



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM
Innovate • Educate • Inspire

BOARD OF TRUSTEES
AGENDA

February 17, 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: Brian Dozer

DATE: February 9, 2022

SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, February 17, 2022, regular Board of Trustees meeting. Trustee Davis, Trustee Barto, 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 Thursday, February 17.

Enclosure

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

BOARD OF TRUSTEES

Thursday, February 17, 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:

- Brian Dozer, Superintendent
- J.S. Coke, Director of Educational Services
- Sesar Morfin, Director of Business Services

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

4. CLOSED SESSION Discussion

A. Public Employee Evaluation: Superintendent (pursuant to Government Code §54957)

5. RECONVENE IN OPEN SESSION Discussion

A. Reporting out of Closed Session

6. PLEDGE OF ALLEGIANCE

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

Motion by _____ Seconded by _____ Vote _____

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

INFORMATION ITEMS

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

DISCUSSION/ACTION ITEMS

- 11. **AB 361- Brown Act Amendment** **Discussion/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. **Auditor’s Report** – Eide Bailly, LLP will present the audit reports. Recommend the Board approve acceptance of the 2020-2021 audit report, and filing of the report with the appropriate agencies. **Discussion/Action**

Motion by _____ Seconded by _____ Vote _____
- 13. **Quarterly Report of Investment Performance** **Discussion**
- 14. **Board Meeting Date/Time Changes** **Discussion/Action**

Motion by _____ Seconded by _____ Vote _____
- 15. **Textbook Approval** **Discussion/Action**
Recommend the Board approve the new and/or revised 2021-2022 textbook list as presented.

Motion by _____ Seconded by _____ Vote _____
- 16. **2021-22 Revised Schedule of Classes for ROP Services** – Recommend the Board approve the revised schedule of classes for Huntington Beach Union High School District, Irvine, Newport-Mesa, Saddleback Valley, and Tustin Unified School Districts. **Discussion/Action**

Motion by _____ Seconded by _____ Vote _____
- 17. **Mission Statement** – Recommend the Board reaffirm the current ROP Mission Statement approved on March 11, 2021. **Discussion/Action**

Motion by _____ Seconded by _____ Vote _____
- 18. **Board Governance Protocols** **Discussion**

RESOLUTION CONSENT CALENDAR

Action

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

It is recommended that the Board approve:

- 19. [Resolution #5/2021-2022](#): Authorization of Signatures: Business Functions
- 20. [Resolution #6/2021-2022](#): Authorization of Signatures: Bank Accounts
- 21. [Resolution #7/2021-2022](#): Authorization of Signatures on Electronically Printed Checks

Motion by _____ Seconded by _____

Votes:

Member Davis _____
 Member Barto _____
 Member Swartz _____
 Member Carey _____
 Member Brooks _____

CONSENT CALENDAR

Action

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

It is recommended that the Board approve:

- 22. [Minutes from the January 28, 2022](#), Board of Trustees meeting
- 23. [Ratification of purchase order report](#) ending January 31, 2022
- 24. [Ratification of check report](#) ending January 31, 2022
- 25. [Orange County Business Council annual membership](#) in the amount of \$5000
- 26. [Retainer agreement](#) between Coastline ROP and the law offices of Atkinson, Andelson, Loya, Ruud & Romo, to provide legal services effective February 1, 2022
- 27. [BenefitBridge service agreement](#) between Coastline ROP and Keenan & Associates in the amount of \$6000
- 28. [ACSA membership dues](#) for Brian Dozer effective February 1, 2022 – June 30, 2022 in the amount of \$635.40
- 29. [Field trip request](#) for Estancia Medical Academy students from Estancia High School to attend the annual Cal-HOSA student leadership conference in Long Beach, CA March 24 – 27, 2022
- 30. [Ratification/Approval of travel and conference report](#)

Motion by _____ Seconded by _____ Vote _____

NEW BUSINESS

Information

ADJOURNMENT

Motion by _____ Seconded by _____ Vote _____ at ____ a.m.

Next Scheduled Meeting: March 9, 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: Brian Dozer

DATE: February 7, 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: Sesar Morfin
DATE: February 7, 2022
SUBJECT: 2020-21 Independent Auditor's Report

The audit report meets Education Code requirements and GASB standards required of educational agencies. It presents the auditor's opinion that our annual financial statements do fairly represent our financial position as of June 30, 2021. We were found to be in compliance with all applicable federal and state regulations and requirements. There were no audit findings.

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

Per the Board of Trustees' direction, the ROP has requested the auditing firm, Eide Bailly, LLP, to mail the annual financial [audit] report directly to the Board of Trustees' homes.

It is recommended that the Board of Trustees accept the June 30, 2021, audit report which has already been filed with appropriate agencies in order to meet applicable local and state deadlines.

Enclosure

Under separate cover: Independent auditor's report

TO: Board of Trustees

FROM: Sesar Morfin

DATE: February 7, 2022

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 December 31, 2021.

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

- The investment report is for the month and quarter ending December 31, 2021.
- The quarter yield was as follows for the investments referenced below:

| Investment | Yield |
|---|--------|
| Combined OC Educational Investment Pool | .9982% |

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

| Investment | Yield |
|-------------------------------|--------|
| Educational Money Market Fund | 0.042% |
| Extended Fund | 0.453% |

These yields are less than what was expected through this time of year in terms of our budget for the 2021-2022 year. We will closely monitor these yields in the coming months and adjust our budget in the 2021-2022 year if necessary.

Based on cash availability projections, the Treasurer indicated the pool can meet projected cash flow requirements through June 30, 2022.

In addition to these funds, Coastline also has funds deposited in a section 115 trust fund for the purpose of funding our long-term liabilities for Other Post-Employment Benefits (OPEB) for our retirees. The Board of Trustees authorized the establishment of this fund in May of 2021 and the first deposit was made into the fund on June 17, 2021, in the amount of approximately \$25,846. A second deposit was made into the fund on September 17, 2021, in the amount of approximately \$10,014. This deposit was

Coastline's yearly contribution for the 2021-2022 year into this fund. This is the second report of investment performance that is being brought to the Board of Trustees.

The three-month investment performance for this fund was 4.84%. The previous three-month investment performance for this fund was -0.56%. Our balance in this fund as of December 31, 2021, was approximately \$37,348.

