



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

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

**January 27, 2021**

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

**10:00 a.m. Open Session**



TO: Board of Trustees  
FROM: Carol Hume  
DATE: January 20, 2021  
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the January 27, 2021 regular Board of Trustees meeting. Trustee Brooks, Trustee Schulman and I will meet via ZOOM at 8:40 a.m. to review the agenda. The board meeting will begin with a closed session at 9:00 a.m. Open session is scheduled to begin at 10:00 a.m. The agenda is short as we normally cancel our January meeting.

I am looking forward to seeing you virtually on Wednesday, January 27<sup>th</sup>.

Enclosure

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

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

**BOARD OF TRUSTEES**  
**Wednesday, January 27, 2021**  
**9:00 a.m. Closed Session**  
**10:00 a.m. Open Session**

**NOTICE OF VIDEO/TELEPHONIC GOVERNING BOARD MEETING**

In compliance with Executive Orders N-29-20 and N-35-20 issued by Governor Newsom on March 12 and March 21, 2020 respectively, the January 27, 2021 Board Meeting will be conducted via video/teleconference.

In compliance with the Executive Order, Board Members, interested parties, and members of the public will be able to call or sign into the meeting at 9:00 a.m. on Wednesday, January 27, 2021.

**HOW TO CONNECT TO THE MEETING**

If you wish to connect to the meeting via Zoom video/teleconference, contact Coastline ROP Executive Assistant Debbie Ludwig at (714) 429-2212 or [dludwig@coastlinerop.net](mailto:dludwig@coastlinerop.net). Please provide your name and email address to receive a link and instructions to access the meeting.

**ELECTRONIC PUBLIC COMMUNICATION TO THE BOARD**

Members of the public may submit comments on items on the agenda, and any item within the jurisdiction of the school district, via electronic submission no later than Wednesday, January 27, 2021 by 8:00 a.m.:

By email at the following address: [dludwig@coastlinerop.net](mailto:dludwig@coastlinerop.net)

On-line: Google Forms (Links below)

English - [Coastline ROP Board of Trustees Comment Card](#)

Spanish - [Tarjeta de comentarios de la Junta Directiva de Coastline ROP](#)

Comments may not exceed three minutes.

For disability-related accommodations, including Zoom translation services, contact Coastline ROP Executive Assistant Debbie Ludwig at (714) 429-2212 or [dludwig@coastlinerop.net](mailto:dludwig@coastlinerop.net), at least one working day before the scheduled meeting.

Coastline ROP Agenda Webpage: <https://www.coastlinerop.net/about-board.asp>

*Meetings are recorded for use in the official minutes.*

**AGENDA**

**1. BOARD MEETING CALLED TO ORDER**

Meeting is called to order by \_\_\_\_\_ at \_\_\_\_\_ a.m.

- 2. ROLL CALL:**
  - Lauren Brooks, President \_\_\_\_\_
  - Lynn Davis, Vice President \_\_\_\_\_
  - Michelle Barto, Clerk \_\_\_\_\_
  - Barbara Schulman, Member \_\_\_\_\_
  - Diana Carey, Member \_\_\_\_\_

Coastline ROP:

- Carol Hume, Superintendent
- J.S. Coke, Director of Educational Services
- Sesar Morfin, Director of Business Services

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

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

Votes:

Member Brooks \_\_\_\_\_  
Member Schulman \_\_\_\_\_  
Member Davis \_\_\_\_\_  
Member Barto \_\_\_\_\_  
Member Carey \_\_\_\_\_

4. **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.
5. **CLOSED SESSION**
  - A. Public Employee Evaluation: Goals and Objectives, Superintendent (pursuant to Government Code §54957)
6. **RECONVENE IN OPEN SESSION**
  - A. Reporting out of closed session
7. **PLEDGE OF ALLEGIANCE**

#### INFORMATION ITEMS

8. **SUPERINTENDENT’S REPORT – Carol Hume**
9. **EDUCATIONAL SERVICES’ REPORT – J.S. Coke**

#### DISCUSSION/ACTION ITEMS

10. **Board Meeting Date/Time Changes** **Discussion/Action**

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

Votes:

Member Brooks \_\_\_\_\_  
Member Schulman \_\_\_\_\_  
Member Davis \_\_\_\_\_  
Member Barto \_\_\_\_\_  
Member Carey \_\_\_\_\_

11. **Quarterly Report of Investment Performance** **Discussion**
12. **Board Governance Protocols** **Discussion**

#### CONSENT CALENDAR

**Action**

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

It is recommended that the Board approve:

13. [Minutes from the December 16, 2020 Board of Trustees meeting](#)
14. [Ratification of Purchase Order Report ending December 31, 2020](#)
15. [Ratification of Check Report December 31, 2020](#)

16. [Personnel Register #4 – 2020-2021](#) (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
17. [Inventory Deletion Report](#)
18. [New Internship Site](#)
19. [Approval/Ratification of Travel Conference Report](#)

**NEW BUSINESS**

**Information**

**ADJOURNMENT**

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

Votes:

Member Brooks	_____
Member Schulman	_____
Member Davis	_____
Member Barto	_____
Member Carey	_____

