  
 Costa Mesa, CA 92626

CONSULTANT:

Anthony Soria  
 6355 Cresthaven Drive  
 Riverside, CA 92506

8. HOLD HARMLESS: Anthony Soria agrees to, and shall, hold harmless and indemnify the ROP, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever which may be incurred by reason of:
  - A. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, or expense sustained by Anthony Soria in connection with the services called for in this AGREEMENT except for liability for damages referred to above which result from the sole negligence or willful misconduct of the ROP, its officers, employees, or agents.
  - B. Any injury to, or death of, persons or damage to property sustained by any persons, firm, or corporation, including the ROP, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off ROP property, except for liability for damages which result from the sole negligence or willful misconduct of the ROP, its officers, employees, or agents.
9. DEFENSE AND INDEMNIFICATION: Unless there is a finding of criminal action, fraud, corruption or actual malice, in accordance with the provisions of Government Code sections 825 and 995, the ROP will defend, indemnify, and hold harmless the



Consultant from demands, claims, suits, actions, and legal proceedings brought against the Consultant in his individual capacity or in his official capacity as agent and consultant for the ROP, provided that the act or omission giving rise to any such demand, claim, suit, action, or legal proceeding arose while the Consultant was acting within the course and scope of his consulting under this Agreement. Upon completion of the consulting contract with Coastline ROP, the consultant will continue to be indemnified for any actions taken against him related to his role as consultant.

10. STATUS OF CONSULTANT. Anthony Soria will remain an independent contractor of the ROP. Neither Consultant nor its agents or employees shall become an employee, joint venturer, partner, agent, or principal of the ROP during the term of this Agreement.

11. ENTIRE AGREEMENT/AMENDMENT: This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated and may be amended only by a written amendment executed by both parties to the AGREEMENT.

IN WITNESS WHEREOF, the Parties approve this AGREEMENT.

CONSULTANT:

COASTLINE ROP

By: \_\_\_\_\_  
Anthony Soria

By: \_\_\_\_\_  
Barbara Schulman

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

Title: Board President

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

## **APPENDIX 'A' - DESCRIPTION OF SERVICES**

### **Fiscal Services Management Consultant**

#### **Services to Be Rendered:**

1. Anthony Soria will provide fiscal management consulting and advisory services in the areas of financial accounting, budgeting, payroll and risk management operations and activities. Anthony Soria shall interface directly with Fiscal Services personnel, and collaborate with other Educational Services and Administratives Services staff to support fiscal planning and operational efficiency. Consultant may support ROP staff in the preparation and presentation of materials necessary for management reporting and decision making.
2. Consultant may consult with Cabinet members and provide advisory services to support program and project level planning, decision making, operational coordination and communications. Consultant may attend Cabinet meetings and coordinate with the Superintendent and Board of Trustees in the performance of services, on an as requested basis.
3. To the extent this work requires ROP participation and/or information held within the ROP, the ROP will ensure that required staff will be available to work and collaborate with Consultant, and that all pertinent information is made available to Consultant.
4. Upon mutual agreement with the ROP, Consultant may perform other duties as the ROP requests and/or requires.
5. Coastline ROP shall provide a laptop computer and ROP email address to Consultant for performance of duties. Laptop computer shall be returned upon Consultant's completion of duties.

#### **ROP Contact:**

Name: Dr. Brian Dozer

Telephone No.: 714-429-2222 or 949-505-2889

Email Address: bdozer@coastlinerop.org

Office Address: 1001 Presidio Square, Costa Mesa, CA 92626

#### **Consultant Contact:**

Name: Anthony Soria

Telephone No.: 951-675-3988

Email Address: tsoria61@yahoo.com

TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: January 18, 2024

SUBJECT: Course Outline Approval

### **Background and Rationale**

The following course outline is provided for the Board's review and recommended approval:

#### **SUPPLY CHAIN MANAGEMENT I**

- Semester-long
- Concentrator course
- UC Approval – In progress
- Business Management Pathway
- Business and Finance Sector

### **Financial Impact**

The course is being supported through the K16 Collaborative Grant.

### **Recommendation**

It is respectfully recommended that the Board approve the course outline as attached.



Coastline ROP – Career Technical Education

**SUPPLY CHAIN MANAGEMENT I**

**INDUSTRY SECTOR:** Business and Finance Sector  
**PATHWAY:** Business Management  
**CALPADS TITLE:** Intermediate Business Management Technologies (Concentrator)  
**CALPADS CODE:** 7411

**HOURS:**

Total	Classroom	Laboratory/CC/CVE
90	59	31

JOB TITLE	O*NET CODE	JOB TITLE	O*NET CODE
Supply Chain Managers	11-3071.04	Logistics Analysts	13-1081.02
Transportation, Storage, and Distribution Managers	11-3071.00	Logisticians	13-1081.00

**COURSE DESCRIPTION:**

This course is designed to be an introduction and overview of Logistics and Supply Chain management. Students will learn the basics of logistics and how they are applied to the modern world. They learn how companies manage to move products and materials worldwide in the most efficient way possible. They will understand the industry standards for appropriately handling, transporting, distributing, and maintaining products and materials. They will examine issues and barriers (legal, ethical, political, environmental, and cultural) that affect logistics. Students will also investigate the effects of these practices on the company's stakeholders and the general public.

**A-G APPROVAL:** No

**ARTICULATION:** None

**DUAL ENROLLMENT:** None

**PREREQUISITES:**

Prerequisite
None

**METHODS OF INSTRUCTION**

- Direct instruction
- Group and individual applied projects
- Multimedia
- Demonstration
- Field trips
- Guest speakers

**STUDENT EVALUATION:**

- Student projects
- Written work
- Exams
- Observation record of student performance
- Completion of assignments

**INDUSTRY CERTIFICATION:**

- TBD

**RECOMMENDED TEXTS:**

- Open Educational Resources

**PROGRAM OF STUDY**

Grade	Fall	Spring	Year	Course Type	Course Name
9, 10, 11, 12				Concentrator	Supply Chain Management I
9, 10, 11, 12				Capstone	Supply Chain Management 2

I.	INTRODUCTION	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> <li>• Demonstrate awareness of course objectives and competencies</li> <li>• Understand course requirements and student expectations</li> </ul>	2	0	<b>Academic:</b> LS: 11.1, 11.2 <b>CTE Anchor:</b> Communications: 2.3 Responsibility and Flexibility: 7.4, 7.7 <b>CTE Pathway:</b> A1.1
II.	OVERVIEW OF SUPPLY CHAIN AND LOGISTICS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> <li>• Gain an overview of the course and learn the classroom and pathway expectations</li> <li>• Analyze the economic impact of logistics as it relates to the global economy</li> <li>• Evaluate and explain the importance of logistics and how it is affecting our daily lives</li> <li>• Learn the internal departments of companies and their roles</li> <li>• Explore the different careers that exist in supply chain management and logistics</li> </ul>	3	2	<b>Academic:</b> LS: 11.1, 11.2 PE: 12.1, 12.2, 12.3, 12.4, 12.5, 12.6 <b>CTE Anchor:</b> Career Planning and Management: 3.1, 3.2, 3.3 Responsibility and Flexibility: 7.1, 7.2, 7.3 <b>CTE Pathway:</b> A4.2, A4.3, A4.4, A4.5, A4.6, A4.1, A9.1, A9.2, A9.5, A9.3, A9.4
III.	LOGISTIC AND INFORMATION TECHNOLOGY	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> <li>• Learn about the various types of information systems and how they are applied to logistics</li> <li>• Evaluate how the Internet has impacted logistics and supply chain management (Online shopping vs Brick and Mortar)</li> <li>• Understand technological challenges and how they are affecting logistical systems</li> <li>• Compare and contrast between TMS (Transportation Management systems) and WMS (Warehouse management systems) and how each of them affects logistical management</li> </ul>	7	7	<b>Academic:</b> LS: 11.1, 11.2 RSIT : 11.6 WS : 11.2 PE: 12.1, 12.2 <b>CTE Anchor:</b> Technology: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Technical Knowledge and Skills: 10.1, 10.1, 10.8 <b>CTE Pathway:</b> A7.1, A7.2, A7.3, A7.4, A7.5