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

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

Enclosure

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH AND QUARTER ENDED: December 31, 2021

INVESTMENT STATISTICS - By Investment Pool

| DESCRIPTION | CURRENT BALANCES | Average Days to Maturity | Daily Yield as of 09/30/2021 | MONTHLY Gross Yield | QUARTER Gross Yield | Current NAV |
|---|--|--------------------------|------------------------------|---------------------|---------------------|-----------------------|
| Orange County Investment Pool (OCIP) | MARKET Value \$ 6,188,116,076 | 356 | 0.415% | 0.396% | 0.475% | 0.9982 ⁽²⁾ |
| | COST (Capital) \$ 6,199,574,958 | | | | | |
| | MONTHLY AVG Balance \$ 6,913,018,256 | | | | | |
| | QUARTERLY AVG Balance \$ 6,024,077,212 | | | | | |
| | BOOK Value \$ 6,199,174,761 | | | | | |
| Orange County Educational Investment Pool (OCEIP) | MARKET Value \$ 6,444,849,088 | 356 | 0.415% | 0.436% | 0.481% | 0.9982 ⁽²⁾ |
| | COST (Capital) \$ 6,456,801,512 | | | | | |
| | MONTHLY AVG Balance \$ 5,348,961,521 | | | | | |
| | QUARTERLY AVG Balance \$ 5,016,902,049 | | | | | |
| | BOOK Value \$ 6,456,385,285 | | | | | |

INVESTMENT STATISTICS - Non-Pooled Investments ⁽¹⁾

| DESCRIPTION | CURRENT BALANCE | INVESTMENT BALANCES AT COST |
|----------------------------|--------------------------------------|--|
| Specific Investment Funds: | MARKET Value \$ 112,733,247 | John Wayne Airport Investment Fund 53,361,920 |
| 283, FVSD, CCCD | COST (Capital) \$ 110,818,127 | Fountain Valley School District Fund 40 34,704,859 |
| | MONTHLY AVG Balance \$ 110,805,268 | CCCD Series 2017E Bonds 22,751,348 |
| | QUARTERLY AVG Balance \$ 110,329,075 | |
| | BOOK Value \$ 110,234,873 | |
| | | \$ 110,818,127 |

MONTH END TOTALS

| INVESTMENTS & CASH | | INVESTMENTS & CASH | |
|---|-------------------|-----------------------------------|------------------|
| COUNTY MONEY MARKET FUND (OCMMF) | | | |
| County Money Market Fund | \$ 579,731,820 | OCIP | \$ 6,317,748,905 |
| County Cash & Cash Equivalent | 118,173,947 | OCEIP | 6,725,262,884 |
| EXTENDED FUND | 11,476,588,964 | Specific Investment Funds | 110,818,127 |
| EDUCATIONAL MONEY MARKET FUND (OCEMMF) | | | |
| Educational Money Market Fund | 600,055,686 | Non-Pooled Cash & Cash Equivalent | 36,877,076 |
| Educational Cash & Cash Equivalent | 268,461,372 | | |
| NON-POOLED INVESTMENTS | | | |
| Non-Pooled Investments @ Cost | 110,818,127 | | |
| Non-Pooled Cash & Cash Equivalent | 36,877,076 | | |
| | \$ 13,190,706,992 | | \$13,190,706,992 |

KEY POOL STATISTICS

| INTEREST RATE YIELD | | WEIGHTED AVERAGE MATURITY (WAM) | |
|--|--------|---------------------------------|-----|
| OCIP - YTD NET YIELD | 0.460% | OCIP | 356 |
| OCEIP - YTD NET YIELD | 0.463% | OCEIP | 356 |
| JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD | 0.055% | JOHN WAYNE AIRPORT WAM | 84 |
| 90-DAY T-BILL YIELD - MONTHLY AVERAGE | 0.050% | LGIP WAM (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.

(2) The current NAVs for both OCIP and OCEIP have dropped to 0.9982. Short-term rates have risen slightly causing the market values on OCIP and OCEIP to drop below book values. The OCIP and OCEIP have sufficient liquidity to meet projected cash flow needs.

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

January 1, 2021 - December 31, 2021

| PERIOD ENDING - MONTH / YEAR | MONTH END MARKET VALUE | EARNINGS FOR MONTH | GROSS AVERAGE YIELD FOR MONTH | MONTH END WAM |
|---|---|----------------------------|-------------------------------|--------------------|
| <i>Current Month December 2021</i> | | | | |
| OCMMF | \$ 579,750,251 | \$ 14,955 | 0.042% | 32 |
| OCEMMF | \$ 600,064,397 | \$ 18,829 | 0.067% | 30 |
| Extended Fund | \$ 11,453,150,516 | \$ 4,424,607 | 0.453% | 389 |
| <i>November 2021</i> | | | | |
| OCMMF | \$ 368,750,232 | \$ 17,393 | 0.046% | 19 |
| OCEMMF | \$ 166,072,078 | \$ 6,501 | 0.032% | 12 |
| Extended Fund | \$ 10,176,143,248 | \$ 4,474,543 | 0.548% | 413 |
| <i>October 2021</i> | | | | |
| OCMMF | \$ 598,728,996 | \$ 20,700 | 0.043% | 29 |
| OCEMMF | \$ 366,066,491 | \$ 13,024 | 0.033% | 20 |
| Extended Fund | \$ 9,560,586,994 | \$ 4,637,497 | 0.595% | 422 |
| <i>September 2021</i> | | | | |
| OCMMF | \$ 548,730,759 | \$ 18,746 | 0.043% | 46 |
| OCEMMF | \$ 641,062,348 | \$ 17,115 | 0.034% | 21 |
| Extended Fund | \$ 9,022,856,092 | \$ 4,763,961 | 0.640% | 447 |
| <i>August 2021</i> | | | | |
| OCMMF | \$ 686,258,831 | \$ 14,485 | 0.034% | 22 |
| OCEMMF | \$ 729,756,866 | \$ 18,168 | 0.036% | 24 |
| Extended Fund | \$ 9,043,829,890 | \$ 5,027,206 | 0.657% | 443 |
| <i>July 2021</i> | | | | |
| OCMMF | \$ 448,750,401 | \$ 8,311 | 0.027% | 12 |
| OCEMMF | \$ 626,060,974 | \$ 12,860 | 0.026% | 20 |
| Extended Fund | \$ 9,045,576,372 | \$ 5,173,510 | 0.639% | 449 |
| <i>June 2021</i> | | | | |
| OCMMF | \$ 405,185,671 | \$ 3,334 | 0.008% | 12 |
| OCEMMF | \$ 722,762,328 | \$ 6,026 | 0.011% | 15 |
| Extended Fund | \$ 9,611,416,767 | \$ 5,405,603 | 0.680% | 432 |
| <i>May 2021</i> | | | | |
| OCMMF | \$ 603,889,178 | \$ 6,157 | 0.009% | 20 |
| OCEMMF | \$ 556,175,103 | \$ 2,937 | 0.006% | 12 |
| Extended Fund | \$ 9,928,655,913 | \$ 5,569,213 | 0.663% | 435 |
| <i>April 2021</i> | | | | |
| OCMMF | \$ 1,196,005,624 | \$ 13,255 | 0.014% | 20 |
| OCEMMF | \$ 537,821,065 | \$ 2,108 | 0.010% | 20 |
| Extended Fund | \$ 9,847,901,329 | \$ 5,663,857 | 0.668% | 332 |
| <i>March 2021</i> | | | | |
| OCMMF | \$ 385,061,851 | \$ 13,185 | 0.041% | 18 |
| OCEMMF | \$ 266,472,163 | \$ 6,644 | 0.029% | 17 |
| Extended Fund | \$ 9,847,219,481 | \$ 5,908,054 | 0.711% | 293 |
| <i>February 2021</i> | | | | |
| OCMMF | \$ 407,057,051 | \$ 18,908 | 0.056% | 14 |
| OCEMMF | \$ 363,226,941 | \$ 16,238 | 0.047% | 10 |
| Extended Fund | \$ 9,752,200,987 | \$ 6,381,356 | 0.851% | 244 |
| <i>January 2021</i> | | | | |
| OCMMF | \$ 410,469,639 | \$ 19,157 | 0.069% | 34 |
| OCEMMF | \$ 612,856,841 | \$ 33,222 | 0.068% | 17 |
| Extended Fund | \$ 9,878,198,001 | \$ 6,997,674 | 0.810% | 251 |
| Fiscal Year July 1, 2021 - June 30, 2022 | | | | |
| | Average Month End Market Value Balance | YTD Interest Income | YTD Gross Yield | YTD Average |
| OCIP | \$ 5,437,110,441 | \$ 14,761,936 | 0.518% | 387 |
| OCEIP | \$ 5,339,922,182 | \$ 13,920,473 | 0.521% | 387 |

