



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM
Innovate • Educate • Inspire

BOARD OF TRUSTEES
AGENDA

January 28, 2022

9:00 a.m. Closed Session

9:20 a.m. Open Session

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

Board of Trustees: Diana Carey / Lauren Brooks / Michelle Barto / Suzie Swartz / Lynn Davis



TO: Board of Trustees
FROM: Carol Hume
DATE: January 20, 2022
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the January 28, 2022, regular Board of Trustees meeting. Trustee Davis, Trustee Brooks, Dr. Dozer, and I will meet in my office at 8:30 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 9:20 a.m.

I am looking forward to seeing you on Friday, January 28.

Enclosure

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

BOARD OF TRUSTEES

Friday, January 28, 2022

9:00 a.m. Closed Session

9:20 a.m. Open Session

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

Meetings are recorded for use in the official minutes.

AGENDA

1. BOARD MEETING CALLED TO ORDER

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

- 2. ROLL CALL:**
 - Lynn Davis, President _____
 - Michelle Barto, Vice President _____
 - Suzie Swartz, Clerk _____
 - Diana Carey, Member _____
 - Lauren Brooks, Member _____

Coastline ROP:

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

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

4. CLOSED SESSION Discussion

- A. Public Employee Evaluation: Superintendent (pursuant to Government Code §54957)
- B. Public Employment: 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 – Carol Hume**
- 10. **EDUCATIONAL SERVICES’ UPDATE – J.S. Coke**

DISCUSSION/ACTION ITEMS

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

Motion by _____ Seconded by _____ Vote _____

- 12. **Election of Officers** – Recommend the Board ratify the following district representatives for leadership during 2022: **Discussion/Action**

President	Lynn Davis	TUSD
Vice President	Michelle Barto	NMUSD
Clerk	Suzie Swartz	SVUSD

Motion by _____ Seconded by _____ Vote _____ **Board**

- 13. **Meeting Date/Time Changes** **Discussion/Action** Motion
by _____ Seconded by _____ Vote _____

- 14. **Contract Approval** – Approval of revisions to the employment contract for the incoming superintendent, Dr. Brian Dozer. **Discussion/Action**

Motion by _____ Seconded by _____ Vote _____

- 15. **Revision to Coastline ROP Compensation Schedule** – Recommend the Board approve the revised compensation schedule as presented. **Discussion/Action**
Motion by _____ Seconded by _____

- 16. **Receiving and Delivery Worker Job Description** **Discussion/Action**
Recommend the Board approve the receiving and delivery worker job description.
Motion by _____ Seconded by _____

- 17. **Administrative Regulation AR 4217.3, Classified Personnel Layoff/Rehire** – Recommend the Board approve the revision of AR 4217.3, Classified Personnel Layoff/Rehire. **Discussion/Action**
Motion by _____ Seconded by _____

18. **Consulting Services** – Recommend the Board approve the agreement for retiring superintendent Carol Hume to serve as a consultant to the incoming Superintendent, Dr. Brian Dozer. **Discussion/Action**

Motion by _____ Seconded by _____

CONSENT CALENDAR **Action**

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

It is recommended that the Board approve:

- 19. [Minutes from the December 8, 2021](#) special Board of Trustees meeting
- 20. [Minutes from the December 13, 2021](#) regular Board of Trustees meeting
- 21. [Ratification of purchase order report](#) ending December 31, 2021
- 22. [Ratification of check report](#) ending December 31, 2021
- 23. [Ratification of field trip request](#) for Virtual Enterprise students from Marina High School to attend the Virtual Enterprise Business Plan Competition/Trade Show in Bakersfield, Ca. January 27-28, 2022
- 24. [English language learner waiver](#) teacher roster
- 25. [Personnel register #6-2021-2022](#) (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 26. [Ratification/Approval of travel and conference report](#)
- 27. [Inventory deletion report](#)

Motion by _____ Seconded by _____ Vote _____

NEW BUSINESS **Information**

ADJOURNMENT

Motion by _____ Seconded by _____ Vote _____

Next Scheduled Meeting: February 17, 2022

Public Records related to the public session agenda that are distributed to the Governing Board less than 72 hours before a regular meeting may be inspected by the public at 1001 Presidio Square, Costa Mesa, during regular business hours (8:00 a.m. to 4:30 p.m.)

TO: Board of Trustees

FROM: Carol Hume

DATE: January 20, 2022

SUBJECT: AB 361

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

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

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

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

TO: Board of Trustees

FROM: Carol Hume

DATE: January 20, 2022

SUBJECT: Ratification of Election of Officers

At the December 13, 2021, Board of Trustees meeting, the Board approved the established district rotation schedule. However, each participating district had not approved their representative to serve on the Coastline ROP Board of Trustees.

Following are the list of officers:
President – Lynn Davis, TUSD
Vice President – Michelle Barto, NMUSD
Clerk – Suzie Swartz, SVUSD

It is respectfully requested the Board of Trustees ratify the district representatives.

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
2022 BOARD CALENDAR**

January 28	(4th Friday)	- Board Meeting
February 17	(3 rd Thursday)	- Board Meeting Textbook Inventory
March 9	(2 nd Wednesday)	- Board Meeting Interim Budget Review 2021-22 Coastline ROP Priorities Update
April 21	(3 rd Thursday)	- Board Meeting
May 19	(3 rd Thursday)	- Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
June 16	(3 rd Thursday)	- Board Meeting Public Hearing for 2022-2023 Budget Adopt 2022-2023 Budget Authorize Superintendent to Approve Travel and Conferences 2022-2023 School Calendar Discussion of Superintendent's Evaluation Interagency Agreements Appendix A for 2022-2023
July 21	(3 rd Thursday)	- Board Meeting
August 18	(3 rd Thursday)	- Board Meeting Administrative Contract Extensions Board Input for 2022-2023 Coastline ROP Priorities
September 8	(2 nd Thursday)	- Board Meeting Superintendent's Evaluation 2021-2022 Unaudited Actuals Report
October 20	(3 rd Thursday)	- Board Meeting
November 17	(3 rd Thursday)	- Board Meeting
December 15	(3 rd Thursday)	- Organizational Meeting Audit Report Interim Budget Review

Meeting Time: 9:00 a.m.

TO: Board of Trustees

FROM: Siteria Edwards

DATE: January 20, 2022

SUBJECT: Approval of Contract for Superintendent

The Board of Trustees approved the contract for Dr. Dozer at the December 13, 2021, board meeting. Dr. Dozer is a classified management employee, and the revised contract reflects that language.

It is respectfully requested the Board of Trustees approve the contract for the incoming superintendent with revisions.