**Next Scheduled Meeting: February 18, 2021**

## COASTLINE REGIONAL OCCUPATIONAL PROGRAM 2021 BOARD CALENDAR

<b>January 27</b>	(4 <sup>th</sup> Wednesday)	-	Pre-meeting: Lauren Brooks & Barbara Schulman Board Meeting
<b>February 18</b>	(3 <sup>rd</sup> Thursday)	-	Pre-meeting: Lauren Brooks & Lynn Davis Board Meeting Textbook Inventory
<b>March 11</b>	(2 <sup>nd</sup> Thursday)	-	Pre-meeting: Lauren Brooks & Michelle Barto Board Meeting Interim Budget Review 2020-21 Coastline ROP Priorities Update
<b>April 15</b>	(3 <sup>rd</sup> Thursday)	-	Pre-meeting: Lauren Brooks & Diana Carey Board Meeting
<b>May 20</b>	(3 <sup>rd</sup> Thursday )	-	Pre-meeting: Lauren Brooks & Barbara Schulman Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
<b>June 17</b>	(3 <sup>rd</sup> Thursday)	-	Pre-meeting: Lauren Brooks & Lynn Davis Board Meeting Public Hearing for 2021-2022 Budget Adopt 2021-2022 Budget Authorize Superintendent to Approve Travel and Conferences 2021-2022 School Calendar Discussion of Superintendent's Evaluation
<b>July 15</b>	(3 <sup>rd</sup> Thursday)	-	Board Meeting
<b>August 19</b>	(3 <sup>rd</sup> Thursday)	-	Pre-meeting: Lauren Brooks & Michelle Barto Board Meeting Interagency Agreements Appendix A for 2021-2022 Administrative Contract Extensions Board Input for 2021-2022 Coastline ROP Priorities
<b>September 9</b>	(2 <sup>nd</sup> Thursday)	-	Pre-meeting: Lauren Brooks & Diana Carey Board Meeting Superintendent's Evaluation 2020-21 Unaudited Actuals Report
<b>October 21</b>	(3 <sup>rd</sup> Thursday)	-	Pre-meeting: Lauren Brooks & Barbara Schulman Board Meeting
<b>November 18</b>	(3 <sup>rd</sup> Thursday)	-	Board Meeting
<b>December 9</b>	(2 <sup>nd</sup> Thursday)	-	Pre-meeting: Lauren Brooks & Lynn Davis Organizational Meeting Audit Report Interim Budget Review

**MEETING TIME - 9:00 a.m.**

Board approved: 12/16/20

TO: Board of Trustees

FROM: Sesar Morfin

DATE: January 15, 2021

SUBJECT: Quarterly Report of Investment Performance

Per our Investment Policy BP 3200, I am presenting the quarterly report of investment performance for the quarter ending September 30, 2020.

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

- The investment report is for the month and quarter ending September 30, 2020.
- The quarter yield for the following funds is as follows:

Investment	Yield
Combined OC Educational Investment Pool	1.122%

- The monthly yield for the following funds is as follows:

Investment	Yield
Educational Money Market Fund	0.075%
Extended Fund	1.213%

These yields represent a slight decrease compared to the yields received as of June 30, 2020. This is to be expected considering the market volatility due to the ongoing pandemic. Overall, the yields we have received for the entire year through September 30, 2020 are below what was budgeted for the year. We will continue to monitor the situation very closely and adjust our budget as needed.

Based on cash availability projections, the Treasurer indicated the pool can meet projected cash flow requirements through March 31, 2021.

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

Enclosure

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**INVESTMENT POOL STATISTICS**  
 FOR THE MONTH AND QUARTER ENDED: September 30, 2020

**INVESTMENT STATISTICS - By Investment Pool**

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 9/30/2020	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
Orange County Investment Pool (OCIP)	MARKET Value \$ 4,689,745,867	257	1.030%	1.060%	1.144%	1.0071
	COST (Capital) \$ 4,655,111,168					
	MONTHLY AVG Balance \$ 4,583,371,934					
	QUARTERLY AVG Balance \$ 4,636,496,795					
	BOOK Value \$ 4,656,800,459					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 5,226,135,929	260	1.038%	1.102%	1.122%	1.0072
	COST (Capital) \$ 5,187,059,054					
	MONTHLY AVG Balance \$ 5,215,711,729					
	QUARTERLY AVG Balance \$ 5,185,567,348					
	BOOK Value \$ 5,188,963,199					

**INVESTMENT STATISTICS - Non-Pooled Investments <sup>(1)</sup>**

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
Specific Investment		
Funds:	MARKET Value \$ 113,884,317	John Wayne Airport Investment Fund 53,304,536
283, FVSD, CCCD	COST (Capital) \$ 109,868,843	Fountain Valley School District Fund 40 34,680,246
	MONTHLY AVG Balance \$ 109,825,373	CCCD Series 2017E Bonds 21,884,061
	QUARTERLY AVG Balance \$ 109,705,875	
	BOOK Value \$ 109,523,858	
		\$ 109,868,843