ORANGE COUNTY TREASURER-TAX COLLECTOR
CASH AVAILABILITY PROJECTION
FOR THE SIX MONTHS ENDING June 30, 2022

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 June 30, 2022, 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.

| ORANGE COUNTY INVESTMENT POOL | | | | |
|--------------------------------------|-----------------------|--------------------|-------------------------|---------------------------|
| Month | Investment Maturities | Projected Deposits | Projected Disbursements | Cumulative Available Cash |
| December 2021 - Ending Cash | | | | \$ 118,173,947 |
| January | \$ 1,067,918,862 | \$ 595,467,342 | \$ 1,614,175,921 | 167,384,230 |
| February | 496,747,884 | 658,485,535 | 378,609,220 | 944,008,429 |
| March | 360,249,840 | 994,784,280 | 805,634,244 | 1,493,408,305 |
| April | 195,280,370 | 2,343,196,196 | 2,173,777,594 | 1,858,107,277 |
| May | 235,094,091 | 797,619,625 | 1,301,901,941 | 1,588,919,052 |
| June | 256,422,939 | 461,471,543 | 763,134,751 | 1,543,678,783 |

| ORANGE COUNTY EDUCATIONAL INVESTMENT POOL | | | | |
|--|-----------------------|--------------------|-------------------------|---------------------------|
| Month | Investment Maturities | Projected Deposits | Projected Disbursements | Cumulative Available Cash |
| December 2021 - Ending Cash | | | | \$ 268,461,372 |
| January | \$ 1,317,302,448 | \$ 511,031,926 | \$ 1,133,469,796 | 963,325,950 |
| February | 407,149,461 | 194,110,830 | 785,515,422 | 779,070,819 |
| March | 423,328,323 | 587,267,841 | 881,944,634 | 907,722,349 |
| April | 203,512,351 | 1,414,547,038 | 825,198,766 | 1,700,582,972 |
| May | 245,004,408 | 883,804,065 | 837,240,496 | 1,992,150,949 |
| June | 267,232,365 | 693,886,066 | 782,975,858 | 2,170,293,522 |

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
For the Month and Quarter Ended December 31, 2021

| | <u>Month</u> | <u>Quarter</u> |
|---|---------------------------------|---------------------------------|
| Treasurer's Accountability at the Beginning of the Period: | \$ 11,294,931,997 | \$ 10,645,713,869 |
| Cash Receipts: | | |
| County | 2,954,900,800 | 5,614,758,156 |
| School and Community College Districts | 2,115,533,430 | 3,594,752,551 |
| Total Cash Receipts | <u>5,070,434,230</u> | <u>9,209,510,707</u> |
| Cash Disbursements: | | |
| County | 2,645,430,006 | 4,475,662,606 |
| School and Community College Districts | 540,289,892 | 2,199,832,806 |
| Total Cash Disbursements | <u>3,185,719,898</u> | <u>6,675,495,412</u> |
| Net Change in Cost Value of Pooled Assets | <u>1,884,714,332</u> | <u>2,534,015,295</u> |
| Net Increase in Non-Pooled Investments | 23,654 | 116,229 |
| Net Increase in Non-Pooled Cash | <u>11,037,009</u> | <u>10,861,599</u> |
| Treasurer's Accountability at the End of the Period: | <u>\$ 13,190,706,992</u> | <u>\$ 13,190,706,992</u> |
| Assets in the Treasury at the End of the Period (at Cost Value): | | |
| Pooled Investments: | | |
| Orange County Investment Pool | | \$ 6,199,574,958 |
| Orange County Educational Investment Pool | | 6,456,801,512 |
| Total Pooled Investments | | <u>12,656,376,470</u> |
| Non-Pooled Investments: | | |
| Non-Pooled Investments - John Wayne Airport | | 53,361,920 |
| Non-Pooled Investments - Fountain Valley School District Fund 40 | | 34,704,859 |
| Non-Pooled Investments - CCCD Series 2017E Bonds | | 22,751,348 |
| Total Non-Pooled Investments | | <u>110,818,127</u> |
| Cash and Cash Equivalent: | | |
| Cash in banks - County | | 118,129,863 |
| Cash in banks - Schools | | 268,461,372 |
| Cash in banks - OC Sheriff | | 11,833,711 |
| Cash in banks - John Wayne Airport | | 25,043,365 |
| Cash - Other | | 44,084 |
| Total Cash | | <u>423,512,395</u> |
| Total Assets in the Treasury at the End of the Period: | | <u>\$ 13,190,706,992</u> |

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
12/01/2021 to 12/31/2021

Sesar Morfin

COASTLINE ROP
Coastline Regional Occupational Program PARS PAPEBT

Plan Summary

| | |
|---------------------------------------|-------------|
| Beginning Plan Value as of 12/01/2021 | \$36,308.98 |
| Change in Plan Value | \$1,038.77 |
| Ending Plan Value as of 12/31/2021 | \$37,347.75 |