IV.	STRATEGIC AND FINANCIAL LOGISTICS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> <li>• Understand how logistics can affect the financial outcomes of a company</li> <li>• Analyze basic financial terminology and how it applies to logistical companies</li> <li>• Interpret what a Strategic Profit Model and its financial influence over the logistical industry</li> </ul>	5	5	<p><b>Academic:</b>            LS: 11.1, 11.2            RSIT : 11.3, 11.5            WS : 11.2, 11.4            PE: 12.1, 12.2, 12.4, 12.5</p> <p><b>CTE Anchor:</b>            Career Planning and Management: 3.1, 3.2            Technology: 4.1, 4.3, 4.4, 4.5            Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4            Responsibility and Flexibility: 7.1, 7.2, 7.4, 7.5, 7.6            Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.7</p> <p><b>CTE Pathway:</b>            A4.5, A4.6, A4.3, A4.4, A4.1, A4.2, A5.1, A5.2, A5.3, A5.4, A5.5, A5.6</p>
V.	ORGANIZATIONAL AND MANAGERIAL ISSUES IN SUPPLY CHAIN AND LOGISTICS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> <li>• Analyze the organizational design, both traditional and contemporary, for logistics</li> <li>• Recognize productivity issues and different ways to address them</li> <li>• Determine different ways to manage theft and pilferage</li> <li>• Research the concept of logistics social responsibility</li> <li>• Outline how the response to terrorism has affected logistical practices throughout the industry</li> </ul>	8	6	<p><b>Academic:</b>            LS: 11.1, 11.2            WS : 11.2, 11.4            PE: 12.1, 12.2, 12.3, 12.4, 12.5</p> <p><b>CTE Anchor:</b>            Communications: 2.4, 2.5            Career Planning and Management: 3.2, 3.3            Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4            Responsibility and Flexibility: 7.1, 7.3, 7.5, 7.6, 7.8            Ethics and Legal Responsibilities: 8.2, 8.3, 8.4, 8.7            Technical Knowledge and</p>



				Skills: 10.1, 10.2, 10.6, 10.8, 10.9, 10.11 <b>CTE Pathway:</b> A1.1, A1.2, A1.3, A1.4, A1.5, A3.1, A3.2, A3.3, A3.4, A3.5, A3.6
<b>VI.</b>	<b>SUPPLY CHAIN MANAGEMENT CONCEPT</b>	<b>CR</b>	<b>Lab/CC</b>	<b>Standards</b>
	<ul style="list-style-type: none"> <li>Review the recent history of supply chain management and how it has been evolving in the last few years</li> <li>Examine how improving the communication system has affected supply chain management within the industry</li> <li>Recognize some of the barriers when it comes to supply chain management and explain how to handle them</li> <li>Indicate the different types of supply chain integrations that exist</li> </ul>	5	5	<b>Academic:</b> LS: 11.1, 11.2 RSIT : 11.3 WS : 11.2, 11.4 PE: 12.1, 12.2, 12.3, 12.4, 12.5, 12.6 <b>CTE Anchor:</b> Communications: 2.4, 2.5 Technology: 4.1, 4.2, 4.3, 4.5 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Leadership and Teamwork: 9.2, 9.6 Technical Knowledge and Skills: 10.1, 10.1 Demonstration and Application: 11.3, 11.4 <b>CTE Pathway:</b> A1.2, A1.5, A1.3, A1.4, A1.1, A2.1, A2.2, A2.3, A2.4, A8.1, A8.2, A8.3, A8.4, A8.5, A8.6, A9.1, A9.4, A9.2, A9.5, A9.3
<b>VII.</b>	<b>PROCUREMENT</b>	<b>CR</b>	<b>Lab/CC</b>	<b>Standards</b>
	<ul style="list-style-type: none"> <li>Research the meaning of procurement and how it influences purchasing and supply management</li> <li>Understand how various suppliers are evaluated and then chosen by a company</li> <li>Explain what multiple source, single source, and global procurement are</li> <li>Discuss socially responsible procurement and how to address ethical issues that they may face during this process</li> </ul>	7	6	<b>Academic:</b> LS: 11.1, 11.2 RSIT : 11.4 WS : 11.2, 11.4 PE: 12.1, 12.2, 12.3, 12.4, 12.5, 12.6 <b>CTE Anchor:</b> Communications: 2.4, 2.5 Technology: 4.1, 4.3, 4.5 Problem Solving

				and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4 Technical Knowledge and Skills: 10.1, 10.1, 10.2 Demonstration and Application: 11.3, 11.4 <b>CTE Pathway:</b> A2.3, A2.4, A2.1, A2.2, A3.1, A3.2, A3.3, A3.6, A3.4, A3.5, A9.5, A9.3, A9.4, A9.1, A9.2
<b>VIII. EMPLOYMENT LITERACY</b>	<b>CR</b>	<b>Lab/CC</b>	<b>Standards</b>	
<ul style="list-style-type: none"> <li>Identify available positions in the industry through the use of the Internet</li> <li>Complete an application form correctly</li> <li>Prepare a written resume</li> <li>Participate in a simulated employment interview</li> <li>Prepare a portfolio</li> </ul>	10	0	<b>Academic:</b> LS: 11.1, 11.2 WS : 11.2 <b>CTE Anchor:</b> Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 Career Planning and Management: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9 Demonstration and Application: 11.5 <b>CTE Pathway:</b> A1.1	
<b>IX. EMPLOYABILITY SKILLS AND SOFT SKILLS DEVELOPMENT</b>	<b>CR</b>	<b>Lab/CC</b>	<b>Standards</b>	
<b>PERSONAL SKILLS:</b> <ul style="list-style-type: none"> <li>Demonstrate promptness and attend class regularly</li> <li>Develop and maintain acceptable working relations</li> <li>Demonstrate the ability to manage time wisely</li> <li>Demonstrate a positive and cooperative attitude</li> <li>Demonstrate values of honesty and integrity</li> <li>Demonstrate respect for others</li> <li>Dress professionally according to industry standards</li> <li>Demonstrate appropriate personal hygiene/grooming and dress</li> <li>Demonstrate responsibility by exerting a high level of effort and working toward a goal</li> </ul> <b>INTERPERSONAL SKILLS/GROUP DYNAMICS:</b> <ul style="list-style-type: none"> <li>Demonstrate the ability to work as a member of a team</li> <li>Identify proper procedures for handling harassment</li> <li>Demonstrate leadership skills by working independently, making appropriate decisions, working well with others, and accepting constructive criticism</li> </ul>	12	0	<b>Academic:</b> LS: 11.1, 11.2 WS : 11.1 <b>CTE Anchor:</b> Communications: 2.3, 2.5 Technology: 4.1, 4.2, 4.3 Problem Solving and Critical Thinking: 5.1, 5.2 Responsibility and Flexibility: 7.3, 7.7 Ethics and Legal Responsibilities: 8.2, 8.3, 8.4	

<ul style="list-style-type: none"> <li>• Demonstrate the ability to accept and work with individuals from various cultures</li> </ul> <p><b>THINKING AND PROBLEM SOLVING:</b></p> <ul style="list-style-type: none"> <li>• Utilize problem-solving techniques</li> <li>• Understand logical reasoning</li> <li>• Demonstrate creative thinking</li> <li>• Discuss decision-making</li> <li>• Demonstrate the ability to interpret information correctly</li> </ul> <p><b>COMMUNICATIONS SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective verbal and written skills</li> <li>• Read technical journals, and write technical reports using appropriate terminology</li> <li>• Listen attentively, follow directions, and relay directions to others</li> <li>• Demonstrate the ability to research and retrieve information</li> </ul>	<p>Leadership and Teamwork: 9.2, 9.3</p> <p>Demonstration and Application: 11.5</p> <p><b>CTE Pathway:</b> A1.1, A3.2</p>
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TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: January 18, 2024

SUBJECT: Field Trip Request – Estancia High School

***Background and Rationale***

Kathleen Rabbitt, 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) 2024 State Leadership Conference in Anaheim, California, on April 4 – 6, 2024. 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 November 15, 2023. Attached is the field trip authorization form for the board’s review and approval.

***Financial Impact***

None. This field trip is supported by the CTEIG 8 Grant.

***Recommendation***

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: Anaheim Convention Center in Anaheim, 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: 4/4/2024

Departure Time: 8:30 AM

Return Date: 4/6/2024

Return Time: 10:30 AM

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

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

Instructor(s) in Charge: Kathleen Rabbitt

Number of Chaperones including instructor(s): 4

Transportation: Please select one

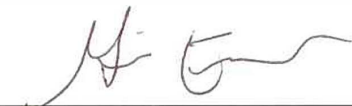


Contracted Bus (Check here if ROP is paying for transportation)




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

Date approved by district Board: November 15, 2023  
(Only applies to out-of-state or overnight field trips)

Administrator: 

Date: 1/8/24

Director: 

Date: 1/6/24

Approved by Board of Trustees (if necessary)

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

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

E6153(1)





TO: Board of Trustees

FROM: Brian Dozer

DATE: January 18, 2024

SUBJECT: Resolution 6/2023-2024 Authorization of Signatures: Bank Account

### ***Background and Rationale***

The Authorization of Signatures: Bank Account resolution will update the Coastline ROP employees that are able to sign for banking transactions and checks. With staffing changes to the Chief Business Official and Director of Educational Services positions, signatories need to be updated.

### ***Financial Impact***

There is no financial impact for Coastline ROP.

### ***Recommendation***

It is respectfully requested that the Board of Trustees approve the Authorization of Signatures: Bank Account.