**MONTH END TOTALS**

INVESTMENTS & CASH		INVESTMENTS & CASH	
<b>COUNTY MONEY MARKET FUND (OCMMF)</b>			
County Money Market Fund	\$ 590,566,720	OCIP	\$ 4,663,760,734
County Cash & Cash Equivalent	8,649,566	OCEIP	5,194,891,902
<b>EXTENDED FUND</b>	8,650,013,818	Specific Investment Funds	109,868,843
<b>EDUCATIONAL MONEY MARKET FUND (OCEMMF)</b>		Non-Pooled Cash & Cash Equivalent	23,564,887
Educational Money Market Fund	601,589,684		
Educational Cash & Cash Equivalent	7,832,848		
<b>NON-POOLED INVESTMENTS</b>			
Non-Pooled Investments @ Cost	109,868,843		
Non-Pooled Cash & Cash Equivalent	23,564,887		
	\$ 9,992,086,366		\$ 9,992,086,366

**KEY POOL STATISTICS**

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.194%	OCIP	257
OCIP - YTD NET YIELD	1.085%	OCEIP	260
OCEIP - YTD NET YIELD	1.063%	JOHN WAYNE AIRPORT	80
90-DAY T-BILL YIELD - MONTHLY AVERAGE	0.100%	LGIP (Standard & Poors)	44

(1) Specific non-pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing.



**ORANGE COUNTY TREASURER-TAX COLLECTOR**

**INVESTMENT POOL YIELDS**

July 1, 2020 - June 30, 2021

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month September 2020</i>				
OCMMF	\$ 590,575,543	\$ 26,769	0.062%	18
OCEMMF	\$ 601,602,920	\$ 34,416	0.075%	16
Extended Fund	\$ 8,723,703,333	\$ 8,688,702	1.213%	292
<i>August 2020</i>				
OCMMF	\$ 524,647,033	\$ 29,076	0.076%	14
OCEMMF	\$ 556,943,376	\$ 55,712	0.095%	17
Extended Fund	\$ 8,594,964,648	\$ 9,186,269	1.270%	299
<i>July 2020</i>				
OCMMF	\$ 449,257,628	\$ 41,168	0.116%	10
OCEMMF	\$ 790,294,575	\$ 75,831	0.112%	23
Extended Fund	\$ 8,605,695,403	\$ 9,987,925	1.337%	312
<i>June 2020</i>				
OCMMF	\$ 461,349,101	\$ 44,393	0.123%	22
OCEMMF	\$ 866,278,092	\$ 68,468	0.103%	21
Extended Fund	\$ 8,872,386,119	\$ 10,477,600	1.401%	316
<i>May 2020</i>				
OCMMF	\$ 436,729,474	\$ 88,417	0.152%	18
OCEMMF	\$ 846,509,765	\$ 49,734	0.091%	26
Extended Fund	\$ 9,502,122,319	\$ 11,800,694	1.433%	306
<i>April 2020</i>				
OCMMF	\$ 908,870,759	\$ 869,941	0.786%	29
OCEMMF	\$ 657,310,290	\$ 175,449	0.362%	34
Extended Fund	\$ 10,056,392,307	\$ 12,982,264	1.688%	300
<i>March 2020</i>				
OCMMF	\$ 1,420,105,093	\$ 1,281,232	1.278%	30
OCEMMF	\$ 618,980,965	\$ 476,770	1.217%	27
Extended Fund	\$ 8,123,550,157	\$ 14,066,515	2.022%	398
<i>February 2020</i>				
OCMMF	\$ 1,153,441,598	\$ 1,217,632	1.559%	39
OCEMMF	\$ 570,684,000	\$ 791,560	1.582%	19
Extended Fund	\$ 8,337,429,543	\$ 14,325,832	2.158%	383
<i>January 2020</i>				
OCMMF	\$ 920,091,028	\$ 1,340,951	1.554%	46
OCEMMF	\$ 667,603,769	\$ 1,047,949	1.576%	25
Extended Fund	\$ 8,604,826,998	\$ 15,258,645	2.091%	339
<i>December 2019</i>				
OCMMF	\$ 1,335,660,236	\$ 1,931,330	1.567%	24
OCEMMF	\$ 1,019,495,419	\$ 1,014,175	1.578%	26
Extended Fund	\$ 8,835,394,399	\$ 15,281,844	2.113%	289
<i>November 2019</i>				
OCMMF	\$ 1,058,524,497	\$ 1,571,033	1.636%	19
OCEMMF	\$ 779,269,728	\$ 1,132,587	1.668%	20
Extended Fund	\$ 7,322,285,820	\$ 13,233,729	2.285%	351
<i>October 2019</i>				
OCMMF	\$ 1,301,652,647	\$ 1,488,272	1.878%	19
OCEMMF	\$ 708,932,611	\$ 1,428,622	1.920%	19
Extended Fund	\$ 6,901,735,677	\$ 13,257,176	2.304%	391
<b>Fiscal Year July 1, 2020 - June 30, 2021</b>				
	<b>Average Month End Market Value Balance</b>	<b>YTD Interest Income</b>	<b>YTD Gross Yield</b>	<b>YTD Average</b>
<b>OCIP</b>	\$ 4,611,278,541	\$ 13,394,713	1.144%	269
<b>OCEIP</b>	\$ 5,201,282,946	\$ 14,731,156	1.122%	266

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
CASH AVAILABILITY PROJECTION  
FOR THE SIX MONTHS ENDING MARCH 31, 2021**

Government Code Section 53646 (b) (3), effective on January 1, 1996, requires the Treasurer-Tax Collector to include a statement in the investment report, denoting the ability of the Orange County Investment Pool (OCIP) and the Orange County Educational Investment Pool (OCEIP) to meet their expenditure requirements for the next six months.