Activity Summary by Source

| Source | Balance on 12/01/2021 | Contributions | Earnings | Expenses | Distributions | Transfers | Balance on 12/31/2021 |
|---------------|-----------------------|---------------|-------------------|------------------|---------------|---------------|-----------------------|
| OPEB | \$36,308.98 | \$0.00 | \$1,055.44 | \$(16.67) | \$0.00 | \$0.00 | \$37,347.75 |
| Totals | \$36,308.98 | \$0.00 | \$1,055.44 | \$(16.67) | \$0.00 | \$0.00 | \$37,347.75 |

Transactions for the Period

| Source | Date | Description | Amount |
|--------|------------|----------------------------|------------|
| OPEB | 12/27/2021 | INTER-ACCOUNT TRANSFER IN | \$7.56 |
| OPEB | 12/27/2021 | INTER-ACCOUNT TRANSFER OUT | \$(7.56) |
| OPEB | 12/28/2021 | ASSET MGMT FEES | \$(9.11) |
| OPEB | 12/31/2021 | ACCOUNT GAINS/(LOSSES) | \$1,055.44 |
| OPEB | 12/31/2021 | TRUST ADMINISTRATOR FEES | \$(7.56) |

Investment Selection

| Source | Selected Investment |
|--------|------------------------|
| OPEB | US Bank Balanced Index |

Investment Objective

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

Investment Performance

| Source | 1-Month | 3-Month | 1-Year | Annualized Return | | | Inception Date |
|--------|---------|---------|--------|-------------------|---------|----------|----------------|
| | | | | 3-Years | 5-Years | 10-Years | |
| OPEB | 2.91% | 4.84% | - | - | - | - | 06/17/2021 |

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
12/01/2021 to 12/31/2021

Sesar Morfin

COASTLINE ROP
Coastline Regional Occupational Program PARS PAPEBT

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

**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: J. S. Coke
DATE: February 8, 2022
SUBJECT: Textbook Approval

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

It is respectfully recommended the Board approve the new and revised textbook list.

Coastline ROP
New and/or Revised Edition Textbook List
2021 – 2022

Health Science and Medical Technology

Dental Assistant Back Office

| |
|--|
| Essentials of Dental Assisting 6 th Edition, ©2017 ISBN: 9780323400640 |
|--|

Medical Careers and Health Systems

| |
|---|
| Simmers DHO Health Science, 9 th Edition (textbook & workbook bundle), ©2021 ISBN:13:9780357419991 ISBN:13:9780357860113 |
|---|

Medical Nursing Careers Internship

| |
|--|
| Fundamentals of Nursing 9 th Edition, ©2017 ISBN: 978-0323327404 |
|--|

| |
|---|
| Study Guide for Fundamentals of Nursing 9 th Edition, ©2017 ISBN: 9780323396448 |
|---|

Sports Medicine & Athletic Training

| |
|---|
| Introduction to Sports Medicine and Athletic Training 3 rd Edition, ©2020 ISBN: 9780357379165 |
|---|

Hospitality, Tourism and Recreation

Culinary Arts Internship

| |
|--|
| On Cooking: A Textbook of Culinary Fundamentals 6 th Edition, ©2018 ISBN: 13 9780134441900 |
|--|

TO: Board of Trustees

FROM: J. S. Coke

DATE: February 8, 2022

SUBJECT: Revised Schedule of Classes

Our five participating districts experienced some changes in teachers and courses, which necessitated revisions to the Schedule of Classes. All changes are highlighted.

It is respectfully recommended that the Board approve the revised Schedule of Classes as attached.

**Huntington Beach Union High School District
Schedule of Classes
2021-2022**

| School | Course Title | BELL / AFTER BELL | Teacher | Credits Per Semester | Section Value |
|-------------------------------------|--|----------------------|-------------------------|----------------------------|---------------|
| Edison | Sports Medicine & Athletic Training | BELL | Abellon, Franz | 5 | 1 |
| Fountain Valley | Pharmacy Technician | BELL | Sianturi, Morris | 8 | 1.5 |
| Huntington Beach | Sports Medicine & Athletic Training | BELL | Eargel, Courtney | 5 | 1 |
| Marina | Virtual Enterprise | BELL | Hayden, Kathe | 5 | 1 |
| Marina | Sports Medicine & Athletic Training | BELL | Jacobs, Courtney | 5 | 1 |
| Ocean View | Culinary Arts | BELL | Van Der Merwe, Rochelle | 5 | 1 |
| Ocean View | Culinary Arts | BELL | Van Der Merwe, Rochelle | 5 | 1 |
| Edison | Emergency Medical Responder | AFTER BELL | Noceti, Joe | 5 | 1 |
| Fountain Valley | Emergency Medical Technician | AFTER BELL | Hartel, Jared | 5 | 1 |
| (Ocean View) Golden West College | Automotive Technology | AFTER BELL | Hulbert, James | 5 | 1 |
| Huntington Beach | Theater Technology | AFTER BELL | Behrens, Josh | 5 | 1 |
| Huntington Beach | Costume Design | AFTER BELL | Sellers, Marissa | 5 | 1 |
| Marina | Emergency Medical Responder | AFTER BELL | McDuffie, James | 5 | 1 |
| Ocean View | CNA (Pre-Cert.) Internship | AFTER BELL | Murillo, Cecilia | 10 | 1.5 |
| Ocean View | Culinary Arts | AFTER BELL | Van Der Merwe, Rochelle | 5 | 1 |
| Valley Vista | Baking & Pastry Fundamentals | AFTER BELL | Abi-Fadel, Vina | 5 | 1 |
| Westminster | Administration of Justice (Fall) Crime Scene Investigation (Sp) | AFTER BELL | Gilbert, Gina | 5 | 1 |
| Westminster | Careers With Children Internship | AFTER BELL | Rico, Monique | 5 | 1 |
| Westminster | Pharmacy Technician Internship | AFTER BELL | Sianturi, Morris | 10 | 1.5 |
| Westminster | Emergency Medical Responder | AFTER BELL | Hartel, Jared | 5 | 1 |
| Westminster Mall | Retail Sales & Merch. Intern | AFTER BELL | Hayden, Kathe | 5 | 1 |
| TOTAL | | | | | 22.5 |
| CTEIG-5 / CTEIG-6 HBUHSD | | | | | |
| Ocean View | Medical Careers and Health Systems | AFTER BELL | Burns, Rosa | 5 | 1 |