TO: Carol Hume
FROM: Siteria Edwards
DATE: January 18, 2022
SUBJECT: Compensation Schedule Revision

Issue:

In December 2021, a salary survey was completed for substitute teachers to determine if our current pay rate is competitive with other educational entities. The survey included information from our five participating school districts and six ROPs. Upon review of the data, it was determined an increase in the pay rate is needed. Increasing the rate will help the ROP attract and maintain substitute teachers.

Additionally, after surveying six ROPs, it has been determined the special project's rate for regular teachers be increased so CROP's pay rate will align with other ROPs.

Summary of Revisions:

1. **Substitute Rate** – Increase from \$31.00 to \$33.00 per hour.
2. **Long-term Substitute Rate** - Increase from \$32.00 to \$33.00 per hour and continue to pay 25% preparation time. The long-term substitute rate will apply whenever a substitute teacher serves more than 20 consecutive days in the same program, that teacher shall be referred to as a long-term substitute on the 21st day.
3. **Special Project Rate** – Increase from \$24.00 to \$30.00 per hour. This rate will apply for non-instruction assignments, staff development, and special project assignments.

Financial Implication:

An increase in annual budget of approximately \$18,500.

Recommendation:

It is respectfully requested the Board of Trustees approve the revision to the compensation schedule to be effective February 1, 2022.



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM

DRAFT

COMPENSATION SYSTEM

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

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

PAY SCHEDULE INFORMATION

CLASSIFIED PAY SCHEDULE:

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

CLASSIFIED MANAGEMENT PAY SCHEDULE:

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

CERTIFICATED TEACHER PAY SCHEDULE:

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

CERTIFICATED SUPPORT PAY SCHEDULE:

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

LEADERSHIP PAY SCHEDULE:

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



Revision Approved: 12/13/21



CLASSIFIED PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	HOURLY RATE		MONTHLY RATE	
		(Min)	(Max)	(Min)	(Max)
Accounting Budgeting Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905
Accounting Payroll Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905
Accounts Payable/Purchasing Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905
Administrative Assistant	119	\$21.07	\$28.30	\$3,652	\$4,905
Career Specialist	120	\$21.60	\$29.01	na	na
College and Career Specialist	120	\$21.60	\$29.01	na	na
Executive Assistant	127	\$25.67	\$34.48	\$4,449	\$5,977
Facility Maintenance and Custodian Worker	107	\$15.68	\$21.04	na	na
Information Technology Specialist	124	\$23.84	\$32.02	\$4,132	\$5,550
Instructional Assistant	108	\$16.06	\$21.57	na	na
K-12 SWP Pathway Coordinator	131	\$35.52	\$47.60	\$6,157	\$8,251
Network Specialist	124	\$23.84	\$32.02	\$4,132	\$5,550
Program Assistant	119	\$21.07	\$28.30	\$3,652	\$4,905
Receptionist/Administrative Assistant	103	\$15.00	\$19.07	\$2,600	\$3,305
Student Information Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905

OTHER CLASSIFIED PAY INFORMATION

Classified Substitute	\$15.00 per hour
Classified Substitute (Career Specialist)	\$18.00 per hour
Skills Helper	\$15.00 per hour
Skills Helper (American Heart Association Certified Instructor)	\$20.00 per hour



COASTLINE
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CLASSIFIED MANAGEMENT PAY SCHEDULE

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



CERTIFICATED TEACHER PAY SCHEDULE

JOB TITLE	HOURLY RATE	
	(Min)	(Max)
American Heart Association (AHA) Instructor	\$30.00	n/a
CHAPERONE I (PARTIAL DAY)	\$50 DAY	n/a
CHAPERONE II (FULL DAY)	\$100 DAY	n/a
Mentor Teacher	Regular hourly rate plus 5%	n/a
Substitute Teacher I	\$31.00 \$33.00	n/a
Substitute Teacher II (long-term) plus 25% prep	\$32.00 \$33.00 + 25% prep	n/a
Special Project Assignment	\$24.00 \$30.00	n/a
Teacher	\$34.13	\$70.00

CERTIFICATED PAY RATE INFORMATION

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

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

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

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

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

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

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

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



CERTIFICATED SUPPORT STAFF PAY SCHEDULE

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



LEADERSHIP PAY SCHEDULE

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

TO: Board of Trustees

FROM: Sesar Morfin

DATE: January 18, 2022

SUBJECT: Approval – Job Description – Receiving and Delivery Worker

Issue/Background. Over many years, the responsibilities associated with the processing and delivery of supplies and equipment to our various school sites have been shared between our Accounts Payable/Purchasing Specialist and our Facility Maintenance and Custodian Worker. The workload for each of these positions has increased significantly over the past few years and particularly over the past several months given the substantial amount of grant funding that we have secured as well as the Covid-19 relief funding. Recently, we have not only relied upon these two positions to carry out these responsibilities, but also on other staff members to ensure that our classrooms receive their supplies and equipment in a timely and efficient manner. We recognize that this is not sustainable so to reduce the workload on existing staff and to ensure that classrooms continue to receive supplies and equipment in a timely and efficient manner, we ask that the board consider approving a part-time 30 hour per week Receiving and Delivery Worker position.

Financial Implication. The estimated annual cost of this position is \$24,461- \$27,496 exclusive of benefits. The position will be funded utilizing the Covid-19 relief monies so this position will only be funded through June 30, 2023.

Recommendation. It is respectfully requested that the Board of Trustees approve the enclosed job description of the grant-funded Receiving and Delivery Worker position.

Enclosure



DRAFT

**RECEIVING AND DELIVERY WORKER
(Grant-Funded)**

Location:	Business Services
Reports To:	Director, Business Services
Supervises:	N/A
Pay Classification:	107
Approval Date:	

GENERAL DESCRIPTION

Perform a variety of general duties involved in the receiving, processing, and delivery of supplies and equipment.

Duties and Responsibilities

- Receive and process orders for materials, equipment, and supplies; inspect orders for accuracy, completeness, and condition.
- Perform record-keeping duties in support of the purchasing department; maintain a purchasing and delivery log.
- Communicate with other departments and staff to exchange information and coordinate activities; follow-up with departments to verify information and receipt of orders.
- Prepare materials, equipment, and supplies for delivery to different school sites.
- Responsible for the safe and timely delivery of materials, equipment, and supplies to different school sites.
- Ensure that needed signatures are received for each delivery.
- Responsible for inventory tagging applicable items and providing that information to the Business Services Department.
- Work closely with the Purchasing Specialist on resolving issues regarding the receiving and delivery of items.
- Safely operate a vehicle to conduct deliveries; responsible for the fueling and maintenance of that vehicle.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Attend and participate in meetings.
- Perform other duties as assigned.