The OCIP and OCEIP consist of funds in the treasury deposited by various entities required to do so by statute, as well as those entities voluntarily depositing monies in accordance with Government Code Section 53684.

The Treasurer-Tax Collector is required to disburse monies placed in the treasury as directed by the Auditor-Controller and the Department of Education, except for the making of legal investments, to the extent funds are transferred to one or more clearing funds in accordance with Government Code Section 29808.

The Treasurer-Tax Collector, in her projection of cash availability to disburse funds as directed by the Auditor-Controller and the Department of Education, is primarily relying on historical trends involving deposits and withdrawals and known future cash flows. No representation is made as to an individual depositor's ability to meet their anticipated expenditures with anticipated revenues.

The Cash Availability Projection for the six months ending March 31, 2021, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

<b>ORANGE COUNTY INVESTMENT POOL</b>				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2020 - Ending Cash				\$ 8,649,566
October	\$ 1,146,196,386	\$ 1,017,163,712	\$ 587,290,284	1,584,719,380
November	411,590,810	1,363,410,002	848,857,111	2,510,863,081
December	175,860,932	2,535,235,372	1,279,300,802	3,942,658,583
January	163,375,145	537,474,697	799,048,884	3,844,459,541
February	140,489,853	529,107,256	477,976,611	4,036,080,039
March	114,271,288	1,166,772,368	1,047,854,458	4,269,269,237

<b>ORANGE COUNTY EDUCATIONAL INVESTMENT POOL</b>				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2020 - Ending Cash				\$ 7,832,848
October	\$ 1,205,525,546	\$ 335,353,787	\$ 483,961,212	1,064,750,969
November	491,010,988	469,445,378	1,090,581,137	934,626,198
December	198,399,828	465,504,681	534,839,599	1,063,691,108
January	184,313,822	372,367,355	751,598,295	868,773,990
February	158,495,479	157,669,425	750,233,230	434,705,664
March	128,916,659	1,058,247,218	1,008,781,828	613,087,713

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**STATEMENT OF ACCOUNTABILITY**  
**For the Month and Quarter Ended September 30, 2020**

	<u>Month</u>	<u>Quarter</u>
<b>Treasurer's Accountability at the Beginning of the Period:</b>	<b>\$ 9,765,987,118</b>	<b>\$ 10,271,573,246</b>
<b>Cash Receipts:</b>		
County	835,002,791	1,841,475,401
School and Community College Districts	1,250,360,029	2,300,397,977
<b>Total Cash Receipts</b>	<b>2,085,362,820</b>	<b>4,141,873,378</b>
<b>Cash Disbursements:</b>		
County	774,547,210	2,146,591,764
School and Community College Districts	1,080,337,948	2,275,774,901
<b>Total Cash Disbursements</b>	<b>1,854,885,158</b>	<b>4,422,366,665</b>
<b>Net Change in Cost Value of Pooled Assets</b>	<b>230,477,662</b>	<b>(280,493,287)</b>
<b>Net Increase in Non-Pooled Investments</b>	<b>79,528</b>	<b>398,633</b>
<b>Net (Decrease) Increase in Non-Pooled Cash</b>	<b>(4,457,942)</b>	<b>607,774</b>
<b>Treasurer's Accountability at the End of the Period:</b>	<b>\$ 9,992,086,366</b>	<b>\$ 9,992,086,366</b>
<b>Assets in the Treasury at the End of the Period (at Cost Value):</b>		
<b>Pooled Investments:</b>		
Orange County Investment Pool		\$ 4,655,111,168
Orange County Educational Investment Pool		5,187,059,054
<b>Total Pooled Investments</b>		<b>9,842,170,222</b>
<b>Non-Pooled Investments:</b>		
Non-Pooled Investments - John Wayne Airport		53,304,536
Non-Pooled Investments - Fountain Valley School District Fund 40		34,680,246
Non-Pooled Investments - CCCD Series 2017E Bonds		21,884,061
<b>Total Non-Pooled Investments</b>		<b>109,868,843</b>
<b>Cash and Cash Equivalent:</b>		
Cash in banks - County		8,609,323
Cash in banks - Schools		7,832,848
Cash in banks - OC Sheriff		12,578,587
Cash in banks - John Wayne Airport		10,986,300
Cash - Other		40,243
<b>Total Cash</b>		<b>40,047,301</b>
<b>Total Assets in the Treasury at the End of the Period:</b>		<b>\$ 9,992,086,366</b>

TO: Board of Trustees  
FROM: Carol Hume  
DATE: January 20, 2021  
SUBJECT: Board Governance Protocols

In May of 2017, the Board of Trustees approved the attached Board Governance Protocols. Since we have three new board members, they are included on the January agenda as a discussion item.



## Board Governance Protocols

### **Legal Contact**

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

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

### **Media Contact**

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

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

### **Request for Information**

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

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

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

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

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

### **Response to Complaints**

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

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

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

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

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

### **Use of ROP Letterhead**

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

Individual board members may use ROP letterhead for:

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

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

District resources shall not be used for unnecessary mass mailings.

### **Closed Session**

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

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

### **Meeting Norms**

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

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

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

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

There are specific instances that necessitate pulling an item:

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

### **Request for Action**

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

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

### **Voting “No” and Abstaining**

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

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

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
REGULAR BOARD MEETING  
Minutes  
December 16, 2020**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on December 16, 2020 via Zoom videoconference. The meeting was called to order at 9:02 a.m. by Lauren Brooks, President.