**Irvine Unified School District
Schedule of Classes
2021-2022**

| School | Course Title | BELL / AFTER BELL | Teacher | Credits Per Semester | Section Value |
|------------|--|----------------------|--------------------|----------------------------|---------------|
| Creekside | Culinary Arts (Double Block) | BELL | Mullen, Maggie | 5 | 1.5 |
| Northwood | Culinary Arts | BELL | Mullen, Maggie | 5 | 1 |
| Northwood | Culinary Arts | BELL | Mullen, Maggie | 5 | 1 |
| Irvine | Automotive Technology ADV | BELL | Campbell, Michael | 5 | 1 |
| Irvine | Automotive Technology MLR I | BELL | Campbell, Michael | 5 | 1 |
| Irvine | Automotive Technology MLR I | BELL | Campbell, Michael | 5 | 1 |
| Irvine | Automotive Technology MLR I | BELL | Campbell, Michael | 5 | 1 |
| Irvine | Automotive Technology MLR I | BELL | Campbell, Michael | 5 | 1 |
| Irvine | Automotive Technology MLR I | BELL | Campbell, Michael | 5 | 1 |
| Irvine | Automotive Technology MLR II | BELL | Campbell, Michael | 5 | 1 |
| Portola | Art of TV and Video Production | BELL | Murphy, Tina | 5 | 1 |
| Portola | Art of TV and Video Production | BELL | Murphy, Tina | 5 | 1 |
| Portola | Art of TV and Video Production | BELL | Murphy, Tina | 5 | 1 |
| Portola | Broadcast News | BELL | Murphy, Tina | 5 | 1 |
| Portola | Intermediate Video and Film | BELL | Murphy, Tina | 5 | 1 |
| Portola | Medical Careers & Health Systems | BELL | Reece, Ashley | 5 | 1 |
| Portola | Sports Medicine & Athletic Training | BELL | Spanjer, Jenn | 5 | 1 |
| Portola | Computer Graphics | BELL | Waldner, Grace | 5 | 1 |
| Portola | Computer Graphics ADV | BELL | Waldner, Grace | 5 | 1 |
| University | Automotive Technology MLR I | BELL | Misich, Thomas | 5 | 1 |
| University | Automotive Technology MLR II | BELL | Misich, Thomas | 5 | 1 |
| Woodbridge | Automotive Technology Introduction | BELL | Misich, Thomas | 5 | 1 |
| Woodbridge | Automotive Technology MLR I | BELL | Misich, Thomas | 5 | 1 |
| Woodbridge | Automotive Technology MLR II | BELL | Misich, Thomas | 5 | 1 |
| Creekside | Medical Nursing Careers Intern. | AFTER BELL | Ghaderifard, Azita | 5 | 1 |
| Creekside | Emergency Medical Technician | AFTER BELL | Smith, Harry | 5 | 1 |
| Creekside | Administration of Justice (Fall) Crime Scene Investigation (Sp) | AFTER BELL | Kirkwood, Clint | 5 | 1 |
| Creekside | Baking & Pastry Fundamentals | AFTER BELL | Mullen, Maggie | 5 | 1 |
| Creekside | Culinary Arts (See grant funded note) | AFTER BELL | Mullen, Maggie | 5 | 0.5 |
| Creekside | Culinary Arts ADV | AFTER BELL | Mullen, Maggie | 5 | 1 |
| Creekside | Medical Careers & Health Systems | AFTER BELL | Reece, Ashley | 5 | 1 |
| Creekside | BITA 1 Foundation of Res. & Comm. Constr. | AFTER BELL | Petzold, Darin | 5 | 1 |
| Creekside | BITA 2 Study of Modern- Craftsmanship & Infrastructure | AFTER BELL | TBD | 0 | 0 |
| Creekside | Emergency Medical Responder | AFTER BELL | Wilcox, Charlie | 5 | 1 |
| Portola | Broadcast News | AFTER BELL | Murphy, Tina | 5 | 1 |

TOTAL 33

**Irvine Unified School District
Schedule of Classes
2021-2022**

GRANT FUNDED SECTIONS

| School | Course Title | BELL / AFTER BELL | Teacher | Per Semester | Section Value | Grant Funding Source |
|---------------|-------------------------------------|------------------------------|----------------|-------------------------|----------------------|---------------------------------|
| Creekside | Sports Medicine Internship | AFTER BELL | Reece, Ashley | 5 | 1 | K12 SWP R2 |
| Creekside | Culinary Arts Pathway excess | AFTER BELL | Mullen, Maggie | 5 | 0.5 | CTEIG-IUSD |
| Woodbridge | Automotive Technology Internship | AFTER BELL | Misich, Thomas | 5 | 1 | COVID Relief |
| TOTAL | | | | | 2.5 | |

Note:

The culinary arts pathway at Creekside was valued at 1.5 in 19-20. By creating year long sections, it increased to 2.0 in 20-21.

**Newport-Mesa Unified School District
Schedule of Classes
2021-2022**

| School | Course Title | BELL / AFTER BELL | Teacher | Credits Per Sem | Section Value |
|------------|---|----------------------|-----------------|--------------------|------------------|
| Costa Mesa | Medical Careers & Health Systems | BELL | McNeil, David | 5 | 1 |
| Costa Mesa | Medical Careers & Health Systems | BELL | McNeil, David | 5 | 1 |
| Costa Mesa | Sports Medicine & Athletic Training | BELL | McNeil, David | 5 | 1 |
| Costa Mesa | Sports Medicine & Athletic Training | BELL | McNeil, David | 5 | 1 |
| Costa Mesa | Sports Medicine Advanced | BELL | McNeil, David | 5 | 1 |
| Costa Mesa | Child Development | BELL | Rico, Monique | 5 | 1 |
| Costa Mesa | Child Development | BELL | Rico, Monique | 5 | 1 |
| Costa Mesa | Child Development | BELL | Rico, Monique | 5 | 1 |
| Estancia | BITA 1 Foundation of Res. & Comm. Constr. | BELL | Campos, Carlos | 5 | 1 |
| Estancia | BITA 1 Foundation of Res. & Comm. Constr. | BELL | Campos, Carlos | 5 | 1 |
| Estancia | BITA 1 Foundation of Res. & Comm. Constr. | BELL | Campos, Carlos | 5 | 1 |
| Estancia | BITA 1 Foundation of Res. & Comm. Constr. | BELL | Campos, Carlos | 5 | 1 |
| Estancia | BITA 2 Study of Modern Craftsmanship & Intrastructure | BELL | Campos, Carlos | 5 | 1 |
| Estancia | BITA 3 Energy Efficiency & Infrastructure of the Future/ BITA 4 Emerging Construction Advances & Changes | BELL | Campos, Carlos | 5 | 1 |
| Estancia | Computerized Integrated Manufacturing | BELL | Rizza, Gerald | 5 | 1 |
| Estancia | Engineering Design and Development | BELL | Rizza, Gerald | 5 | 1 |
| Estancia | Engineering Pathway Coordinator Period | BELL | Rizza, Gerald | 5 | 1 |
| Estancia | Introduction to Engineering Design | BELL | Rizza, Gerald | 5 | 1 |
| Estancia | Introduction to Engineering Design | BELL | Rizza, Gerald | 5 | 1 |
| Estancia | Principles of Engineering | BELL | Rizza, Gerald | 5 | 1 |
| Estancia | Media Arts Advanced | BELL | Moreno, Stephen | 5 | 1 |
| Estancia | Media Arts Intermediate | BELL | Moreno, Stephen | 5 | 1 |
| Estancia | Media Arts Introduction | BELL | Moreno, Stephen | 5 | 1 |
| Estancia | Media Arts Introduction | BELL | Moreno, Stephen | 5 | 1 |
| Estancia | Multimedia Comm. Design | BELL | Moreno, Stephen | 5 | 1 |
| Estancia | Multimedia Comm. Design | BELL | Moreno, Stephen | 5 | 1 |
| Estancia | CTE Medical Pathways | BELL | Hartel, Jared | 5 | 1 |
| Estancia | Emergency Medical Responder | BELL | Hartel, Jared | 5 | 1 |
| Estancia | Emergency Medical Responder | BELL | Hartel, Jared | 5 | 1 |
| Estancia | Emergency Medical Responder | BELL | Hartel, Jared | 5 | 1 |