QUALIFICATION GUIDELINES

Knowledge of:

- Basic inventory methods, terminology, and practices.

- Oral and written communication skills, including correct English usage, grammar, spelling and vocabulary.
- Proper email etiquette in a business environment.
- Applicable laws, rules and regulations related to assigned activities.
- Telephone techniques and etiquette.
- Organization and coordination techniques utilized in purchasing.
- Modern office practices, procedures, and equipment.
- Basic record-keeping techniques.
- Oral and written communication skills.
- Proper lifting techniques.

Ability to:

- Perform a variety of clerical and record-keeping duties in support of the Business Services and Technology and Facilities departments.
- Receive and respond to routine receiving and delivery questions and requests.
- Observe health and safety regulations.
- Process and record purchasing and delivery log accurately.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Perform heavy physical labor.
- Learn receiving and delivery policies, practices, and terminology.
- Meet schedules and timelines.
- Use correct vocabulary and grammar.

Education and Experience:

Required: Graduation from high school, or equivalent.

Experience: Minimum of one year of experience in the receiving and delivery of supplies and equipment.

Other Requirements:

Licenses: Valid California Class C Driver's License with proof of clean driving record (DMV Printout).

PHYSICAL ELEMENTS AND WORKING CONDITIONS

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

- Dexterity of hands and fingers to operate a variety of tools and equipment.
- Hearing and speaking to exchange information.
- Seeing to perform receiving and delivery duties.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stooping, kneeling or crouching.
- Climbing ladders and working from heights.
- Walking or standing for extended periods of time.

WORKING CONDITIONS:

- Indoor and outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Lift and or move up to 50 pounds; lifting, carrying, pushing, or pulling heavy objects up to 100 pounds with assistance.

HAZARDS:

- Working with heavy packages.
- Risks of extensive driving.
- Standing for prolonged periods of time.

TO: Carol Hume

FROM: Siteria Edwards

DATE: January 10, 2022

SUBJECT: Classified Personnel Layoff/Rehire - Administrative Regulation AR 4217.3

Background:

Assembly Bill (AB 438) was signed on October 8, 2021, and went into effect on January 1, 2022. AB 438 requires that classified employees are provided notice of layoff no later than March 15 each year. This revision will supersede the 45-day notice requirement listed in our current administrative regulation AR 4217.3. Classified employees will also have the right to a hearing. Revisions on the draft are referenced in bold. Items to be removed will show as a strikeout.

County counsel was consulted and approved the revisions of AR 4217.3.

Summary of Revisions:

1. Removed language that referenced 45-day layoff notice and added March 15 notice date.
2. Right to Hearing - Added
3. Hearing Procedures - Added
4. Hearing Decision - Added
5. Removed language that referenced on or before April 29 for specially funded programs and added not less than 60 days prior to the effective date of layoff.

Recommendation:

It is respectfully requested that the Board of Trustees approve the revision of AR 4217.3. According to our board bylaws, policies may be given a first and second reading by the board. The board policies as revised will be given a second reading at a subsequent meeting. The board may make further revisions at that time. At its second reading, the policy may be adopted by a majority vote of all members of the Board. The board may waive the second reading and approve the policies at the first reading.

LAYOFF/REHIRE

DRAFT

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

Order of Layoff/Career Specialist

Participating school districts will notice Coastline Regional Occupational Program of reductions in the career specialist's classification in writing prior to February 15, preceding the fiscal year the reductions will be implemented. The order of layoff shall not be determined by length of service within the class but shall be determined by the need of each school site.

This section takes precedence over any contradictory order of layoff provisions in this regulation, including reemployment eligibility and procedures.

(Joint Powers Agreement, 2019)

Order of Layoff/Determination of Seniority (Classified Staff with the Exception of Career Specialists)

The order of layoff within the class shall be determined by length of service. (Education Code 45114, 45308)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the Coastline Regional Occupational Program (CROP) shall be laid off first.

Length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war as a member of the Military Reserve or the National Guard. (Education Code 45297, 45308)

(cf. 4161.5/4261.5/4361.5 - Military Leave)

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308, 45114)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

LAYOFF/REHIRE (continued)**Notice of Layoff**

~~Classified employees subject to lay off because of lack of work in the event of a bona fide reduction, or elimination of service being performed, shall receive notice of the layoff 45 days before the effective date. They shall be informed of their displacement rights, if any, and their reemployment rights. (Education Code 45117)~~

No later than March 15 and before a classified employee is given notice by the governing board of a school district that the employee's services will not be required for the ensuing year due to lack of work or lack of funds, the governing board of the school district and the employee shall be given written notice by the superintendent of the school district or the superintendent's designee, or, in the case of a school district that has no superintendent, by the clerk or secretary of the governing board of the school district, that it has been recommended that the notice be given to the employee, stating the reasons that the employee's services will not be required for the ensuing year, and informing the employee of the employee's displacement rights, if any, and reemployment rights. (Education Code 45117).

Until the classified employee has requested a hearing as provided in subdivision (b) or has waived their right to a hearing, the notice and the reasons for the notice shall be confidential and shall not be divulged by any person, except as may be necessary in the performance of duties. However, a violation of this requirement of confidentiality, in and of itself, shall not in any manner be construed as affecting the validity of a hearing conducted pursuant to this section.

RIGHT TO HEARING

A classified employee may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. A request for a hearing shall be in writing and shall be delivered to the person who sent the notice, on or before a date specified in subdivision (a), which shall not be less than seven days after the date on which the notice is served upon the employee. If an employee fails to request a hearing on or before the date specified, the employee's failure to do so shall constitute a waiver of the employee's right to a hearing. The notice provided for in subdivision (a) shall advise the employee of the provisions of this subdivision.

If a hearing is requested by a classified employee under subdivision (b), the proceeding shall be conducted and a decision made in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, and the governing board of a school district shall have all the power granted to an agency in that chapter, except that all of the following shall apply:

The respondent shall file their notice of participation, if any, within five days after service upon the respondent of the ~~District Statement~~ Coastline ROP Statement of Reduction in Force and the respondent shall be notified of this five-day period for filing in the ~~District~~ Coastline ROP Statement of Reduction in Force.

LAYOFF/REHIRE (continued)

The discovery authorized by Section 11507.6 of the Government Code shall be available only if a request is made for discovery within 15 days after service of the ~~District Statement~~ Coastline ROP Statement of Reduction in Force, and the notice required by Section 11505 of the Government Code shall so indicate.