Present Members	Other		
Lauren Brooks	Carol Hume	Rocky Murray	Sherrie Pawley
Michelle Barto	J.S. Coke	Ulises Garcia	Kathy Evans
Barbara Schulman	Sesar Morfin	Michael Vossen	Siteria Edwards
Lynn Davis	Debbie Ludwig	Grant Litfin	Krista Ganga
Diana Carey			

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

**ELECTION OF OFFICERS** It was moved by Member Carey, seconded by Member Schulman, to approve the following district members to serve as officers of the Board for 2021:

President	Irvine Unified School District: Lauren Brooks
Vice President	Tustin Unified School District: Lynn Davis
Clerk	Newport Mesa Unified School District: Michelle Barto

Motion carried 5-0. The roll call vote follows:  
Ayes: Members Brooks, Barto, Schulman, Davis, and Carey

**BOARD MEETING CALENDAR** It was moved by Member Carey, seconded by Member Davis, to approve the calendar of meetings for 2021. Motion carried 5-0. The roll call vote follows:  
Ayes: Members Brooks, Barto, Schulman, Davis, and Carey

**NORTH ORANGE COUNTY ROP MEMORANDUM OF UNDERSTANDING** It was moved by Member Davis, seconded by Member Carey, to approve the MOU with amended language optional at the discretion of the superintendent. Motion carried 5-0. The roll call vote follows:  
Ayes: Members Brooks, Barto, Schulman, Davis, and Carey

**CONSENT CALENDAR** It was moved by Member Schulman, seconded by Member Barto, to approve the Consent Calendar as presented. Motion carried 5-0. The roll call vote follows:  
Ayes: Members Brooks, Barto, Schulman, Davis, and Carey

- Minutes from the December 10, 2020 Board of Trustees meeting
- Approval/Ratification of Travel and Conference Report

**ADJOURNMENT** It was moved by Member Schulman, seconded by Member Carey, to adjourn the meeting. Motion carried 5-0. The roll call vote follows:  
Members Brooks, Barto, Schulman, Davis, and Carey



The meeting was adjourned at 9:30 a.m.

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Clerk/Secretary

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT**

BOARD OF TRUSTEES MEETING 01/27/2021

FROM 12/01/2020 TO 12/31/2020

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
P95C0303	BOUND TREE MEDICAL	190.39	190.39	0105143 4310	Noceti/EMR VVHS CTEIG-4 HBUHSD / INSTRUCTIONAL
P95C0304	HOME DEPOT	106.67	106.67	0101441 4310	Batte/Theater Tech HBHS C-4 HB / INSTRUCTIONAL
P95C0305	AMERICAN 3B SCIENTIFIC	1,570.03	1,570.03	0106043 4490	Kantor/Sports Med Edison C4 HB / NON CAP EQUIP -
P95C0306	AMERICAN 3B SCIENTIFIC	1,570.03	1,570.03	0106047 4490	Kantor/Sports Med MHS C4 HBUHS / NON CAP EQUIP -
P95C0307	AED SUPERSTORE	1,563.56	1,563.56	0105242 4490	Tran/EMT FVHS C-4 HBUHSD / NON CAP EQUIP -
P95C0308	AED SUPERSTORE	3,267.74	3,267.74	0105242 4490	Tran/EMT FVHS C-4 HBUHSD / NON CAP EQUIP -
P95C0309	AMERICAN 3B SCIENTIFIC	789.38	789.38	0106040 4320	Post/Sport Med BHS C4 TUSD / Instructional
P95C0310	HOME DEPOT	672.96	672.96	0109443 4320	Jennrich/Constr EST C4 NMUSD / Instructional
P95C0311	MEDCO SUPPLY COMPANY	1,341.42	1,341.42	0106047 4310	Kantor/Sports Med MHS C4 HBUHS / INSTRUCTIONAL
P95C0312	MEDCO SUPPLY COMPANY	1,341.42	1,341.42	0106043 4310	Kantor/Sports Med Edison C4 HB / INSTRUCTIONAL
P95C0313	CENGAGE LEARNING	2,994.10	2,994.10	01185600 4110	Hartel/MCHS ECHS AB / TXTBKS - Instr
P95C0314	AMAZON	190.29	190.29	0107741 4310	Schatti/Culinary Adv THS C-4 / INSTRUCTIONAL
P95C0315	TUSTIN AWARDS INC	240.29	240.29	01665150 4330	Employee Awards / Office Supplies-Consumable
P95C0316	CALIFORNIA SCHOOL BOARDS ASSOC	95.90	95.90	01764930 5220	Edwards, S / HR Administrator / CONFERENCES &
P95C0318	STAPLES BUSINESS ADVANTAGE	163.11	163.11	01608020 4330	Media Resource Center/F.2700 / Office Supplies-Consumable
P95C0319	ID CREATOR	11.15	11.15	01910932 4330	Madrid/Facility Maint Worker / Office Supplies-Consumable
P95C0320	AMAZON	48.14	48.14	01780940 4330	Information Technology F-7700 / Office Supplies-Consumable
P95C0321	OFFICE DEPOT	109.21	109.21	01764930 4330	Edwards, S / HR Administrator / Office Supplies-Consumable
P95C0322	AMAZON	173.12	173.12	0119540 4310	Tiongo/MediaArts EST C4 NMUS / INSTRUCTIONAL
P95C0323	NATIONAL RESTAURANT ASSOC	241.78	241.78	0107741 4310	Schatti/Culinary Adv THS C-4 / INSTRUCTIONAL
P95C0324	INDUSTRIAL AIR POWER	295.50	62.98	0108950 4310	Sulliv/Auto Intern LHHS C-5 / INSTRUCTIONAL SUPPL
			37.48	0108950 4320	Sulliv/Auto Intern LHHS C-5 / Instructional Supplies-Nonc
			61.15	0117850 4310	Sullivan/MLR 1 LHHS CTEIG-5 SV / INSTRUCTIONAL