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

**Resolution # 6/2023-2024**

**AUTHORIZATION OF SIGNATURES  
OF BANK ACCOUNTS**

School District: Coastline Regional Occupational Program      Date: January 18, 2024

I, \_\_\_\_\_, Clerk of the Governing Board of the above named District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 18th day of January, 2024, adopted by a majority vote of said Board, a resolution stating that the following named person(s) be authorized to sign checks drawn against our bank accounts with Farmers and Merchants Bank on behalf of Coastline ROP, effective 18th day of January, 2024; and that all previous authorizations for approved signatures are rescinded.

TYPED NAME

SIGNATURE

Brian K. Dozer

\_\_\_\_\_

Siteria Edwards

\_\_\_\_\_

Krista Schweers-Ganga

\_\_\_\_\_

AYES      \_\_\_\_\_

NOES      \_\_\_\_\_

ABSENT      \_\_\_\_\_

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of January 2024.

\_\_\_\_\_  
Clerk of the Board of Trustees



TO: Board of Trustees  
FROM: Brian Dozer  
DATE: January 18, 2024  
SUBJECT: Resolution 7/2023-2024 Authorization of Signatures: Business Functions

### ***Background and Rationale***

The Authorization of Signatures: Business Functions resolution will update the Coastline ROP employees that are able to sign for business transactions with the Orange County Department of Education. With staffing changes to the Chief Business Official and Director of Educational Services positions, signatories need to be updated.

### ***Financial Impact***

There is no financial impact for Coastline ROP.

### ***Recommendation***

It is respectfully requested that the Board of Trustees approve the Authorization of Signatures: Business Functions.



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

**Resolution No. 7/2023-24**

**AUTHORIZATION OF SIGNATURES FOR BUSINESS FUNCTIONS**

Coastline Regional Occupational Program SCHOOL DISTRICT    DATE: January 18, 2024

I, \_\_\_\_\_, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 18<sup>th</sup> day of January, 2024 adopted by a majority vote of said Board, a resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Payment Orders, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions: effective date January 18, 2024.

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZED TO SIGN				
		PAYROLL DOCUMENTS	VENDOR PAYMENT ORDERS	PURCHASE ORDERS	CONTRACTS	TRAVEL REIMBURSEMENTS
Brian Dozer		X	X	X	X	X
Krista Schweers-Ganga		X				X
Siteria Edwards		X	X	X	X	X

AYES

NOES

ABSENT

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of January 2024.

\_\_\_\_\_  
Clerk of the Board of Trustees





**COASTLINE ROP  
REGULAR BOARD MEETING  
Minutes  
December 14, 2023**

The Board of Trustees of Coastline ROP met in regular session on December 14, 2023, at the Newport-Mesa Unified School District Board Room, Costa Mesa, California. The meeting was called to order at 8:10 a.m. by Michelle Barto.

Present Members

Michelle Barto  
Suzie Swartz  
Lynn Davis

Other

Brian Dozer	Lisa Snowden	James Piccola	David Amaral
Izzy Burdge	Kim Thomason	Kasey Eckels	Tess Quevedo
Krista Ganga	Ulises Grant	Siteria Edwards	
LeAnn Zayasbazan	Grant Litfin		

Updated Attendance

Lauren Brooks was updated to present at 8:19 a.m.

**CLOSED SESSION**

There was nothing to report out of closed session. Open session convened at 9:44 a.m.

**ADOPTION OF  
AGENDA**

It was moved by Member Brooks, seconded by Member Davis, to adopt the agenda as presented. Motion carried 4-0.

**SUPERINTENDENT'S  
REPORT**

Dr. Brian Dozer wished good morning to President Barto, Trustees, Steering Committee Members, and guests.

Dr. Dozer thanked the Trustees for their time and energy last week discussing the plan to re-brand Coastline ROP. He was pleased to bring a recommendation for creating a board committee to guide this work, as well as a contract with Sonychelle Marketing and Communications to serve as project manager. Work will begin in earnest in January with a brand analysis. Followed by building out the structure of subcommittees and task forces when Coastline ROP returns from the winter break. Dr. Dozer invited any of our steering committee members, staff, teachers, parents, students, partners, or community members to volunteer for this very important work.

This week Coastline ROP learned of its preliminary allocation for the Career Technical Education Incentive Grant for Round 9. As we have one less district, we expected our allocation to be smaller, which it will be. Dr. Dozer was happy to report that, pending state board of education approval, Coastline ROP and its four districts will receive \$610,000 to support ROP classes for the students. The round 9 funds are for June 2024-December 2025 and are in addition to CTEIG 8 funds, which Coastline ROP is just beginning to spend and total \$1.1 million.

Pertaining to grants, December 15, 2023, Coastline ROP will get its official notification of the K12 Strong Workforce Program round 6 grant. Coastline ROP will receive 100% of its request of just over \$1

million. The focus of its application is to build pathways for some of our standalone classes, such as Careers in AI, Cyberforward, and MIRE. It also includes funding for another 2 years of the Career Exploration Exhibit Days at all middle schools. Round 6 funding will be for June 2024-December 2025. Dr. Dozer would like to thank Alita Salazar, from Tustin USD, for writing the grant application. Her work is impeccable, and Coastline ROP always has one of the highest scoring applications.

Coastline ROP has been very pleased with the Career Exploration Exhibit Day program, which has reached over 5,000 students already, with the majority of days still to come in 2024. Dr. Dozer extended an invitation to the Trustees if they would like to visit one of the upcoming days, to let him know and he would be happy to accompany them. It is really fantastic to see how engaged the students are.

The asbestos remediation, painting and new carpet installation for the three buildings Coastline ROP occupies on the Presidio campus are in the final stages! As Dr. Dozer spoke, desks and equipment were being moved back into the offices and classrooms. Coastline ROP is planning an open house to coincide with CTE Month in February and looks forward to welcoming everyone to the newly renovated buildings.

The financial news out of Sacramento has been pretty grim. The most recent forecast from the Legislative Analysis office is for the 2024-25 COLA to be closer to 1%. That could change when the governor provides his budget proposal in January. Dr. Dozer wants to assure the board and the district partners that he is committed to being very fiscally prudent during what are expected to be some challenging years. The goal will be to continue to focus on improving the quality of the classes and increasing awareness of ROP and CTE and their importance to college and career readiness. While Coastline ROP always wants to increase the number of students it serves, it realizes that will have to be accomplished by ensuring existing sections are filled and only pursuing additional course sections through grant funding and partnerships.

Dr. Dozer then took a moment to recognize some extraordinary work from some of our team.

First, he congratulated Dr. Krista Schweers-Ganga on completing all of the work on her administrator credential. She presented her final portfolio last week and shared it with him. He was so impressed and frankly amazed at the amount of work that she and Educational Services have done this year. It is a testament to her passion for Coastline ROP's mission and her dedication to students. Coastline ROP is very fortunate to have her as a member of its leadership team.

He also recognized Jeanne Bennett, manager of technology services, for her hard work managing the renovation project. Construction projects are filled with bumps, changes, and problems. She handled everything expertly and, more importantly, with true professionalism and a focus on solutions.

Dr. Dozer also thanked the staff and teachers for their flexibility and patience during the renovation project. The disruption to the normal operating procedures has been significant, but he is confident that Coastline ROP maintained its usual high level of service.

Lastly, Dr. Dozer thanked Siteria Edwards for her knowledge, wisdom, and guidance during a very interesting and challenging fall. He asked a lot of her, and she worked very hard on behalf of the staff, districts, and students. She is a true superstar!

While this year has given us our fair share of challenges, as Dr. Martin Luther King, Jr. said, "Our very survival depends on our ability to stay awake, to adjust to new ideas, to remain vigilant and to face the challenge of change." Dr. Dozer believes that Coastline ROP this year has faced the challenge of change and is entering 2024 prepared for great success. For him personally, one benefit of the challenges was that he had the opportunity to work more closely with each board member and to get to know them better. Every board meeting, he expresses how much he loves the work that Coastline ROP does. He is sincere when he says that. But he believes that what is unsaid but included in that sentiment, is that it is the relationships with each of the board members, our leadership team and staff, the steering committee members, and everyone Coastline ROP works with that makes it truly special.

In this spirit, he recognized Trustee Suzie Swartz from Saddleback Valley United School District for her dedication to our mission and for her service and support over the last 2 years. This meeting was her last meeting as a trustee of Coastline ROP (for now!). Dr. Dozer thanked her so much for everything she has done for Coastline ROP and the students, as well as for all her advice and advocacy. Coastline ROP is better for having worked with her!

## **EDUCATIONAL SERVICES' REPORT**

Dr. Krista Ganga was delighted to announce the appointment of Gina Escobar as the new Teacher on Special Assignment (TOSA). She will assist with NMUSD, TUSD, and the Presidio campus. Gina brings with her a wealth of career technical education experience, having served Coastline ROP from 2012 to 2016 and subsequently dedicating seven years at the Samueli Academy, significantly contributing to the advancement of their CTE Business programs. She is pursuing her CPACE certification and is prepared to transition into the administrator role upon completion. Her tenure commences on Monday, December 18th, and Dr. Ganga is incredibly excited to welcome her aboard.