HEARING PROCEDURES:Hearing Procedures

- a. The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board or hearing officer and the availability of counsel and witnesses. The parties shall be notified of the time and place of the hearing. The employee shall be entitled to appear personally, produce evidence, and have counsel. The employee shall be entitled to a public hearing if he/she demands it when the Board is hearing the appeal. The complainant may also be represented by counsel. The procedure entitled "Administrative Adjudication" commencing with Government Code 1150 shall not apply to any such hearing before the Board or a hearing officer. Neither the Board nor a hearing officer shall be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the hearing officer or the Board.
- b. All hearings shall be heard by a hearing officer (who shall be a person knowledgeable in the handling of disciplinary hearings and the California Code of Evidence, such as an arbitrator or fact finder) except in those cases where the Board determines to hear the appeal itself. In any case in which the Board hears the appeal, the Board may use the services of its counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. If the appeal is heard by the Board, the Board shall affirm, modify or revoke the recommended personnel action.
- c. If the appeal is heard by a hearing officer, he/she shall prepare a proposed decision in a form that may be adopted by the Board as the decision in the case. A copy of the proposed decision shall be received and filed by the Board and furnished to each party within 10 days after the proposed decision is filed by the Board. The Board may:
 - (1) Adopt the proposed decision in its entirety.
 - (2) Reduce the personnel action set forth in the proposed decision and adopt the balance of the proposed decision.
 - (3) Reject a proposed reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision.
 - (4) Reject the proposed decision in its entirety.
- d. If the Board rejects the proposed decision in its entirety, each party shall be notified of such action and the Board may decide the case upon the record including the transcript, with or without the taking of additional evidence, or may refer the case to the same or another hearing officer to take additional evidence. If the case is so assigned to a hearing officer, he/she shall prepare a proposed decision, as provided in item "c" above, upon the additional evidence and the transcript and other papers

LAYOFF/REHIRE (continued)

which are part of the record of the prior hearing. A copy of this proposed decision shall be furnished to each party within 10 days after the proposed decision is filed by the Board.

- e. **In arriving at a decision or a proposed decision on the propriety of the proposed personnel action, the Board or the hearing officer may consider the records of any prior personnel action proceedings against the employee in which a personnel action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing.**

HEARING DECISION

The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may reiterate the language of the pleadings or simply refer to them.

The decision of the Board shall be certified to the Superintendent or his/her designee who recommended the personnel action, and he/she shall enforce and follow this decision. A copy of the decision shall be delivered to the appellant or his/her designated representative personally or by registered mail on or before May 7 of the year in which the proceeding is commenced. Notice of termination shall be given to the employee before May 15. The decision of the Board shall be final.

If a permanent classified employee is not given the notices and a right to a hearing as provided for in this section, the employee shall be deemed reemployed for the ensuing school year, except that nothing in this section shall be construed to interfere with the right of a district to release probationary employees who never become permanent without notice or hearing.

In cases where positions in specially funded programs expire at the end of any school year, classified employees subject to layoff for lack of funds shall receive written notice ~~on or before April 29~~ **not less than 60 days prior to the effective date of their layoff.** The notice shall inform them of the layoff effective at the end of the school year, their displacement rights, if any, and reemployment rights. ~~If the termination date of the specially funded program is other than June 30, the notice shall be given at least 45 days before the effective date of the layoff.~~ (Education Code 45117)

The CROP is not bound to provide ~~45~~ **60** days notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the CROP. (Education Code 45117)

The CROP also is not bound to provide ~~45~~ **60** days notice to any person hired as a short-term employee for a period not exceeding ~~45~~ **60** days. (Education Code 45117)

Voluntary Demotion or Voluntary Reduction of Hours

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off. (Education Code 45114, 45298)

Reemployment Eligibility (Classified Staff with the Exception of Career Specialists)**17.4**

Classified employees laid off because of lack of work or lack of funds are eligible for

LAYOFF/REHIRE (continued)

reemployment within a period of 39 months and shall be reemployed in preference to new applicants. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the CROP during the 39-month period. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, reclassification or reassignment shall retain eligibility to be considered for reemployment in a position of the previously held class or positions with increased assigned time. The length of this additional period of time shall be determined by the Board of Trustees on a class-by-class basis and shall not exceed 24 months. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Upon rejecting two offers of reemployment, the employee's name will be removed from the reemployment list, and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by CROP procedures, his/her name will be removed from the reemployment list, and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

Reemployment Procedures (Classified Staff with the Exception of Career Specialists)

Reemployment shall be in reverse order of layoff. (Education Code 45114, 45298, 45308)

In order to be reinstated, an employee must be fully capable of performing the normal and customary duties of the job. Employees whose physical condition is such that they cannot be reinstated at the time called for reemployment will be kept on the reemployment list until physically capable of returning to work or for a period not to exceed 39 calendar months.

(cf. 4032 - Reasonable Accommodation)

When a vacancy occurs, the senior employee who has held prior permanency in the position shall be so notified by certified U.S. mail at his/her last known address and given the opportunity to accept or reject appointment into the vacant position. The employee shall advise the CROP of his/her decision no later than 10 calendar days following notification. If the employee accepts, he/she shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the CROP.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

LAYOFF/REHIRE (continued)

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to him/her at the time of layoff. A laid-off probationary employee shall be reemployed as a probationary employee, and the time served toward the completion of the required probationary period shall be counted. He/she shall also be reemployed with all rights and benefits accorded to him/her at the time of layoff.

A laid-off employee, when reemployed, shall be placed in the salary range held at the time of layoff. An employee who bumped into a lower class shall, when reinstated to the previous class, be placed in the salary range to which he/she would have progressed had he/she remained there. An adjusted anniversary date shall be established to reflect the actual amount of time served in the CROP.

*Legal Reference:*EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff: Reinstatement from service retirement

45117 Notice of layoff

45286 Limited term employees

45297 Right to take equivalent examination while employee is in military service

45298 Reemployment and promotional examination preference of persons laid off; voluntary demotions or reductions in time

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONSSan Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866*Management Resources:*WEBSITESCalifornia School Employees Association: <http://www.csea.com>**Joint Powers Agreement, 2019:**

Establishment, operation, and maintenance of a regional occupational program for providing career technical education.

Regulation
approved: March 15, 2012,
revised: May 14, 2020

COASTLINE REGIONAL OCCUPATIONAL PROGRAM
Costa Mesa, California

TO: Board of Trustees
FROM: Siteria Edwards
DATE: January 20, 2022
SUBJECT: Consulting Services

This memo and attached agreement serve as a follow-up to board discussions seeking to arrange for retiring superintendent Carol Hume to serve as a consultant to the incoming superintendent, Dr. Brian Dozer.