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 01/27/2021**

FROM 12/01/2020 TO 12/31/2020

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
P95C0324	*** CONTINUED ***		36.37	0117850 4320	Sullivan/MLR 1 LHHS CTEIG-5 SV / Instructional
			61.15	0117950 4310	Sullivan/MLR 2 LHHS CTEIG-5 SV / INSTRUCTIONAL
			36.37	0117950 4320	Sullivan/MLR 2 LHHS CTEIG-5 SV / Instructional
P95C0325	MICRO CENTER A/R	197.14	197.14	01780940 4330	Information Technology F-7700 / Office Supplies-Consummat
P95C0326	HUNTINGTON BEACH UNION HIGH SC	376.94	188.47	0169720 5395	School Admin SWP K12 Coord / MEMBERSHIPS -
			188.47	0169820 5395	School Admin SWP K12 Coord 2 / MEMBERSHIPS -
P95C0327	AMAZON	192.87	192.87	01777900 5889	Lopez/Purchasing Specialist / INTERNET-BASED
P95X0317	SECURE LIVE SCAN	377.13	377.13	01059021 5850	Ivy/CNA LHHS / FINGERPRINTING - BCKGRND CKS

**Fund 01 Total:**

**18,120.27**

**Total Amount of Purchase Orders:**

**18,120.27**

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS**  
**BOARD OF TRUSTEES**      **01/27/2020**

**FRO**    **12/01/2020**    **TO 12/31/2020**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>CHANGE ACCOUNT AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
P95C0273	AMAZON	1,787.93	-52.79 0106743 4310	Abi-Fadel/Baking VVHS C4 HBUHS / INSTRUCTIONAL
P95C0277	GOODHEART WILCOX COMPANY INC	3,339.78	-83.35 0106743 4320	Abi-Fadel/Baking VVHS C4 HBUHS / Instructional
P95C0278	AMAZON	2,103.85	-862.47 0119052 4110	Pollock/BITA 1 CHS C5 IUSD / TXTBKS - Instr
P95C0279	AMAZON	4,146.56	-83.32 0108444 4320	VanDerM/Culin Arts OVHS C4 HBU / Instructional
P95C0281	AMAZON	586.04	-99.21 0101441 4310	Batte/Theater Tech HBHS C-4 HB / INSTRUCTIONAL
P95C0282	AMAZON	494.20	+1,147.13 0101441 4320	Batte/Theater Tech HBHS C-4 HB / Instructional Supplies-No
P95C0283	AMAZON	586.04	+22.54 0105151 4320	Hartel/EMR WHS CTEIG-4 HBUHSD / Instructional
P95C0284	AMAZON	484.80	+17.94 0105150 4310	McDuffie/EMR MHS C-4 HBUHSD / INSTRUCTIONAL
P95C0285	AMAZON	586.04	+22.54 0105150 4320	McDuffie/EMR MHS C-4 HBUHSD / Instructional
P95C0286	AMAZON	494.20	+8.54 0105143 4310	Noceti/EMR VVHS CTEIG-4 HBUHSD / INSTRUCTIONAL
P95C0287	AMAZON	586.04	+22.54 0105143 4320	Noceti/EMR VVHS CTEIG-4 HBUHSD / Instructional
P95C0289	MEDCO SUPPLY COMPANY	1,958.46	+17.94 0105145 4310	Wilcox/EMR Edison CTEIG-4 HBSD / INSTRUCTIONAL
P95C0291	MEDCO SUPPLY COMPANY	1,958.46	+22.54 0105145 4320	Wilcox/EMR Edison CTEIG-4 HBSD / Instructional
P95C0292	AED SUPERSTORE	1,865.26	-34.10 0106743 4310	Abi-Fadel/Baking VVHS C4 HBUHS / INSTRUCTIONAL
P95C0300	AMAZON	440.96	-21.87 0106043 4310	Kantor/Sports Med Edison C4 HB / INSTRUCTIONAL
P95X0083	CALIFORNIA LIVE SCAN	280.00	-21.87 0106047 4310	Kantor/Sports Med MHS C4 HBUHS / INSTRUCTIONAL
			-188.56 0105143 4490	Noceti/EMR VVHS CTEIG-4 HBUHSD / NON CAP EQUIP
			+68.22 0106743 4310	Abi-Fadel/Baking VVHS C4 HBUHS / INSTRUCTIONAL
			-350.00 01059021 5850	Ivy/CNA LHHS / FINGERPRINTING - BCKGRND CKS