Dr. Ganga extended her heartfelt gratitude to James Piccola for his

unwavering support and dedication to her department. His commitment to bridging the administrative gaps we've experienced this school year has been invaluable, ensuring seamless operations and fostering strong collaborative ties.

Spring registration kicked off on November 13th this year, and the response has been nothing short of elating! She was thrilled that registrations soared, hitting an impressive 566 compared to 400 last November. This surge was a resounding testament to the popularity and appeal of the diverse course offerings.

Dr. Ganga was also delighted to share that the new virtual class, Entrepreneurship, has reached total capacity with eager students, even boasting a waitlist. Additionally, the new Supply Chain Management course is already more than halfway full, demonstrating significant interest and engagement from the students.

Now for an SB-531 update. This bill outlines essential measures, including teacher check-ins, comprehensive background checks via fingerprinting by a designated supervising employee at internship sites, and parental endorsement for student participation in our ROP internship classes. The team has taken proactive steps by submitting the affiliation agreements and internship syllabi for review by Maggie Chidester's firm. Their invaluable feedback has prompted necessary adjustments, and we are diligently implementing these updates for compliance.

In November, a team comprising James Piccola, Julia Budd, Alex Perez, Brian, and Dr. Ganga had the privilege of attending the CTE Conference in Palm Desert. This event was a hub for professional development in career technical education, providing invaluable insights into crucial updates on CTEIG, Perkins, and the innovative Golden State Pathways grant, amongst other topics. Her attendance at breakout sessions on CTE Tutors and Apprenticeships has inspired potential implementations within Coastline ROP this coming year. She sincerely thanked the board for enabling our participation in this immensely enriching experience.

On November 9th, Dr. Ganga had the privilege of facilitating the Construction Mentor Meeting in place of our absent administrator. It was a remarkable gathering, graced by esteemed members from the Western States Carpenters Regional Council of Carpenters, our BITA instructors, the NMUSD CTE department, the NMUSD facilities department, and individuals from Swinerton and the Raymond Group.

Together, they delved into various exciting topics, exploring potential field trip ventures, inviting guest panel speakers for enriching lunch and learn sessions, and preparing for the highly anticipated Design Build Competition. The commitment and passion

showcased by this dedicated group towards furthering our BITA programs is genuinely commendable.

Last week, our Ed Services department participated in the OC Pathways Showcase at Orange Coast College. The collaboration between community colleges, ROPs, and district CTE programs was nothing short of phenomenal. Special kudos to teacher Monique Rico and her amazing Careers with Children Internship students from Costa Mesa High School for their fantastic support of our display.

This year, Coastline ROP has reinstated its career specialist cluster meetings to foster greater connectivity and collaboration among individuals outside the Presidio campus. The last meeting was held in November and served as a platform for sharing insights and fostering open dialogues among career specialists, amplifying its collective progress.

Ed. Services also held its winter career specialist gathering on December 13<sup>th</sup>, 2023. The meeting was a vibrant brainstorming session focusing on strategies to enhance student enrollment and promote CTE Month in February. The session was teeming with innovative ideas aimed at furthering our mission.

Additionally, interagency meetings were initiated with our districts in early December to plan for the upcoming school year and summer. This proactive shift has proven immensely beneficial, enabling early planning and marketing of after-bell classes to students for the ensuing year. Coastline ROP is on track to conclude all interagency meetings by December.

Lastly, Dr. Ganga was pleased to share an update from the Pharmacy Technician instructor, Tess Lubrino. Last night, she received confirmation that several students from last year's class successfully obtained their Pharmacy Technician licenses.

The students who accomplished this milestone were:

- Julian Diedricks from Irvine HS
- Shreya Kalyanaraman from Woodbridge HS
- Abia Salman from Beckman HS
- Priscilla Chung from Huntington Beach HS
- Kenneth Lothringer from Northwood HS
- Helene Shaw from Beckman HS
- Emily Tran from Westminster HS

Coastline ROP extends its congratulations to these students as they take the initial steps in their chosen profession. Their dedication and hard work have led them to this achievement, and Coastline ROP wishes them continued success in their careers.

Dr.Ganga wished everyone a merry winter break and a happy 2024!

**PHANTOM DESIGN** David Amaral of Phantom Design presented on the digital media arts internship with SVUSD and Mission Viejo HS students.

**PRESENTATION ELECTION OF OFFICERS** It was moved by Member Swartz, seconded by Member Brooks, to amend the slate of officers for leadership during 2024, as follows:

President	SVUSD
Vice President	IUSD
Clerk	TUSD

Motion carried 4-0.

**BOARD MEETING CALENDAR 2024** It was moved by Member Brooks, seconded by Member Swartz to approve the proposed calendar of meetings for 2024. Motion carried 4-0.

**SECTION COST REDUCTION MOU AND APPENDIX A REVISIONS** It was moved by Member Swartz, seconded by Member Brooks, to approve each of the Memoranda of Understanding with our partner districts. Motion carried 4-0.

**APPROVAL FOR MOU BETWEEN COASTLINE ROP AND CYBERFORWARD CONCERNING ESTABLISHMENT OF A HIGH SCHOOL CYBER SECURITY EDUCATION PROGRAM, SPRING 2024 SPECIFIC TO NMUSD** It was moved by Member Davis, seconded by Member Swartz, to approve the memorandum of understanding between Coastline ROP and CyberForward. Motion carried 4-0.

**APPROVAL FOR MOU BETWEEN COASTLINE ROP AND NMUSD FOR REIMBURSEMENT OF THE CYBERFORWARD PROGRAM FOR NMUSD STUDENTS ONLY** It was moved by Member Brooks, seconded by Member Barto, to approve the memorandum of understanding between Coastline ROP and Newport-Mesa Unified School District. Motion carried 4-0.

**FIRST INTERIM BUDGET CERTIFICATION** It was moved by Member Davis, seconded by Member Swartz, to approve, as presented, certification for the First Interim Budget with appropriate standards and criteria. Motion carried 4-0.

**QUARTERLY REPORT OF DISTRICT INVESTMENT PERFORMANCE AND ANNUAL POLICY** Dr. LeAnn Zayasbazan updated the board on investments.

## REVIEW

### **INVENTORY DELETION REPORT**

It was moved by Member Brooks, seconded by Member Swartz, to approve the inventory deletion report to transfer items to Newport-Mesa Unified School District. Motion carried 4-0.

### **SALARY INCREASE**

It was moved by Member Swartz, seconded by Member Brooks, to increase salaries for unrepresented employees. Motion carried 4-0.

### **MODIFICATION OF CONTRACT**

It was moved by Member Brooks, seconded by Member Swartz, to approve modification of employment contract for Director, Educational Services. Motion carried 4-0.

### **MODIFICATION OF CONTRACT**

It was moved by Member Brooks, seconded by Member Davis, to approve modification of employment contract for Superintendent. Motion carried 4-0.

### **SONYCHELLE MEDIA & COMMUNICATIONS BRAND ENHANCEMENT**

It was moved by Member Swartz, seconded by Member Brooks, to approve the Sonychelle Media & Communications Brand Enhancement Proposal. Motion carried 4-0.

### **ESTABLISHMENT OF COASTLINE ROP RE-BRANDING COMMITTEE**

It was moved by Member Brooks, seconded by Member Swartz, to approve the establishment of Coastline ROP Re-Branding Committee. Motion carried 4-0.

### **RESOLUTION CONSENT CALENDAR**

It was moved by Member Davis, seconded by Member Swartz, to approve the resolution consent calendar. Motion carried 4-0.

- Resolution #4/2023-2024: Budget Adjustment
- Resolution #5/2023-2024: Budget Transfer

### **CONSENT CALENDAR**

It was moved by Member Davis, seconded by Member Swartz, to approve the Consent Calendar as presented. Motion carried 3-0. Member Brooks abstained.

- Minutes from October 19, 2023, Board of Trustees meeting
- Minutes from December 4, 2023, Board of Trustees Special Meeting
- Ratification of check report ending October 31, 2023
- Ratification of check report ending November 30, 2023
- Ratification of purchase order and change order report – October 1, 2023 – November 30, 2023
- CourseStorm Invoice
- Memorandum of Understanding with CyberForward - Fall 2023
- English language learner waiver teacher roster
- Personnel Register #4 – 2023-2024 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime

assignments)

- Approval/Ratification of travel conference report

## **NEW BUSINESS**

Member Brooks thanked Member Swartz for her amazing and insightful contribution to the board for the past two years.

Member Brooks and Member Barto attended and enjoyed Dr. Dozer's presentation at the CSBA Annual Education Conference and Trade Show in November in San Francisco, CA.

Member Davis announced he is not running for re-election for CSBA Delegate Assembly. Jonathan Stone has been nominated for Delegate Assembly from Tustin USD.

Member Brooks thanked Member Barto for her term as President of Coastline ROP's Board of Trustees.