Executive Order N-3-22, waived limitations for retirees from public employment to return to work and earn compensation without impacting their retirement benefits through March 31, 2022. The superintendent will need to make a written finding that the temporary staffing flexibility will support the school district in maintaining in-person services for students. Should the Board of Trustees wish to continue the agreement beyond March 31, 2022, additional paperwork and a resolution will be required.

The attached outlines the terms of the consulting agreement, including rate of pay and terms of service.

It is respectfully requested the Board of Trustees approve the attached agreement for services.

Consulting Agreement with Carol Hume

This AGREEMENT is hereby entered into this first day of February 2022, by and between the Coastline Regional Occupational Program, 1001 Presidio Square, Costa Mesa, California 92626, hereinafter referred to as ROP, and Mrs. Carol Hume. ROP and Carol Hume are collectively referred to as the Parties.

1. SCOPE OF WORK: Carol Hume shall provide consulting services in the areas of governance, human resources, and operational support to the Superintendent on an as-needed basis or as directed by the Board President. Specifically, Carol Hume shall work with incoming Superintendent Dr. Brian Dozer in furtherance of these tasks.
2. TERM: Carol Hume shall commence providing services under this AGREEMENT on February 2, 2022, and will diligently perform as required, and shall complete performance by March 31, 2022, unless terminated earlier by either party for any reason upon 10 days written notice.
3. COMPENSATION: ROP agrees to pay Carol Hume for services satisfactorily rendered pursuant to this AGREEMENT at the rate of One Hundred Dollars (\$100.00) per hour, not to exceed a total cost of Five Thousand Dollars (\$5,000.00). Carol Hume shall bill ROP monthly. Payment shall be mailed to 6192 Christy Dr., Huntington Beach, California 92647.
4. COMPLIANCE WITH APPLICABLE LAWS: Carol Hume'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.
5. 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:

Mrs. Carol Hume
6192 Christy Dr.
Huntington Beach, CA 92647

6. HOLD HARMLESS: Carol Hume 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 Carol Hume 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.
7. 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 REGIONAL
OCCUPATIONAL PROGRAM

By: _____
Carol Hume

By: _____
Lynn Davis

Title: _____

Title: Board President

Date: _____

Date: _____

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
SPECIAL BOARD MEETING – CLOSED SESSION
Minutes
December 8, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in special session on December 8, 2021, at the Ayres Hotel, 325 Bristol Street, Costa Mesa, California. The meeting was called to order at 7:57 a.m. by Lauren Brooks, President.

<u>Present Members</u>	<u>Other</u>
Lauren Brooks	Debbie Ludwig
Lynn Davis	Dennis Smith
Michelle Barto	Peggy Lynch
Barbara Schulman	
Diana Carey	

ADOPTION OF AGENDA It was moved by Member Carey, seconded by Member Schulman, to adopt the agenda as presented. Motion carried 5-0.

CLOSED SESSION The Board met in closed session to discuss Public Employee Appointment for the position of Superintendent. There was no action taken.

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

The meeting was adjourned at 1:56 p.m.

Clerk/Secretary

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING
Minutes
December 13, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on December 13, 2021 in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:00 a.m. by Lauren Brooks, President.

<u>Present Members</u>	<u>Other</u>		
Lauren Brooks	Carol Hume	James Newton	Krista Schweers-Ganga
Lynn Davis	J.S. Coke	Grant Litfin	Jeanne Bennett
Michelle Barto	Sesar Morfin	Siteria Edwards	Rochelle Van De Merwe
Barbara Schulman	Debbie Ludwig	Julia Budd	
Diana Carey	Uli Garcia	James Piccola	

CLOSED SESSION There were no items to report out of closed session. The meeting reconvened in open session at 9:25 a.m.

ADOPTION OF AGENDA It was moved by Member Barto, seconded by Member Davis, to adopt the agenda as presented. Motion carried 5-0.

SUPERINTENDENT'S REPORT Carol Hume reported the Orange County Department of Education (OCDE) hosted the eighth annual OC Pathways Showcase virtually on Wednesday, December 1. OCDE created an excellent overview of CTE opportunities throughout the county and regional notebooks highlighting the K12 and ROP CTE programs. Following is the link to the event and the regional notebooks [OC Pathways website](#). Ms. Hume thanked Julia Budd, K12 pathway coordinator, for creating the notebook.

Ms. Hume attended the California School Board Association (CSBA) Annual Education Conference virtually. While the ability to connect is limited, she appreciated the ability to download multiple presentations easily.

Coastline ROP was notified the consortium application for round 4 of the K12 Strong Workforce Program grant was fully funded at \$995,000. The State Board of Education will approve the CTE Incentive Grant allocations for CTEIG 7 at their January meeting. Our consortium applied for \$1,700,000, but since the application submission date, the pool allocation doubled to \$300,000,000. Consequently, it is unclear how they will distribute the funds. Historically, the consortium has received approximately 50% of the request. As a result of the success in securing grants, our consortium is well-funded through June of 2024. The focus of these grants is to increase work-based learning opportunities for students in all five districts.

With great sadness but sincere appreciation, Ms. Hume recognized Trustee Barbara Schulman for serving on the Coastline ROP board the last two years. Ms. Hume stated she knew she would be a great board member from the moment she met Ms. Schulman at a CSBA conference. She has been a champion of the program, staff, and students. Ms. Hume expressed her gratitude to Ms. Schulman by awarding her a certificate of appreciation.

Serving on the ROP board is an additional commitment for all of the Board members, and their willingness to support Coastline ROP and career technical education is greatly appreciated.

Ms. Hume thanked the steering committee members for their continued support during, yet another, unique year in education.

EDUCATIONAL SERVICES' REPORT

In November, J. S. Coke reported Administrator Krista Ganga participated in a virtual WASC visit to the San Jacinto Adult Education program. All WASC accredited agencies are expected to send one staff member to serve on visiting committees each year. Having Ms. Ganga serve on the visit and in a virtual setting will be helpful to understand the unique process with Coastline ROP's virtual WASC visit in April.

Class visits are an expectation in education to ensure students are engaged in their learning. In the last 11 days, over 1/3 of Coastline ROP teachers have been visited.

Last week, all WASC Focus Groups met to review their portions of the WASC Self-Study drafts. These included curriculum, assessment, instruction, and student support services.

Mr. Coke introduced culinary arts instructor Rochelle Van der Merwe, who presented some of her students' experiences to the Board of Trustees. Ms. Van der Merwe teaches in-bell Culinary Arts at Ocean View High School in the Huntington Beach Union High School District and the Culinary Arts Internship class at Tustin High School.

AB 361 – BROWN ACT AMENDMENT

There was no action taken.