**Fund 01 Total: -447.61**  
**Total Amount of Change Orders: -447.61**

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

Check Report 12/1/2020-12/31/2020

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Fund 1            General

Total Checks: \$91,823.67

Submitted By:

  
\_\_\_\_\_  
Accounts Payable Specialist

Recommended for  
Board Ratification By

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

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 12/1/2020 to 12/31/2020

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00030541	V9500740	CASBO	HRSUMMIT121020	OH	12/07/2020		MW	IS	89.00
95 00030542	V9501269	AMAZON	969676433765	OH	12/09/2020		MW	IS	3,101.27
95 00030543	V9501191	ATT	000015713707	OH	12/17/2020		MW	IS	574.39
95 00030544	V9500382	B & H PHOTO	179849325	OH	12/17/2020		MW	IS	925.54
95 00030545	V9502325	CALICO BUILDING SERVICES	1027197	OH	12/17/2020		MW	IS	1,440.00
95 00030546	V9500948	CALIFORNIA TACTIC PATROL	173	OH	12/17/2020		MW	IS	1,080.00
95 00030547	V9501876	COKE, JOHN S.	OOPE-120120COK	OH	12/17/2020		MW	IS	16.30
95 00030548	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4650427	OH	12/17/2020		MW	IS	45.35
95 00030549	V9502316	GHADERIFARD, AZITA	OOPE-120220GHA	OH	12/17/2020		MW	IS	5.15
95 00030550	V9502293	INGARDIA BROS PRODUCE INC	6162628	OH	12/17/2020		MW	IS	11.14
95 00030551	V9502563	KATHCO PRODUCTS	105728	OH	12/17/2020		MW	IS	290.19
95 00030552	V9500795	LUDWIG, DEBBIE	OOPE-113020LUD	OH	12/17/2020		MW	IS	17.24
95 00030553	V9502344	MADRID, EDWIN	OOPE-112520MAD	OH	12/17/2020		MW	IS	22.00
95 00030554	V9503875	OFFICE DEPOT	138263945001	OH	12/17/2020		MW	IS	22.40
95 00030555	V9501899	PAWLEY, SHERRIE	OOPE-120220PAW	OH	12/17/2020		MW	RV	327.35
95 00030556	V9500937	POST ALARM SYSTEMS	1330452	OH	12/17/2020		MW	IS	56.77
95 00030557	V9504457	RAINBOW DISPOSAL CO INC	0605-000741696	OH	12/17/2020		MW	IS	422.85
95 00030558	V9501843	READYREFRESH BY NESTLE	10K0027000850	OH	12/17/2020		MW	IS	81.47
95 00030559	V9501869	SECURE LIVE SCAN	10624	OH	12/17/2020		MW	IS	325.00
95 00030560	V9504986	STATER BROS MARKETS	035111720TS	OH	12/17/2020		MW	IS	98.27
95 00030561	V9502191	SUZER, GURKAN	11/2-30/20	OH	12/17/2020		MW	IS	86.25
95 00030562	V9501499	TIME WARNER CABLE	0033823111420	OH	12/17/2020		MW	IS	1,522.00
95 00030563	V9500422	VERIZON WIRELESS	9868428298	OH	12/17/2020		MW	IS	304.08
95 00030564	V9500045	COASTLINE ROP REVOLVING CASH F	1005/349	OH	12/21/2020		MW	IS	28.00
95 00030565	V9501876	COKE, JOHN S.	OOPE-121520COK	OH	12/21/2020		MW	IS	22.35
95 00030566	V9501821	MCKESSON GENERAL MEDICAL CORP	16072775	OH	12/21/2020		MW	IS	1,369.41
95 00030567	V9501016	MEDCO SUPPLY COMPANY	IN93218244	OH	12/21/2020		MW	IS	3,762.18
95 00030568	V9502040	METROPOLITAN LIFE INSURANCE CO	DEC 2020	OH	12/21/2020		MW	IS	519.04
95 00030569	V9501350	REEP FOR BENEFITS	12/01/31/20-HIGH	OH	12/21/2020		MW	IS	40,509.49
95 00030570	V9500034	SADDLEBACK VALLEY USD	INV2020002	OH	12/21/2020		MW	IS	137.40
95 00030571	V9501921	SELMAN & COMPANY	DEC 2020 ID THEF	OH	12/21/2020		MW	IS	70.00
95 00030572	V9500651	SMART & FINAL	04501	OH	12/21/2020		MW	IS	1,023.38
95 00030573	V9504986	STATER BROS MARKETS	198120920MM	OH	12/21/2020		MW	IS	83.34
95 00030574	V9505350	TUSTIN AWARDS INC	45200	OH	12/21/2020		MW	IS	240.28