## **ADJOURNMENT**

It was moved by Member Brooks, seconded by Member Swartz, to adjourn the meeting. Motion carried 4-0.

The meeting adjourned at 10:49 a.m.

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Clerk/Secretary



**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 12/1/2023 to 12/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00033209	V9500873	ACSA	145792	OH 12/01/2023		MW	IS	30.42
95	00033210	V9501269	AMAZON	17VT-JJXY-GKG6	OH 12/01/2023		MW	IS	399.16
95	00033211	V9502560	Burdge, Izabel	OOPE-	OH 12/01/2023		MW	IS	47.55
95	00033212	V9502513	Kim, Soo	110823KIM	OH 12/01/2023		MW	IS	4.65
95	00033213	V9501269	AMAZON	INKX-KF73-R6DH	OH 12/05/2023		MW	IS	914.99
95	00033214	V9500387	DEPT OF JUSTICE	692687	OH 12/05/2023		MW	IS	209.00
95	00033215	V9502063	HOME DEPOT	1633169	OH 12/05/2023		MW	IS	43.73
95	00033216	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-	OH 12/05/2023		MW	IS	153.32
95	00033217	V9501269	AMAZON	1TNJ-DDMP-T7TD	OH 12/07/2023		MW	IS	377.80
95	00033218	V9500382	B & H PHOTO	218535860	OH 12/07/2023		MW	IS	135.72
95	00033219	V9502560	Burdge, Izabel	OOPE-	OH 12/07/2023		MW	IS	20.19
95	00033220	V9502382	INTERMEDIA.NET INC	2312268677	OH 12/07/2023		MW	IS	886.25
95	00033221	V9500635	MARGARET A. CHIDESTER & ASSOCI	10348	OH 12/07/2023		MW	IS	34.50
95	00033222	V9501934	RICO, MONIQUE	10/26-11/29RICO	OH 12/07/2023		MW	IS	73.56
95	00033223	V9500034	SADDLEBACK VALLEY USD	83TI0371	OH 12/07/2023		MW	IS	52.64
95	00033224	V9501472	SCHWEERS-GANGA, KRISTA	112023GANGA	OH 12/07/2023		MW	IS	790.19
95	00033225	V9501714	SHI INTERNATIONAL CORP	B17668296	OH 12/07/2023		MW	IS	6,456.00
95	00033226	V9502583	Stead, Jennifer	110823STEAD	OH 12/07/2023		MW	IS	12.71
95	00033227	V9501125	4IMPRINT, INC.	11951535	OH 12/08/2023		MW	IS	3,669.40
95	00033228	V9502560	Burdge, Izabel	OOPE-	OH 12/08/2023		MW	IS	9.00
95	00033229	V9502425	DOZER, BRIAN	OOPE-	OH 12/08/2023		MW	IS	453.06
95	00033230	V9502577	Eberhart, Laurie	11/02-11/29EBERH	OH 12/08/2023		MW	IS	81.88
95	00033231	V9501845	INNOCORP LTD.	48365	OH 12/08/2023		MW	IS	2,936.30
95	00033232	V9501016	MEDCO SUPPLY COMPANY	IN97047003	OH 12/08/2023		MW	IS	2,183.30
95	00033233	V9501385	NEWPORT URGENT CARE	4040772	OH 12/08/2023		MW	IS	150.00
95	00033234	V9501475	O'REILLY AUTO PARTS	3576-119074	OH 12/08/2023		MW	IS	357.34
95	00033235	V9502233	OCCUPATIONAL HEALTH CENTERS OF	I23-0945035118	OH 12/08/2023		MW	IS	172.02
95	00033236	V9500899	ORANGE COUNTY DEPARTMENT OF ED	94TI2121	OH 12/08/2023		MW	IS	6,750.54
95	00033237	V9500034	SADDLEBACK VALLEY USD	83TI0400	OH 12/08/2023		MW	IS	263.15
95	00033238	V9500651	SMART & FINAL	112923-86	OH 12/08/2023		MW	IS	2,597.03
95	00033239	V9502598	Smith, SemaJ	11/07-11/30SMITH	OH 12/08/2023		MW	IS	25.55
95	00033240	V9502551	Sonychelle Media & Communicati	1049	OH 12/08/2023		MW	IS	1,900.00
95	00033241	V9501798	BUDD, JULIA	11/13-14/23BUDD	OH 12/11/2023		MW	IS	671.37
95	00033242	V9502560	Burdge, Izabel	113023BURDGE	OH 12/11/2023		MW	IS	540.17

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 12/1/2023 to 12/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00033243	V9500871	CAROCF	021424DOZER	OH 12/11/2023		MW	IS	50.00
95	00033244	V9501021	COSTA MESA CHAMBER OF COMMERCE	17045	OH 12/11/2023		MW	IS	375.00
95	00033245	V9502425	DOZER, BRIAN	11/30-12/2DOZER	OH 12/11/2023		MW	IS	333.01
95	00033246	V9502599	Mindset & Milestones	1036	OH 12/11/2023		MW	IS	400.00
95	00033247	V9502585	OC Janitorial	79981	OH 12/11/2023		MW	IS	1,611.55
95	00033248	V9500942	PEREZ, ALEX	11/15-17/23PEREZ	OH 12/11/2023		MW	IS	566.35
95	00033249	V9501269	AMAZON	INIV-WQ4W-	OH 12/12/2023		MW	IS	1,510.23
95	00033250	V9500382	B & H PHOTO	219012374	OH 12/12/2023		MW	IS	1,713.23
95	00033251	V9502560	Burdge, Izabel	OOPE-	OH 12/12/2023		MW	IS	39.20
95	00033252	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2340921	OH 12/12/2023		MW	IS	14.00
95	00033253	V9501016	MEDCO SUPPLY COMPANY	IN97062536	OH 12/12/2023		MW	IS	422.41
95	00033254	V9502579	Zayasbazan, LeAnn	OOPE-	OH 12/12/2023		MW	IS	17.33
95	00033255	V9500873	ACSA	147447	OH 12/13/2023		MW	IS	30.42
95	00033256	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4966730	OH 12/13/2023		MW	IS	69.17
95	00033257	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2341759	OH 12/13/2023		MW	IS	2,560.20
95	00033258	V9501821	MCKESSON GENERAL MEDICAL CORP	61762396	OH 12/13/2023		MW	IS	508.91
95	00033259	V9502233	OCCUPATIONAL HEALTH CENTERS OF	81265648	OH 12/13/2023		MW	IS	36.00
95	00033260	V9502454	ONTARIO REFRIGERATION	CM42639M	OH 12/13/2023		MW	IS	716.00
95	00033261	V9500899	ORANGE COUNTY DEPARTMENT OF ED	94TI2095	OH 12/13/2023		MW	IS	1,831.75
95	00033262	V9504457	RAINBOW DISPOSAL CO INC	0605-001037282	OH 12/13/2023		MW	IS	518.62
95	00033263	V9502500	Ruiz, Aaron	11/02-30/23RUIZ	OH 12/13/2023		MW	IS	28.82
95	00033264	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-	OH 12/13/2023		MW	IS	56.79
95	00033265	V9501499	TIME WARNER CABLE	12630910120123	OH 12/13/2023		MW	IS	1,762.92
95	00033266	V9502577	Eberhart, Laurie	OOPE-	OH 12/14/2023		MW	IS	159.47
95	00033267	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-	OH 12/14/2023		MW	IS	20.74
95	00033268	V9502166	STRYKER	9205145296	OH 12/14/2023		MW	IS	3,484.58
95	00033269	V9500422	VERIZON WIRELESS	9950917236	OH 12/14/2023		MW	IS	228.06
95	00033270	V9502218	ZAHOUREK SYSTEMS INC	29011	OH 12/14/2023		MW	IS	12,346.81
95	00033271	V9502478	ZUNIGA, PAMELA	10/02-10/25ZUNIG	OH 12/14/2023		MW	IS	9.04
95	00033272	V9501269	AMAZON	1QCL-Y4L4-PFTP	OH 12/18/2023		MW	IS	2,275.30
95	00033273	V9501770	ANATOMY WAREHOUSE	INV-2333700	OH 12/18/2023		MW	RV	5,355.14
95	00033274	V9501919	ATKINSON ANDELSON LOYA RUUD &	699516	OH 12/18/2023		MW	IS	3,525.38
95	00033275	V9500774	BENNETT, JEANNE	11/27-30BENNETT	OH 12/18/2023		MW	IS	1,932.06
95	00033276	V9502560	Burdge, Izabel	OOPE-	OH 12/18/2023		MW	IS	82.55