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 2022:

President	Tustin Unified School District
Vice President	Newport-Mesa Unified School District
Clerk	Saddleback Valley Unified School District

Motion carried 5-0.

**BOARD MEETING
CALENDAR 2022**

It was moved by Member Davis, seconded by Member Barto, to revise the Board of Trustees meeting calendar as follows and to approve the calendar with corrections: cancel the January 6, 2022 meeting, change January 20 to January 28, 2022, and change March 10 to March 9, 2022. Motion carried 5-0.

**FIRST INTERIM
BUDGET
CERTIFICATION**

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

**COLLEGE & CAREER
SPECIALIST JOB
DESCRIPTION**

It was moved by Member Schulman, seconded by Member Barto, to approve the college & career job description. Motion carried 4-0 with Member Carey abstaining.

**APPROVAL OF
REVISION TO
COASTLINE ROP
COMPENSATION
SCHEDULE**

It was moved by member Carey, seconded by Member Schulman, to approve the revision to the Coastline ROP compensation schedule. Motion carried 5-0.

**FRONTLINE
ABSENCE AND
SUBSTITUTE
MANAGEMENT
SYSTEM**

It was moved by Member Schulman, seconded by Member Davis, to approve the use of Frontline Absence and Substitute Management system. Motion carried 5-0.

**MODIFICATION OF
CONTRACT**

It was moved by Member Barto, seconded by Member Schulman, to approve the modification of employment contract for Carol Hume, Superintendent. Motion carried 5-0.

**MODIFICATION OF
CONTRACT**

It was moved by Member Schulman, seconded by Member Davis, to approve the modification of employment contract for J. S. Coke, Director of Educational Services. Motion carried 5-0.

**MODIFICATION OF
CONTRACT**

It was moved by Member Carey, seconded by Member Davis, to approve the modification of employment contract for Sesar Morfin, Director of Business Services. Motion carried 5-0.

**CONTRACT FOR
SUPERINTENDENT**

It was moved by Member Davis, seconded by Member Barto, to approve the employment of Brian Dozer as Superintendent of the Coastline Regional Occupational Program and approve the Contract for Employment of Superintendent. Motion carried 5-0. Roll call vote follows:

Ayes: Members Brooks, Davis, Barto, Schulman, and Carey

**WAIVER OF
ADMINISTRATIVE
CREDENTIAL**

It was moved by Member Davis, seconded by Member Carey, that the credential requirement for the Superintendent be waived pursuant to Education Code section 35029. Motion carried 5-0. Roll call vote follows:

Ayes: Members Brooks, Davis, Barto, Schulman, and Carey 20.2

**RESOLUTION
CONSENT
CALENDAR**

It was moved by Member Davis, seconded by Member Barto, to approve the resolution consent calendar without item number 25, Resolution #4 Honoring Superintendent Carol Hume on her retirement for separate approval. Motion carried 5-0. Roll call vote follows:

Ayes: Members Brooks, Davis, Barto, Schulman, and Carey

**RESOLUTION #4
HONORING
SUPERINTENDENT
CAROL HUME**

It was moved by Member Davis, seconded by Member Schulman, to approve Resolution #4 honoring Superintendent Carol Hume on her retirement. Motion carried 5-0. Roll call vote follows:

Ayes: Members Brooks, Davis, Barto, Schulman, and Carey

**CONSENT
CALENDAR**

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

- Minutes from the November 18, 2021 regular Board of Trustees meeting
- Minutes from the November 30, 2021 special Board of Trustees meeting
- Ratification of purchase order report ending November 30, 2021
- Ratification of check report ending November 30, 2021
- Memorandum of Understanding with University Lab Partners, North Orange County ROP, and Coastline ROP for spring educational course of Medical Innovation, Research, and Entrepreneurship
- Memorandum of Understanding with University Lab Partners, North Orange County ROP, and Coastline ROP for summer educational course of Medical Innovation, Research, and Entrepreneurship
- DocuSign, Inc. additional agreement
- Affiliation agreement for Falck Mobile Health Corporation
- Costa Mesa Chamber of Commerce membership renewal in the amount of \$375
- Inventory deletion report
- Personnel register #5-2021-2022 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Travel and conference report

ADJOURNMENT

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

The meeting was adjourned at 10:45 a.m.

Clerk/Secretary

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 01/28/2022**

FROM 12/01/2021 TO 12/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0402	TUSTIN AWARDS INC	114.27	114.27	01665150 4330	Employee Awards / Office Supplies-Consumable
R95C0403	AMERICAN 3B SCIENTIFIC	801.66	400.83 400.83	016019067 4490 016019068 4490	Morrison/EMT ROP COVID / NON CAPEQUIP - OTHER Zimmerman/Fire Scien ROP COVID / NON CAP EQUIP -
R95C0404	AMAZON	47.40	47.40	0105162 4310	Wilcox/EMR responder EST C6 / INSTRUCTIONAL
R95C0405	RESCUE ESSENTIALS	193.41	193.41	0105162 4320	Wilcox/EMR responder EST C6 / Instructional
R95C0406	BLOWOUT MEDICAL LLC	8.67	8.67	0105161 4310	Wilcox/EMR CHS C6 / INSTRUCTIONAL SUPPLIES
R95C0407	BLOWOUT MEDICAL LLC	8.67	8.67	0105162 4310	Wilcox/EMR responder EST C6 / INSTRUCTIONAL
R95C0408	INDEED.COM	420.00	420.00	01764930 5840	Edwards, S / HR Administrator / ADVERTISING -
R95C0409	MICHAELS	32.31	32.31	0107060 4310	Rico/Car w/Children WHS C6 / INSTRUCTIONAL
R95C0410	NATIONAL ASSOC FOR THE EDUCATI	199.34	199.34	0107060 4310	Rico/Car w/Children WHS C6 / INSTRUCTIONAL
R95C0411	LAKESHORE LEARNING MATERIALS	487.04	487.04	0107060 4310	Rico/Car w/Children WHS C6 / INSTRUCTIONAL
R95C0412	AMAZON	786.99	101.76 685.23	0104160 4310 0104160 4320	Hayden/VE MHS C6 HBUHSD / INSTRUCTIONAL Hayden/VE MHS C6 HBUHSD / Instructional
R95C0413	MEDCO SUPPLY COMPANY	2,949.50	81.10 746.99 562.27 1,559.14	0106065 4310 0106065 4320 0106065 4410 0106065 4490	Mock/Sports Medicine MV C6 / INSTRUCTIONAL Mock/Sports Medicine MV C6 / Instructional Mock/Sports Medicine MV C6 / NON CAP EQUIP - Mock/Sports Medicine MV C6 / NON CAP EQUIP - OTHE
R95C0414	INNOCORP LTD.	46.02	46.02	0106066 4310	Jeske/Sports Medicine-LH C6 / INSTRUCTIONAL
R95C0415	HOME DEPOT	45.40	45.40	0106066 4310	Jeske/Sports Medicine-LH C6 / INSTRUCTIONAL
R95C0416	MICHAELS	96.94	96.94	0106066 4310	Jeske/Sports Medicine-LH C6 / INSTRUCTIONAL
R95C0417	ANATOMY WAREHOUSE	689.60	689.60	0106066 4490	Jeske/Sports Medicine-LH C6 / NON CAP EQUIP - OTHE
R95C0418	MEDCO SUPPLY COMPANY	1,290.19	483.14 807.05	0106067 4320 0106067 4490	Post/Sports Medicine BHS C6 / Instructional Post/Sports Medicine BHS C6 / NON CAP EQUIP - OTHE
R95C0419	NEWPORT URGENT CARE	113.14	113.14	01070041 5892	Rico/Car w/Children WHS / PHYSICAL EXAMS/MEDICA