**Newport-Mesa Unified School District
Schedule of Classes
2021-2022**

| School | Course Title | BELL / AFTER BELL | Teacher | Credits Per Sem | Section Value |
|------------------|---|----------------------|----------------------|--------------------|------------------|
| Estancia | Medical Careers & Health Systems | BELL | Hartel, Jared | 5 | 1 |
| Estancia | Medical Careers & Health Systems | BELL | Hartel, Jared | 5 | 1 |
| Estancia | Medical Pathway Coordinator Period | BELL | Hartel, Jared | 5 | 1 |
| Newport Harbor | Baking & Pastry Fundamentals | BELL | Kingsbury, Ashley | 5 | 1 |
| Newport Harbor | Baking & Pastry Fundamentals | BELL | Kingsbury, Ashley | 5 | 1 |
| Newport Harbor | Culinary Arts | BELL | Kingsbury, Ashley | 5 | 1 |
| Newport Harbor | Foods | BELL | Kingsbury, Ashley | 5 | 1 |
| Newport Harbor | Foods | BELL | Kingsbury, Ashley | 5 | 1 |
| Early College HS | Medical Careers & Health Systems | AFTER BELL | Hartel, Jared | 5 | 1 |
| Estancia | Construction Technology Pre-Apprenticeship CANCELED Fall Semester | AFTER BELL | Campos, Carlos | 5 | 0.5 |
| Estancia | Emergency Medical Responder | AFTER BELL | Hartel, Jared | 5 | 1 |
| Presidio | Dental Assistant Back Office- (Fall Only)- CANCELED | AFTER BELL | Bocanegra, Lina | 5 | 0 |
| Presidio | Dental Assistant Back Office Intern (Spring Only) | AFTER BELL | Bocanegra, Lina | 10 | 0.75 |
| Presidio | Dental Assistant Back Office (Fall Only) | AFTER BELL | Burns, Rosa | 5 | 0.5 |
| Presidio | Dental Asst/Front Office | AFTER BELL | Burns, Rosa | 5 | 1 |
| Presidio | Medical Nursing Careers Intern | AFTER BELL | Ghaderifard, Azita | 5 | 1 |
| Presidio | Emergency Medical Technician | AFTER BELL | Morrison, Curtis | 5 | 1 |
| Presidio | Animal Health Care (Fall Only) | AFTER BELL | Mitcheltree, Darlene | 5 | 0.5 |
| Presidio | Animal Health Care Internship (Spring Only) | AFTER BELL | Mitcheltree, Darlene | 10 | 0.75 |
| Presidio | Fire Science 101 | AFTER BELL | Zimmerman, Dan | 5 | 1 |
| TOTAL | | | | | 47 |

Additional salary & benefits for G. Rizza to be billed separately as per NMUSD.

**Saddleback Valley Unified School District
Schedule of Classes
2021-2022**

| School | Course Title | BELL / AFTER BELL | Teacher | Credits Per Semester | Section Value |
|---------------|---|------------------------------|-----------------------|-------------------------------------|----------------------|
| El Toro | Sports Medicine & Athletic Training | BELL | Reece, Ashley | 5 | 1 |
| Laguna Hills | Culinary Arts | BELL | Fouts, David | 5 | 1 |
| Laguna Hills | Sports Medicine & Athletic Training | BELL | Jeske, Ali | 5 | 1 |
| Laguna Hills | Sports Medicine & Athletic Training | BELL | Jeske, Ali | 5 | 1 |
| Laguna Hills | Automotive Technology MLR II | BELL | Sullivan, Patrick | 5 | 1 |
| Laguna Hills | Automotive Technology MLR II | BELL | Sullivan, Patrick | 5 | 1 |
| Laguna Hills | Automotive Technology MLR I | BELL | Sullivan, Patrick | 5 | 1 |
| Laguna Hills | Automotive Technology MLR I | BELL | Sullivan, Patrick | 5 | 1 |
| Laguna Hills | Automotive Technology MLR I | BELL | Sullivan, Patrick | 5 | 1 |
| Mission Viejo | Multimedia Communications Design | BELL | Williamson, Suzanne | 5 | 1 |
| Mission Viejo | Multimedia Communications Design | BELL | Williamson, Suzanne | 5 | 1 |
| Mission Viejo | Computer Graphics | BELL | Williamson, Suzanne | 5 | 1 |
| Mission Viejo | Art of Animation | BELL | Williamson, Suzanne | 5 | 1 |
| Mission Viejo | Sports Medicine & Athletic Training | BELL | Mock, Stephanie | 5 | 1 |
| Trabuco Hills | Sports Medicine & Athletic Training | BELL | Milgrim, Melissa | 5 | 1 |
| Trabuco Hills | Sports Medicine & Athletic Training | BELL | Milgrim, Melissa | 5 | 1 |
| Trabuco Hills | Broadcast News | BELL | Thiessen, Christopher | 5 | 1 |
| Trabuco Hills | Art of TV and Video Production | BELL | Thiessen, Christopher | 5 | 1 |
| Trabuco Hills | Film & Digital Media Studies | BELL | Thiessen, Christopher | 5 | 1 |
| Trabuco Hills | Study of TV and Film Making | BELL | Thiessen, Christopher | 5 | 1 |
| Trabuco Hills | Study of TV and Film Making | BELL | Thiessen, Christopher | 5 | 1 |
| Trabuco Hills | Study of TV and Film Making | BELL | Thiessen, Christopher | 5 | 1 |
| Laguna Hills | Baking and Pastry (Spring only) | AFTER BELL | Fouts, David | 5 | 0.5 |
| El Toro | Emergency Medical Responder | AFTER BELL | Wilcox, Charlie | 5 | 1 |
| Laguna Hills | CNA (Pre-Cert.) Internship | AFTER BELL | Ivy, Antrenette | 10 | 1.5 |
| Laguna Hills | Administration of Justice | AFTER BELL | Solis, Nasario | 5 | 1 |
| Laguna Hills | Automotive Technology Internship | AFTER BELL | Sullivan, Patrick | 5 | 1 |
| Mission Viejo | Sports Medicine Internship CANCELED Fall & Spring | AFTER BELL | Reece, Ashley | 5 | 0 |