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 12/1/2023 to 12/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00033277	V9500948 CALIFORNIA TACTIC PATROL	210	OH	12/18/2023		MW	IS	1,496.00
95	00033278	V9502368 CLC	ID THEFT DEC	OH	12/18/2023		MW	IS	40.00
95	00033279	V9500387 DEPT OF JUSTICE	699401	OH	12/18/2023		MW	IS	64.00
95	00033280	V9502326 F & M Credit Card	9483	OH	12/18/2023		MW	IS	1,572.48
95	00033281	V9501821 MCKESSON GENERAL MEDICAL CORP	62021961	OH	12/18/2023		MW	IS	223.80
95	00033282	V9502040 METROPOLITAN LIFE INSURANCE CO	METLIFE SUPP	OH	12/18/2023		MW	IS	503.60
95	00033283	V9500071 MICRO CENTER A/R	12818615	OH	12/18/2023		MW	IS	184.16
95	00033284	V9501859 NASCO	538825	OH	12/18/2023		MW	IS	400.61
95	00033285	V9501350 REEP FOR BENEFITS	KAISER DEC	OH	12/18/2023		MW	IS	39,547.62
95	00033286	V9501472 SCHWEERS-GANGA, KRISTA	OOPE-	OH	12/18/2023		MW	IS	56.03
95	00033287	V9505546 VISION SERVICE PLAN	VSP DEC	OH	12/18/2023		MW	IS	706.68
95	00033288	V9502478 ZUNIGA, PAMELA	110423ZUNIGA	OH	12/18/2023		MW	IS	111.22
95	00033289	V9501269 AMAZON	IRKR-X9MD-Y1H4OH	OH	12/22/2023		MW	IS	584.11
95	00033290	V9501770 ANATOMY WAREHOUSE	INV-2333700-B	OH	12/22/2023		MW	IS	5,187.44
95	00033291	V9501798 BUDD, JULIA	OOPE-	OH	12/22/2023		MW	IS	1,000.99
95	00033292	V9502560 Burdge, Izabel	OOPE-	OH	12/22/2023		MW	IS	51.03
95	00033293	V9502542 CAL-HOSA Inc.	99598106	OH	12/22/2023		MW	IS	1,225.00
95	00033294	V9502485 Cyber Forward Academy LLC	1173	OH	12/22/2023		MW	IS	40,000.00
95	00033295	V9502578 Dokes, Annette	11/29-12/13DOKES	OH	12/22/2023		MW	IS	23.58
95	00033296	V9502601 Dorf, Robert	OOPE-	OH	12/22/2023		MW	IS	25.00
95	00033297	V9502425 DOZER, BRIAN	OOPE-	OH	12/22/2023		MW	IS	902.81
95	00033298	V9501362 EDWARDS, SITERIA	111523EDWARDS	OH	12/22/2023		MW	IS	44.54
95	00033299	V9502603 Escobar, Gina	OOPE-	OH	12/22/2023		MW	IS	25.00
95	00033300	V9502469 FIRST-CITIZENS BANK & TRUST CO	43758562	OH	12/22/2023		MW	IS	1,227.46
95	00033301	V9502602 Lyle, Grace	OOPE-122023LYLEOH	OH	12/22/2023		MW	IS	25.00
95	00033302	V9500635 MARGARET A. CHIDESTER & ASSOCI	10372	OH	12/22/2023		MW	IS	10,648.25
95	00033303	V9503875 OFFICE DEPOT	343201827001	OH	12/22/2023		MW	IS	861.99
95	00033304	V9502443 PICCOLA, JAMES	121223PICCO	OH	12/22/2023		MW	IS	781.60
95	00033305	V9501937 POCKET NURSE	1360098-1	OH	12/22/2023		MW	IS	67.29
95	00033306	V9500651 SMART & FINAL	121823-98	OH	12/22/2023		MW	IS	1,476.68
95	00033307	V9500336 SNAP ON TOOLS	ARV/59360931	OH	12/22/2023		MW	IS	22,038.87
95	00033308	V9500678 VITAL LINK ORANGE COUNTY	5712	OH	12/22/2023		MW	IS	26,640.00

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 12/1/2023 to 12/31/2023

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
						Issued:		230,381.23
						Reversed:		5,355.14
						95 Bank Total:		235,736.37
<b>Grand Total:</b>								235,736.37

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 01/18/2024**

FROM 12/01/2023 TO 12/31/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0361	AMAZON	623.33	623.33	01743743 4330	Zuniga/NHHS Career Specialist / Office Supplies-Consumable
T95C0362	SHI INTERNATIONAL CORP	1,140.00	1,140.00	01780940 5890	Information Technology F-7700 / OTHER CONTRACTED
T95C0363	STRYKER	18,893.99	18,893.99	0155040002 4490	Wilcox C/EMR THS TUSD CTEIG 7 / NON CAP EQUIP -
T95C0364	AMAZON	1,939.28	1,939.28	0155040004 4300	Milwood J/ Tustin . C7 / MATERIALS & SUPPLIES
T95C0365	RECOVERY FOR ATHLETES LLC	7,673.51	7,673.51	0155040004 4390	Milwood J/ Tustin . C7 / SUPPLIES - HOLDING ACCT
T95C0366	ANATOMY WAREHOUSE	4,998.86	678.07	0155040007 4300	Ramiez KJ/ Foothill . C7 / MATERIALS & SUPPLIES
			4,320.79	0155040007 4490	Ramiez KJ/ Foothill . C7 / NON CAP EQUIP - OTHER
T95C0367	AMAZON	420.29	420.29	0155040007 4300	Ramiez KJ/ Foothill . C7 / MATERIALS & SUPPLIES
T95C0368	APOTHECARY PRODUCTS	208.95	52.24	0160066000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
			156.71	0160076000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
T95C0369	MEDIDOSE.COM	139.48	34.87	0160066000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
			104.61	0160076000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
T95C0370	AMAZON	161.61	40.40	0160066000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
			121.21	0160076000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
T95C0371	ORANGE COUNTY DEPARTMENT OF ED	6,750.55	2,370.50	0144020012 4330	Jeske Alis /LHHS SVUSD CTEIG 7 / Office Supplies-
			4,336.95	01608020 4330	Media Resource Center/F.2700 / Office Supplies-Consumable
			43.10	01660000 4330	Instructional Support / Office Supplies-Consumable
T95C0372	TOTAL PHARMACY SUPPLY	4,661.07	1,165.28	0160066000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
			3,495.79	0160076000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
T95C0373	OCCUPATIONAL HEALTH CENTERS OF	172.02	172.02	01764930 5890	Edwards, S / HR Administrator / OTHER CONTRACTED
T95C0375	POCKET NURSE	778.38	247.89	0160066000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
			530.49	0160076000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLIES
T95C0376	JONES & BARTLETT PUBLISHING	10,750.97	2,687.74	0160066002 4110	Jungmann/ ELL Adult Grant -ROP / TXTBKS - Instr
			8,063.23	0160076002 4110	Jungmann/ ELL Adult Grant -ROP / TXTBKS - Instr
T95C0377	KENDALL HUNT PUBLISHING	3,748.01	937.00	0160066000 4110	All Inst/ ELL Adult Grant -ROP / TXTBKS - Instr

**COASTLINE R.O.P.**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 01/18/2024

FROM 12/01/2023 TO 12/31/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0377	*** CONTINUED ***		2,811.01	0160076000 4110	All Inst/ ELL Adult Grant -ROP / TXTBKS - Instr
T95C0378	COSTA MESA CHAMBER OF COMMERCE	375.00	375.00	0171222 5395	Eckels Kase -WBL/Outreach Spec / MEMBERSHIPS -
T95C0379	F & M CREDIT CARD	350.00	87.50	0160066002 5889	Jungmann/ ELL Adult Grant -ROP / INTERNET-BASED
T95C0380	MINDSET & MILESTONES	400.00	262.50	0160076002 5889	Jungmann/ ELL Adult Grant -ROP / INTERNET-BASED
T95C0381	TOTAL PHARMACY SUPPLY	1,370.76	400.00	0160051000 4318	Instruct/OC Pathways Reg K-16 / SUBSCRIPTIONS
T95C0382	TOTAL PHARMACY SUPPLY	3,405.76	342.70	0160066000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLI
T95C0383	MCKESSON GENERAL MEDICAL CORP	241.14	1,028.06	0160076000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLI
T95C0384	AMAZON	738.86	851.44	0160066000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLI
T95C0385	POCKET NURSE	32.29	2,554.32	0160076000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLI
T95C0386	ORANGE COUNTY DEPARTMENT OF ED	1,831.75	60.29	0160066000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLI
T95C0387	OFFICE DEPOT	96.95	180.85	0160076000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLI
T95C0388	SONYCHELLE MEDIA & COMMUNICATI	1,900.00	738.86	01780940 4330	Information Technology F-7700 / Office Supplies-Consumab
T95C0389	ORANGE COUNTY DEPARTMENT OF ED	329.00	8.07	0160066000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLI
T95C0390	ORANGE COUNTY DEPARTMENT OF ED	329.00	24.22	0160076000 4300	All Inst/ ELL Adult Grant -ROP / MATERIALS & SUPPLI
T95C0391	ORANGE COUNTY DEPARTMENT OF ED	329.00	1,831.75	01798000 4330	Marketing-Student Recruitment / Office Supplies-Consumab
T95C0392	AWARDS UNLIMITED	2,816.70	96.95	01764930 4330	Edwards, S / HR Administrator / Office Supplies-Consumab
			950.00	01798000 5890	Marketing-Student Recruitment / OTHER CONTRACTED
			950.00	01798020 5890	Marketing-Business Partners / OTHER CONTRACTED
			329.00	01743743 5220	Zuniga/NHHS Career Specialist / CONFERENCES &
			131.60	01742694 5220	Stead J/NWHS Career Specialist / CONFERENCES &
			197.40	01742755 5220	Stead J/Woodbridge Career Spec / CONFERENCES &
			302.68	01742712 5220	Ruiz A/Irvine CS / CONFERENCES & MEETINGS
			26.32	01742792 5220	Ruiz A/Creekside Car Spec / CONFERENCES & MEETING
			2,816.70	0111040014 4300	Rabbitt K/EST NMUSD CTEIG 7 / MATERIALS &