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 01/28/2022**

FROM 12/01/2021 TO 12/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0420	DAY-TIMER	56.11	56.11	01702450 4330	Iversen/Administrative Asst. / Office Supplies-Consumable
R95C0421	TARGET	75.41	75.41	01910910 4330	Mainsite/School Admin F2700 / Office Supplies-Consumable
R95C0422	CDW GOVERNMENT	573.37	573.37	0169802 4430	Budd-Bredrek/SWP Pathway Coord 2 / NON-CAP
R95C0423	SOCAL OFFICE TECHNOLOGIES	227.22	227.22	01648200 5680	All Instruction 0105 (6350) / EQUIP REP/COMP & PRNTR
R95C0425	AMAZON	4,344.21	357.60	0118505 4310	Friedman/MCHS BHS C5 / INSTRUCTIONAL SUPPLIES
			1,723.89	0118505 4320	Friedman/MCHS BHS C5 / Instructional Supplies-Noncons
			2,262.72	0118505 4490	Friedman/MCHS BHS C5 / NON CAP EQUIP - OTHER
R95C0426	AMAZON	559.34	559.34	016019066 4490	Burns/Dental ROP COVID / NON CAP EQUIP - OTHER
R95C0427	AMAZON	601.69	601.69	0106066 4310	Jeske/Sports Medicine-LH C6 / INSTRUCTIONAL
R95C0431	NEPRIS INC	10,000.00	7,125.00	0168221 5888	Instr Support SWP 3 / Internet - Software/Licenses
			375.00	0168221 5890	Instr Support SWP 3 / OTHER CONTRACTED SERVICES
			2,500.00	0168299 9330	ROP SWP Round 3 RV / PREPAID EXPENSES
R95X0424	RICO, MONIQUE	150.00	150.00	01070041 5290	Rico/Car w/Children WHS / MILEAGE NON TAXABLE

Fund 01 Total:

24,917.90

Total Amount of Purchase Orders:

24,917.90

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES 01/28/2022

FRO 12/01/2021 TO 12/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>CHANGE ACCOUNT AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95X0191	INTERMEDIA.NET INC	6,390.10	+397.60 01910910 5920	Mainsite/School Admin F2700 / Communications - Phone Svc

Fund 01 Total: 397.60

Total Amount of Change Orders: 397.60

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Check Report 12/01/21-12/31/2021

Fund 1 General

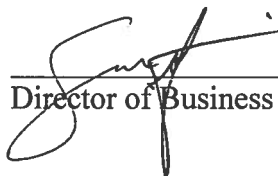
Total Checks: \$132,687.79

Submitted By:

Recommended for
Board Ratification By



Accounts Payable Specialist



Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 12/1/2021 to 12/31/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00031266	VOID.CONTIVoid - Continued Stub	CONTINUE	OH	12/08/2021		VM	VD	0.00
95	00031267	V9501269 AMAZON	993337547555	OH	12/08/2021		MW	IS	15,998.44
95	00031268	V9502258 AMERICAN 3B SCIENTIFIC	S121158222	OH	12/09/2021		MW	IS	906.93
95	00031269	V9502325 CALICO BUILDING SERVICES	1036111	OH	12/09/2021		MW	IS	288.00
95	00031270	V9501401 CDW GOVERNMENT	P005553	OH	12/09/2021		MW	IS	2,049.21
95	00031271	V9500519 GANAHL LUMBER	071242977	OH	12/09/2021		MW	IS	1,497.62
95	00031272	V9502293 INGARDIA BROS PRODUCE INC	07122972	OH	12/09/2021		MW	IS	226.04
95	00031273	V9501016 MEDCO SUPPLY COMPANY	IN94488688	OH	12/09/2021		MW	IS	62.17
95	00031274	V9500071 MICRO CENTER A/R	11580622	OH	12/09/2021		MW	IS	162.63
95	00031275	V9502347 MISSION VIEJO CHAMBER OF COMME	2461	OH	12/09/2021		MW	IS	165.00
95	00031276	V9501859 NASCO	191585	OH	12/09/2021		MW	IS	166.74
95	00031277	V9500134 ORANGE COUNTY DEPARTMENT OF ED	94R11605	OH	12/09/2021		MW	IS	2,704.53
95	00031278	V9501843 READYREFRESH BY NESTLE	11K0027000850	OH	12/09/2021		MW	IS	89.24
95	00031279	V9500651 SMART & FINAL	6201	OH	12/09/2021		MW	IS	2,273.36
95	00031280	V9501499 TIME WARNER CABLE	0033823111421	OH	12/09/2021		MW	IS	1,535.02
95	00031281	V9502105 REALITYWORKS.COM	30145	OH	12/10/2021		MW	IS	23,111.24
95	00031282	V9500774 BENNETT, JEANNE	CITE-REIMBURSE	OH	12/13/2021		MW	IS	1,362.76
95	00031283	V9500948 CALIFORNIA TACTIC PATROL	186	OH	12/13/2021		MW	IS	1,300.00
95	00031284	V9502368 CLC	DEC 2021 ID THEF	OH	12/13/2021		MW	IS	50.00
95	00031285	V9500045 COASTLINE ROP REVOLVING CASH F	1035/000363	OH	12/13/2021		MW	IS	8.84
95	00031286	V9501802 EVOLUTION MECHANICAL	23444	OH	12/13/2021		MW	IS	535.00
95	00031287	V9501049 GLOBAL EQUIPMENT COMPANY	118429038	OH	12/13/2021		MW	IS	2,807.72
95	00031288	V9502365 GUEMBES, ALEXANDRIA	11/01-30/21	OH	12/13/2021		MW	IS	25.03
95	00031289	V9501068 HARBOR FREIGHT	968232	OH	12/13/2021		MW	IS	554.02
95	00031290	V9509319 HUME, CAROL	OOPE-120221HUM	OH	12/13/2021		MW	IS	21.33
95	00031291	V9500795 LUDWIG, DEBBIE	OOPE-111721LUD	OH	12/13/2021		MW	IS	21.97
95	00031292	V9501821 MCKESSON GENERAL MEDICAL CORP	35108971	OH	12/13/2021		MW	IS	229.24
95	00031293	V9501016 MEDCO SUPPLY COMPANY	IN94540869	OH	12/13/2021		MW	IS	6,853.82
95	00031294	V9502040 METROPOLITAN LIFE INSURANCE CO	DEC.2021	OH	12/13/2021		MW	IS	607.84
95	00031295	V9500071 MICRO CENTER A/R	11622722	OH	12/13/2021		MW	IS	145.41
95	00031296	V9503847 NORTH ORANGE COUNTY ROP	9837	OH	12/13/2021		MW	IS	6,000.00
95	00031297	V9500942 PEREZ, ALEX	11/01-18/21	OH	12/13/2021		MW	IS	51.02
95	00031298	V9500937 POST ALARM SYSTEMS	1435028	OH	12/13/2021		MW	IS	59.61
95	00031299	V9501350 REEP FOR BENEFITS	12/01-31/21 TALK	OH	12/13/2021		MW	IS	42,387.86