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 12/1/2020 to 12/31/2020

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00030575	V9505546	VISION SERVICE PLAN	12/01-31/20 RETI	OH	12/21/2020		MW	IS	736.89
95 00030576	V9500678	VITAL LINK ORANGE COUNTY	5271	OH	12/21/2020		MW	IS	5,000.00
95 00030577	V9502214	AERIES SOFTWARE	RN-7742	OH	12/22/2020		MW	IS	3,300.00
95 00030578	V9502343	APEX AUDIO	45519	OH	12/22/2020		MW	IS	1,441.14
95 00030579	V9501787	BOUND TREE MEDICAL	83866925	OH	12/22/2020		MW	IS	202.39
95 00030580	V9500387	DEPT OF JUSTICE	482315	OH	12/22/2020		MW	IS	32.00
95 00030581	V9500648	ELSEVIER HEALTH SCIENCE	33974DE3	OH	12/22/2020		MW	IS	2,422.35
95 00030582	V9502326	F & M Credit Card	DECEMBER 07	OH	12/22/2020		MW	IS	5,440.92
95 00030583	V9501848	GOODHEART WILCOX COMPANY INC	01761337	OH	12/22/2020		MW	IS	3,339.78
95 00030584	V9502063	HOME DEPOT	6902912	OH	12/22/2020		MW	IS	1,366.69
95 00030585	V9500055	HUNTINGTON BEACH UNION HIGH SC	92017825	OH	12/22/2020		MW	IS	375.00
95 00030586	V9502293	INGARDIA BROS PRODUCE INC	6174244	OH	12/22/2020		MW	IS	608.25
95 00030587	V9500795	LUDWIG, DEBBIE	OOPE-120920LUD	OH	12/22/2020		MW	IS	34.58
95 00030588	V9501821	MCKESSON GENERAL MEDICAL CORP	16189288	OH	12/22/2020		MW	IS	1,699.73
95 00030589	V9501016	MEDCO SUPPLY COMPANY	IN93196324	OH	12/22/2020		MW	IS	2,200.47
95 00030590	V9500071	MICRO CENTER A/R	11014901	OH	12/22/2020		MW	IS	197.14
95 00030591	V9502233	OCCUPATIONAL HEALTH CENTERS OF	68836344	OH	12/22/2020		MW	IS	62.00
95 00030592	V9501937	POCKET NURSE	1183922-1	OH	12/22/2020		MW	IS	2,051.40
95 00030593	V9502162	SOCAL OFFICE TECHNOLOGIES	IN1723996	OH	12/22/2020		MW	IS	1,641.52
95 00030594	V9501815	ULINE	126758307	OH	12/22/2020		MW	IS	814.08
95 00030595	V9500886	VOISINET, PATTY	11/4-24/20	OH	12/22/2020		MW	IS	32.09
95 00030596	V9501674	WALLCUR	339375	OH	12/22/2020		MW	IS	196.37

**Issued:** 91,496.32  
**Reversed:** 327.35  
**95 Bank Total:** 91,823.67

**Grand Total:** 91,823.67

BOARD UPDATE  
January 14, 2021  
EMPLOYEE PERSONNEL REGISTER NO. 4 – 2020 -2021

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

**EMPLOYMENT:**

Name: Brandon Bento  
Position: Teacher  
Program: Emergency Medical Responder  
Location: Creekside H.S.  
Effective: Pending new hire processing

Name: William Cooney  
Position: Substitute Teacher  
Program: Educational Services  
Location: All Sites  
Effective: Pending new hire processing

Name: Collen Foley  
Position: Substitute Teacher  
Program: Educational Services  
Location: All Sites  
Effective: Pending new hire processing

Name: Rhonda Hanke  
Position: Substitute Teacher  
Program: Educational Services  
Location: All Sites  
Effective: Pending new hire processing

Name: Darlene Puente  
Position: Substitute Teacher  
Program: Educational Services  
Location: All Sites  
Effective: Pending new hire processing

**RESIGNATION:**

Name: Eddie Tran  
Position: Teacher  
Program: Emergency Medical Technician  
Location: Fountain Valley H.S.  
Creekside H.S.  
Presidio Campus  
Effective: December 18, 2020

Name: Rochelle Van Der Merwe  
Position: Teacher  
Program: Culinary Arts  
Location: Oceanview H.S.  
Effective: January 30, 2021



Name: Tamara Vega  
Position: Teacher  
Program: Dental Back Office Internship  
Location: Presidio Campus  
Effective: December 18, 2020

Name: Charles Wilcox IV  
Position: Teacher  
Program: Emergency Medical Responder  
Location: Edison H.S.  
Creekside H.S.  
Effective: January 22, 2021



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Carol Hume

Coastline Regional Occupational Program  
Inventory Deletion Report

Board Meeting Date: January 27, 2021

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
<b>EQUIPMENT/FURNITURE &amp; SUPPLIES</b>						
6615	Preowned Hospital Bed	Presidio Site	\$3,099.88	1/10/2018	Beyond Repair	Scrap
6620	Preowned Hospital Bed	Presidio Site	\$3,099.88	1/10/2018	Beyond Repair	Scrap

Review/Approval

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

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

## COASTLINE REGIONAL OCCUPATIONAL PROGRAM

**TO:** Board Members  
**FROM:** J. S. Coke  
**DATE:** January 13, 2021  
**SUBJECT:** New Internship Site

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### **Automotive Technology Internship**

Bimmer & Benz Specialists  
1998 Placentia Avenue  
Costa Mesa, CA 92627

Coastline Regional Occupational Program  
Travel/Conference Report  
Board Meeting  
January 27, 2021

<b>Name</b>	<b>Date(s)</b>	<b>Destination</b>	<b>Purpose</b>	<b>Amount</b>
Spencer Hibbard, Instructor Emergency Medical Responder Trabuco Hills High School	Apr. 9 – 11	Virtual	National Association of EMS Educators Instructor Course	\$395.00
			<b>Total</b>	<b>\$395.00</b>