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 01/18/2024**

**FROM 12/01/2023 TO 12/31/2023**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0393	AMAZON	253.20	253.20	01743761 4330	Nagy/Career Specialist CMHS / Office Supplies-Consumable
T95C0394	AMAZON	274.74	274.74	01743711 4330	Streeter/Estancia CS / Office Supplies-Consumable
T95C0395	AMAZON	12.92	12.92	01780940 4330	Information Technology F-7700 / Office Supplies-Consumable
T95C0396	POCKET NURSE	206.92	51.74	0160066000 4300	All Inst/ELL Adult Grant -ROP / MATERIALS & SUPPLIES
T95C0397	POCKET NURSE	32.29	32.29	0122010024 4300	All Inst/ELL Adult Grant -ROP / MATERIALS & SUPPLIES
T95C0398	BARNES & NOBLE	949.60	237.40	0160066000 4110	All Inst/ELL Adult Grant -ROP / TXTBKS - Instr
T95C0399	F & M CREDIT CARD	96.93	712.20	0160076000 4110	All Inst/ELL Adult Grant -ROP / TXTBKS - Instr
T95C0400	SHI INTERNATIONAL CORP	637.09	96.93	01910910 4360	Mainsite/School Admin F2700 / REFRESHMENTS MTGS
T95C0401	SHI INTERNATIONAL CORP	2,225.34	637.09	01780940 5890	Information Technology F-7700 / OTHER CONTRACTED
T95C0402	MEDIDOSE.COM	139.48	1,112.67	0160003005 4430	Moreno/ESHS SWP 4 / NON-CAP EQUIP/Comp & Periphea
T95C0403	CAL-HOSA INC.	1,250.00	1,112.67	0160003006 4430	Jasper/ESHS SWP 4 / NON-CAP EQUIP/Comp & Periphea
T95C0404	EMPOWERED STUDENTS LLC	215.50	139.48	0122010024 4300	Lubriano T/ CSHS C7 / MATERIALS & SUPPLIES
T95C0405	CYBER FORWARD ACADEMY LLC	40,000.00	1,250.00	0198160 5825	Rabbit K -HOSA CTEIG-8 NMUSD / CONTR SVCS - FIE
T95X0374	SMITH, SEMA'J	200.00	215.50	01660000 4330	Instructional Support / Office Supplies-Consumable
		124,100.52	40,000.00	0160006000 5890	All Instr/SWP Round 4 ROP / OTHER CONTRACTED
		124,100.52	200.00	0155040005 5290	Smith S /Cul Art InterTHS TUSD / MILEAGE NON
	<b>Fund 01 Total:</b>	<b>124,100.52</b>			
	<b>Total Amount of Purchase Orders:</b>	<b>124,100.52</b>			

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS**  
**BOARD OF TRUSTEES**      **01/18/2024**

**FRO 12/01/2023 TO 12/31/2023**

<u>PO</u> <u>NUMBE</u>	<u>YENDOR</u>	<u>PO</u> <u>TOTAL</u>	<u>CHANGE ACCOUNT</u> <u>AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95X0137	INDEED.COM	3,000.00	+1,000.00 01764930 5840	Edwards, S / HR Administrator / ADVERTISING -

**Fund 01 Total: 1,000.00**

**Total Amount of Change Orders: 1,000.00**



**Memorandum of Understanding Concerning the Establishment of a High School  
Cyber Security Education Program Partnership  
Between  
CYBERFORWARD  
and  
COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

**I. Purpose**

This Memorandum of Understanding (MOU) between CYBERFORWARD located at 1315 N. El Camino Real, San Clemente, CA 92672 and Coastline Regional Occupational Program (Coastline ROP) located at 1001 Presidio Square, Costa Mesa, CA 92801, collectively referred to as "Parties", is to provide the cooperative framework for the CYBERFORWARD and Coastline ROP to develop initiatives and provide Cyber Security education and work-based learning experiences for high school students.

**II. Parties**

The parties to this MOU are CYBERFORWARD whose mission through the CyberForward program is to solve the cyber security resource shortage and bridge the skills gap by identifying and rapidly developing effective, job-ready, cyber security professionals; and Coastline ROP whose mission is to prepare students to be contributing members of their community by providing innovative career technical education focused on college and career readiness.

**III. Objectives**

The objective of the MOU is to establish a robust collaborative working partnership that fosters collaboration, between CYBERFORWARD's Program and Coastline ROP to the extent that such coordination, collaboration and resource sharing is consistent with applicable laws, regulations, and policies, to support their respective missions and to achieve the parties' common aim to provide career technical education and work-based learning opportunities to high school students in the field of Cyber Security.

**IV. Responsibilities of the Parties**

Per availability of resources, both parties shall be responsible for contributing to the objectives cited in this Agreement and shall contribute to this partnership, as appropriate.

**A. CYBERFORWARD's Responsibilities:**

1. Provide a license to use CyberForward training curriculum AND program delivery of 13 weeks (90 hours) to include:
  - a. Foundational Learning
  - b. Work-based Learning
  - c. Capstone Project
2. Provide the Canvas and Zoom platform for the virtual program delivery.
3. Provide the appropriate instructor for the CyberForward training and deliver training for up to thirty (30) students.
4. Collaborate with Coastline ROP to provide up to two (2) informational sessions to inform students, parents and faculty about the CyberForward program.
5. Student administration (e.g. student communication, attendance reporting in online system, grade reporting, etc.).

**B. Coastline ROP's Responsibilities:**

1. Student recruitment for the CyberForward information sessions, program participation and career exploration webinar.
2. Hire CyberForward instructor.
3. Collaborate with the CyberForward program in the delivery of the information sessions for the high school students.
4. Registration of students for the CyberForward program.
5. Student communication and notifications.
6. Administrative support.
7. Transcription of student grades and high school credits.

**V. Points of Contact**

CYBERFORWARD and Coastline ROP will designate Points of Contact (POCs) within their respective organizations to oversee and facilitate the implementation of this MOU.

CYBERFORWARD POC:

Name: Kolby Falco

Email: [Kolby.falco@cyberfwd.com](mailto:Kolby.falco@cyberfwd.com)

Phone: (509) 724-3734

Coastline ROP POC:

Name: Brian Dozer

Email: [bdozer@coastlinerop.net](mailto:bdozer@coastlinerop.net)

Phone: (714) 429-2222 – Office

(949) 505-2889 - Cell

## **VI. Periodic Review**

Representatives of CYBERFORWARD and Coastline ROP will review this MOU at the end of the CyberForward training program. This MOU shall remain in effect unless amended or terminated by the parties. Amendments must be agreed to by both parties. This MOU may be terminated at any time by either party upon thirty (30) days' notice to the other party.

## **VII. Modification**

Amendments must be bilaterally executed in writing, signed by authorized representatives of both parties. No oral or unilateral amendments will be effective. Only terminations done in accordance with the terms of this agreement may be done unilaterally.

## **VIII. Hold Harmless**

- a. CYBERFORWARD shall defend, indemnify, save and hold harmless the Coastline ROP and their respective officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees, that may arise out of any grossly negligent or intentional acts or omissions of any agent or employee of CYBERFORWARD. This shall include any acts of sexual abuse alleged against any agent or employee of CYBERFORWARD.
- b. The Coastline ROP shall defend, indemnify, save, and hold harmless CYBERFORWARD and its officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees that may arise out of any grossly negligent or intentional acts or omissions of any agent or employee Coastline ROP. This shall include any acts of sexual abuse alleged against any agent or employee of any Coastline ROP.

## **IX. Other Provisions**

This MOU does not create a partnership or a joint venture and neither party has the authority to bind the other. Subject to the Freedom of Information Act (5 U.S.C. 552), decisions or disclosure of information to the public regarding project(s) and program(s) within this MOU will be made following consultation by the parties to this MOU.

**This MOU shall become effective on behalf of the parties by signature of the undersigned:**

DocuSigned by:  
*Mike gentile*  
F020422602D64F5...