COASTLINE R.O.P.
Consolidated Check Register
 from 12/1/2021 to 12/31/2021

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
95 00031300	V9500336	SNAP ON TOOLS	50212232	OH 12/13/2021		MW	IS	1,244.09
95 00031301	V9502271	VAN DER MERWE, ROCHELLE	10/20/21-11/17/2	OH 12/13/2021		MW	IS	45.36
95 00031302	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4752082	OH 12/14/2021		MW	IS	78.69
95 00031303	V9502063	HOME DEPOT	8643311	OH 12/14/2021		MW	IS	1,264.75
95 00031304	V9502382	INTERMEDIA.NET INC	1731934-NOV	OH 12/14/2021		MW	IS	800.24
95 00031305	V9503760	NEWPORT MESA UNIFIED SD	78RI0067	OH 12/14/2021		MW	IS	3,403.30
95 00031306	V9504457	RAINBOW DISPOSAL CO INC	270.58	OH 12/14/2021		MW	IS	270.58
95 00031307	V9502162	SOCAL OFFICE TECHNOLOGIES	IN2292104	OH 12/14/2021		MW	IS	3,456.54
95 00031308	V9505350	TUSTIN AWARDS INC	48762	OH 12/14/2021		MW	IS	101.50
95 00031309	V9502326	F & M Credit Card	11/2/21-12/2/21	OH 12/16/2021		MW	IS	7,765.10

Issued: 132,687.79
95 Bank Total: 132,687.79

Grand Total: 132,687.79

TO: Carol Hume

FROM: J. S. Coke

DATE: January 11, 2022

SUBJECT: Field Trip Request – Marina High School

Kathe Hayden, Virtual Enterprise instructor at Marina High School, would like to take 15 students to the Virtual Enterprise Business Plan Competition / Trade Show in Bakersfield. The competition and trade show will be held January 27-28, 2022. Students will compete in Business Plan competition event. Attached is the field trip authorization form for review and approval.

This trip was approved by the Huntington Beach Union High School District Board of Education on December 14, 2021.

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: 15

Destination(s) of Trip: Bakersfield Convention Center in Bakersfield, CA

Purpose(s) of Trip: Business Plan Competition / Trade Show

Departure Date: January 27, 2022

Departure Time: 7:30 a.m.

Return Date: January 28, 2022

Return Time: 9:00 p.m.

Participating Class(es): Marina HS Virtual Enterprise

Funding: HBUHSD

ROP Costs: \$100 Instructor Comp.

Instructor(s) in Charge: Kathe Hayden

Number of Chaperones including instructor(s): Erik Caldwell

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: December 14, 2021
(Only applies to out-of-state or overnight field trips)

Administrator: Krista Schweers-Ganga, EdD

Date: 1/7/2022

Director: 

Date: 1/7/22

Approved by Board of Trustees (if necessary)

Clerk/Secretary: _____

Date: _____

E6153(1)

BOARD UPDATE
January 10, 2022
EMPLOYEE PERSONNEL REGISTER NO. 6 – 2021-2022

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

EMPLOYMENT:

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

Name: Brian Dozer
Position: Incoming Superintendent
Date: January 18, 2022 – January 31, 2022
Position: Superintendent
Date: February 1, 2022
Program: Administrative Services
Location: Presidio Site

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

Name: Quang-Minh Lee
Position: Substitute Teacher
Program: Educational Services
Location: All Sites
Effective: Pending new hire processing

Name: Stephen Moreno
Position: Teacher
Program: Digital Media Arts
Location: Estancia High School
Effective: January 4, 2022

RESIGNATION:

Name: Laura Murphy
Position: Career Specialist
Program: Student Services
Location: Newport Harbor High School
Effective: January 15, 2022

Name: Brandon Medeck
Position: Teacher
Program: Emergency Medical Responder
Location: Westminster H.S.
Effective: January 21, 2022



Carol Hume

Coastline Regional Occupational Program
 Travel/Conference Report
 Board Meeting
 January 28, 2022

Name	Date(s)	Destination	Purpose	Amount
Kathe Hayden, Teacher Virtual Enterprise Marina High School	Jan. 27 – 28	Bakersfield, CA	Business Plan Competition/Trade Show	\$0.00
Julia Budd, K12 Pathway Coordinator, Presidio Campus	Jan. 27 – 28	Long Beach, CA	Grants 4 Schools Conference	370.00
Brian Dozer, Superintendent Presidio Campus	Feb. 3	Anaheim, CA	CAROCP Board Meeting	50.00
Brian Dozer, Superintendent Presidio Campus	Feb. 27 – Mar. 1	Sacramento, CA	Educating for Careers Conference	1,339.50
			Total	\$1,759.50

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: January 28, 2022

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
COMPUTERS/TECHNOLOGY						
6724	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6725	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6726	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6727	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6728	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6729	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6730	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6731	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6732	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6733	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6734	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6735	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6736	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6737	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6738	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6739	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6740	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6741	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6742	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6743	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6744	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6745	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6746	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation
6747	Computer	Laguna Hills High School	\$928.00	4/1/2019	At school site	District donation

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: January 28, 2022

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
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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.