**Saddleback Valley Unified School District
Schedule of Classes
2021-2022**

| School | Course Title | BELL / AFTER BELL | Teacher | Credits Per Semester | Section Value |
|---------------|----------------------------------|------------------------------|------------------|-------------------------------------|----------------------|
| Mission Viejo | Medical Careers & Health Systems | AFTER BELL | Reece, Ashley | 5 | 1 |
| Mission Viejo | Crime Scene Investigation | AFTER BELL | Solis, Nasario | 5 | 1 |
| Trabuco Hills | Emergency Medical Technician | AFTER BELL | Brenner, Mark | 5 | 1 |
| Trabuco Hills | Emergency Medical Responder | AFTER BELL | Hibbard, Spencer | 5 | 1 |
| TOTAL | | | | | 31 |

**Tustin Unified School District
Schedule of Classes
2021-2022**

| School | Course Title | BELL or AFTER BELL | Teacher | Credits Per Semester | Section Value |
|-----------------|---|-----------------------------------|--------------------------|-------------------------------------|----------------------|
| Beckman | Medical Careers & Health Systems | AFTER BELL | Friedman-de Leon, Rachel | 5 | 1 |
| Beckman | Sports Medicine & Athletic Training | BELL | Post, Logan | 5 | 1 |
| Beckman | Sports Medicine & Athletic Training | BELL | Post, Logan | 5 | 1 |
| Tustin | Culinary Arts ADV Fall Culinary Arts Internship | AFTER BELL | Van Der Merwe, Rochelle | 5 | 1 |
| Veeh Elementary | Div Serv Careers Intern ADULT Sp Ed | BELL | Laffen, Teresa | 10 | 1.5 |
| TOTAL | | | | | 5.5 |

TO: Board of Trustees
FROM: Brian Dozer
DATE: February 9, 2022
SUBJECT: Mission Statement

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

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

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

Additionally, the mission statement was reviewed and reaffirmed in:

August 2015
February 2017
February 2018
February 2019

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

TO: Board of Trustees

FROM: Brian Dozer

DATE: February 7, 2022

SUBJECT: Board Governance Protocols

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



Board Governance Protocols

Legal Contact

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

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

Media Contact

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

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

Request for Information

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

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

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

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

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

Response to Complaints

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

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

Self-Monitoring of Governance Team Effectiveness

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

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

Use of ROP Letterhead

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

Individual board members may use ROP letterhead for:

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

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

District resources shall not be used for unnecessary mass mailings.

Closed Session

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

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

Meeting Norms

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

Removing / Pulling Items from the Consent Calendar

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

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

There are specific instances that necessitate pulling an item:

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

Request for Action

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

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

Voting “No” and Abstaining

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

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

TO: Board of Trustees

FROM: Sesar Morfin

DATE: February 7, 2022

SUBJECT: Signature Authorizations
Resolution Numbers: #5/2021-2022, #6/2021-2022, #7/2021/2022

Issue / Background. With the hiring of a new Superintendent, Coastline ROP needs to update the authorized signatures for the organization. The resolutions replace our outgoing Superintendent, Carol Hume, with our new Superintendent, Brian Dozer.

Resolution #5/2021-2022 removes Carol Hume as an authorized signature for routine business functions and replaces her with Brian Dozer's authorized signature. The authorization form is one that is both required and provided by the Orange County Department of Education (OCDE). Additional authorized signors are included so that some routine operations can continue should certain staff members be unable to sign.

Resolution #6/2021-2022 removes Carol Hume as an authorized signature on our bank accounts with Farmers & Merchants Bank and replaces her with Brian Dozer's authorized signature. Sesar Morfin and J. S. Coke will continue as signers on those bank accounts.

Resolution #7/2021-2022 removes Carol Hume and authorizes Brian Dozer's signature to be printed on electronic vendor checks produced by the Orange County Superintendent of Schools.

Financial Implication. There are no financial implications.

Recommendation. It is respectfully requested that the Board of Trustees adopt resolution numbers #5/2021-2022, #6/2021-2022, and #7/2021-2022.

Enclosures

19.0
20.0
21.0

AUTHORIZATION OF SIGNATURES

Resolution Number _____

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

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

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

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

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

Clerk: _____

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

Resolution # 6/2021-2022

**AUTHORIZATION OF APPROVAL
OF BANK ACCOUNTS**

School District: Coastline Regional Occupational Program Date: February 17, 2022

I, _____, Clerk of the Governing Board of the above named District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 17th day of February, 2022, adopted by a majority vote of said Board, a resolution stating that the following named person(s) be authorized to sign checks drawn against our bank accounts with Farmers & Merchants Bank on behalf of Coastline ROP, effective 17th day of February, 2022; and that all previous authorizations for approved signatures are rescinded.

TYPED NAME

SIGNATURE

Brian K. Dozer

John S. Coke

Sesar Morfin

AYES _____

NOES _____

ABSENT _____

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of February 2022.

Clerk of the Board of Trustees

**AUTHORIZATION OF SIGNATURES
ON ELECTRONICALLY PRINTED CHECKS**

Resolution Number #7/2021-2022

_____ **School District** Date: _____

I, _____, Clerk of the Governing Board of the above named District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the _____ day of _____, 2_____, adopted by a majority vote of said Board, a board action/resolution stating that the following named person(s) signature be printed electronically on vendor checks produced by the Orange County Superintendent of Schools and that all previous authorizations for approval are rescinded.

TYPED NAME

SIGNATURE

In witness whereof, I have hereunto set my hand this _____ day of _____ 2_____.