1/2/2024

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**Mike Gentile**  
CEO and Founder, CYBERFORWARD

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**Date**

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**Brian Dozer**  
Superintendent, Coastline ROP

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**Date**

**EXHIBIT A  
SCOPE OF WORK  
CYBERFORWARD CYBER SECURITY ACADEMY PROGRAM  
FOR  
COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

**PROGRAM OUTLINE:**

<b>Program Phase</b>	<b>What's Covered</b>	<b>Number of Hours</b>	<b>Students Served</b>
1 – Student Information Sessions	Students will briefly be introduced to the cyber security field and the main occupations. They'll learn about the CyberForward Program.	1 (two 30-minute sessions)	Approx. 100+
2 – Foundation	Students will learn how the cyber security discipline operates as well as three junior level job roles and the tasks involved in each role.	20	Up to 30
3 – Work-Based Learning	Students will learn how to perform junior level tasks in the Policy Analyst, Third Party Assessor and Vulnerability Analyst roles. Students will perform mock work in real world scenarios and situations. They will also engage with cyber security staff about these roles and work on soft skills development.	40	Up to 30
4 – Employer Engagement & Capstone Project	Students will engage with employers on cyber security career exploration and/or scenario-based project work.	30	Up to 30
5 – Paid Internship Opportunity	Students that successfully complete the program will be given the opportunity to interview and, if selected, participate in a paid internship when available.	TBD	TBD

## **PROGRAM DETAILS:**

**Program/Class Dates:** January 30, 2024 – May 9, 2024

- Information Sessions – November 30, 2023 and January 18, 2024

**Duration:** 13 weeks; Tuesday and Thursday 4:30 pm to 6:30 pm (combination of synchronous and asynchronous)

**Location:** Virtual

### **Program Includes:**

- Marketing materials
- Student application, review and selection
- License to use CyberForward Training Curriculum
- Program delivery and instruction
- Learning Management System (Canvas) and/or Zoom platform for virtual program delivery
- Program administration and support
- Student certificates
- Digital badges
- Employer engagement and coordination
- Any applicable software licensing costs throughout the program

## **TERMS & STUDENT CONFIDENTIALITY**

### **I. Financial Responsibilities**

Coastline ROP agrees to pay CYBERFORWARD \$40,000 for the delivery of the CyberForward program as outlined in the attached scope of work (Exhibit A). Any change must be specifically agreed to in writing by the signatories or the organizations they represent. Payment terms are \$20,000 due at signing of this agreement and \$20,000 due upon completion of the class.

### **II. Confidentiality, Record Keeping, and Information Sharing**

Both parties recognize that the confidentiality of student records are defined by provisions of state and federal law. The parties will adhere to these laws, including the Family Educational Rights and Privacy Act (FERPA), California Student Online Personal Information Protection Act (SOPIPA – Cal. Educ. Code §§ 6501-6506). CYBERFORWARD agrees to maintain best-practice record keeping that assures the privacy and confidentiality of all student data. Coastline ROP agrees to make a good-faith effort to obtain signed releases from students granting photo/video permission and/or to share educational data with CYBERFORWARD where appropriate.

### **III. Effective Date**

The terms of this MOU will become effective on the date of the last signature by the parties and will remain in effect until terminated by either party. The primary promotional activities, program administration, and class will take place from January 2, 2024 – May 31, 2024.





TO: Brian Dozer  
FROM: Siteria Edwards  
DATE: January 8, 2024  
SUBJECT: Compensation Schedule Revision (California Minimum Wage Increase)

### ***Background and Rationale***

Effective January 1, 2024, the California minimum wage increased to \$16.00 per hour. To reflect this change, we must revise our compensation schedule.

### **Summary of Revisions:**

1. The minimum hourly rate for the classified substitute position was revised to \$16.00 per hour. No other positions are affected by this change.

### ***Financial Impact***

None

### ***Recommendation***

It is respectfully requested that the Board of Trustees approve the revision of the compensation schedule, retroactive to January 1, 2024.

Enclosure



**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.



**CLASSIFIED PAY SCHEDULE**

JOB TITLE	PAY CLASSIFICATION	HOURLY RATE		MONTHLY RATE	
		(Min)	(Max)	(Min)	(Max)
Accounting Budgeting Specialist	124	\$29.29	\$38.29	\$5,077	\$6,637
Accounting Payroll Specialist	119	\$25.69	\$33.85	\$4,453	\$5,867
Accounts Payable/Purchasing Specialist	119	\$25.69	\$33.85	\$4,453	\$5,867
Accounts Payable Clerk (Grant Funded)	118	\$22.66	\$27.61	na	na
Administrative Assistant	119	\$25.69	\$33.85	\$4,453	\$5,867
Career Specialist	120	\$26.60	\$34.70	na	na
College and Career Specialist	120	\$26.60	\$34.70	na	na
Executive Assistant	127	\$32.33	\$41.87	\$5,604	\$7,257
Facility Maintenance/ Receiving & Delivery Worker	114	\$18.62	\$29.94	na	na
Information Technology Specialist	124	\$29.29	\$38.29	\$5,077	\$6,637
Instructional Assistant	108	\$22.13	\$27.68	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	\$32.51	\$42.51	\$5,635	\$7,368
Network Specialist	127	\$32.33	\$41.87	\$5,604	\$7,257
Program Assistant	119	\$25.69	\$33.85	\$4,453	\$5,867
Receptionist/Administrative Assistant	113	\$18.02	\$24.25	\$3,123	\$4,203
Student Information Specialist	119	\$25.69	\$33.85	\$4,453	\$5,867

**OTHER CLASSIFIED PAY INFORMATION**

Classified Substitute	\$15.50 <del>\$16.00</del> per hour
Classified Substitute (Career Specialist)	\$18.00 per hour
Skills Helper	\$18.00 per hour
Skills Helper (American Heart Association Certified Instructor)	\$20.00 per hour



**CLASSIFIED MANAGEMENT PAY SCHEDULE**

<b>JOB TITLE</b>	<b>PAY CLASSIFICATION</b>	<b>MONTHLY RATE</b> (Min) (Max)		<b>ANNUAL SALARY</b> (Min) (Max)	
Manager, Technology Services	513	\$8,252	\$10,161	\$99,019	\$121,930

**CERTIFICATED TEACHER PAY SCHEDULE**

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

**CERTIFICATED PAY RATE INFORMATION**

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

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

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

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

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

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

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

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

**CERTIFICATED SUPPORT STAFF PAY SCHEDULE**

JOB TITLE	PAY CLASSIFICATION	DAILY RATE		ANNUAL SALARY	
		(Min)	(Max)	(Min)	(Max)
(223 Work Days)					
Administrator, Educational Services	513	\$444.03	\$546.77	\$99,019	\$121,930
Instructional Support/Media Specialist	507	\$309.88	\$458.66	\$69,103	\$102,281

**LEADERSHIP PAY SCHEDULE**

JOB TITLE	PAY CLASSIFICATION	MONTHLY RATE (Min) (Max)		ANNUAL SALARY (Min) (Max)	
Administrator, Human Resources	515	\$9,827	\$12,298	\$117,924	\$147,585
Chief Business Official	520	\$11,250	\$13,441	\$135,000	\$161,292
Director, Business Services	519	\$10,833	\$13,357	\$130,000	\$160,294
Director, Educational Services	519	\$10,833	\$13,357	\$130,000	\$160,294
Superintendent	524	\$14,264	\$19,564	\$171,176	\$234,768



BOARD UPDATE  
January 8, 2024  
EMPLOYEE PERSONNEL REGISTER NO. 5 – 2023-2024

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

**EMPLOYMENT:**

Name: J'Noie Parker  
Position: College and Career Specialist  
Program: Student Services  
Location: Early College H.S.  
Back Bay H.S.  
Effective: Pending new hire processing

Name: Gage Peterson  
Position: Career Specialist  
Program: Student Services  
Location: Portola H.S.  
Effective: December 13, 2023

Name: Jared Hartel  
Position: Teacher  
Program: Emergency Medical Responder  
Medical Careers and Health Systems  
Location: Tustin H.S. and Beckman H.S.  
Effective: January 8, 2024

Name: Kathe Hayden  
Position: Teacher  
Program: Medical Innovations, Research and  
Entrepreneurship (MIRE)  
Location: Estancia H.S.  
Effective: January 9, 2024

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Brian K. Dozer



Coastline ROP  
 Travel/Conference Report  
 Board Meeting  
 January 18, 2024

<b>Name</b>	<b>Date(s)</b>	<b>Destination</b>	<b>Purpose</b>	<b>Amount</b>
Julia Budd, K-12 SWP Pathway Coordinator Presidio Campus	Dec. 6- Dec. 8, 2023	Anaheim, CA	OCRC CA Regions @Work Conference	\$133.95
Brian Dozer, Superintendent Presidio Campus	Mar. 17-19, 2024	Sacramento, CA	CAROC General Meeting and Board Meeting	\$1270.97
			<b>Total</b>	<b>\$1404.92</b>