Clerk: _____
 SIGNATURE

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING**

**Minutes
January 28, 2022**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on January 28, 2022 in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:04 a.m. by Lauren Brooks.

| <u>Present Members</u> | <u>Other</u> | | | |
|------------------------|---------------|-----------------|------------------|------------------|
| Lynn Davis | Carol Hume | Ulises Garcia | Duane Dishno | Ed Wong |
| Michelle Barto | J.S. Coke | Grant Litfin | Martha Fluor | Keith Tuominen |
| Suzie Swartz | Sesar Morfin | Krista Ganga | Barbara Schulman | Lisa Snowden |
| Diana Carey | Debbie Ludwig | James Piccola | Tammie Bullard | Michael Campbell |
| Lauren Brooks | Brian Dozer | Siteria Edwards | Krista Weigand | Ian Abrahams |
| | Rocky Murray | Jeanne Bennett | Bonnie Castrey | Nolan Malohn |
| | | | | Max Nuttall |

CLOSED SESSION There were no items to report out of closed session. The meeting reconvened in open session at 9:24 a.m.

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

SUPERINTENDENT'S REPORT Carol Hume welcomed Suzie Swartz. Ms. Swartz has been a Saddleback Valley Board of Trustees member for 21 years. She served as Coastline ROP board president in 2004 and returned in 2015. She is a graduate of UCLA, a public relations consultant, and was the recipient of the prestigious Marian Bergeson Award from the Orange County School Board Association in 2009 for her leadership and community service in education.

Ms. Hume was honored to have 10 of the 13 board members she has worked with over the past six and a half years in attendance. Ms. Hume welcomed Barbara Schulman, Duane Dishno, Tammie Bullard, Martha Fluor, Ed Wong, and Bonnie Castrey. Ms. Castrey served on the board before Ms. Hume became superintendent.

Ms. Hume introduced her successor, Dr. Brian Dozer. Dr. Dozer has most recently served as the president of Vital Link. Through Vital Link, Dr. Dozer has collaborated with educators throughout Orange County and has relationships with Coastline ROP's district partners.

Dr. Dozer is involved in multiple CTE and workforce development committees and serves on the Board of Directors of Leadership Tomorrow. Formerly, Dr. Dozer served as the Executive Director of Webster University's Irvine campus. Before transitioning into the education sector, he spent 20 years in advertising and marketing sales with various media organizations, primarily at television stations. He holds a Doctor of Management degree from Webster

University and earned an MBA from Pepperdine University and a BA in Telecommunications from Indiana University.

Michael Vossen, the steering committee member from Newport-Mesa Unified School District, retired at the end of December. In attendance was Lisa Snowden, their Career Counseling Coordinator.

J. S. Coke and Ms. Hume met with the steering committee members to plan next year. For the first time, ROP classes will be listed on students' course selection sheets, which should greatly increase awareness of and enrollment in ROP classes. Ms. Hume publicly thanked Mr. Coke, his team, and the steering committee members for this collaborative effort.

Ms. Hume and Dr. Dozer attended the Budget workshop, hosted by OCDE, featuring Capitol Advisers. The Governor's proposed budget has an unprecedented 102 billion in Prop. 98 funding with an additional 1.5 billion earmarked for College and Career Pathways. There is little information on it but, it is for four sectors – Health, Education, Technology, and Climate-related fields. If approved, it will be administered through the California Department of Education for K-12.

Ms. Hume thanked the Board of Trustees for arranging for Dr. Dozer and her to work together the last two weeks to ensure a smooth transition. They have reviewed all aspects of the organization. She has shared information with him about the short-term career experiences with University Lab Partners and CHOC, and the Cyberforward class, so that he can continue those offerings this summer. On Monday, January 31, Ms. Hume and Dr. Dozer will meet with the new superintendent from Tustin Unified School District.

With an amended Joint Powers Agreement in place and a significant amount of grant funding, Dr. Dozer will be able to create additional opportunities for students and staff.

She stated it was a privilege working with everyone and that it was always about the people – the students, the staff, colleagues, and board members. Besides her family, providing opportunities for students and working with everyone was the greatest joy of her life.

In closing, Ms. Hume expressed her appreciation to outgoing board president Lauren Brooks for her unwavering support of CTE and Coastline ROP. The past several years were challenging, but she focused on what was best for students and the organization. Ms. Hume presented Trustee Brooks with a certificate of appreciation.

EDUCATIONAL SERVICES' REPORT

Mr. Coke shared the WASC Self-Study Report was coming together on time. After its completion, a final draft will be mailed to the board before the March board meeting for comment. It will be uploaded to the WASC portal on March 14. The visit will take place April 27-29, and the board will be included in the visit schedule.

There is a substitute teacher shortage in California, which also affects Coastline ROP. On January 3, Administrator Krista Ganga, Coordinator James Piccola, and Instructional Support Specialist Alex Perez were substituting in classes. In January, Mr. Perez, who has a full-time position, had subbed 7 out of 18 instructional days so far. Mr. Coke thanked Mr. Perez for his diligent efforts.

COVID has consumed much time on school personnel. Coastline ROP is grateful for the positive working relationship with the staff at the partnering schools and district offices.

Mr. Coke concluded his report by introducing the morning's presentation by Irvine High School Automotive Teacher Michael Campbell and three of his students who shared their experiences. In October, the Greater Irvine Chamber of Commerce recognized Mr. Campbell at their Distinguished Educator Award ceremony.

AB 361 – BROWN ACT AMENDMENT

There was no action taken.

ELECTION OF OFFICERS

It was moved by Member Barto, seconded by Member Carey, to ratify the following district representatives for leadership during 2022:

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

Motion carried 5-0.

BOARD MEETING DATE/TIME CHANGES

There was no action taken.

CONTRACT APPROVAL

It was moved by Member Swartz, seconded by Member Barto, to approve the revisions to the employment contract for the incoming superintendent, Dr. Brian Dozer. Motion carried 5-0.

REVISION TO COASTLINE ROP COMPENSATION SCHEDULE

It was moved by Member Davis, seconded by Member Barto, to approve the revised compensation schedule. Motion carried 5-0.

RECEIVING AND DELIVERY WORKER JOB DESCRIPTION

It was moved by member Swartz, seconded by Member Barto, to approve the receiving and delivery worker job description. Motion carried 5-0.

**ADMINISTRATIVE
REGULATION AR
4217.3, CLASSIFIED
PERSONNEL
LAYOFF/REHIRE**

It was moved by Member Carey, seconded by Member Swartz, to approve the revision of AR 4217.3, Classified Personnel Layoff/Rehire. Motion carried 5-0.

**CONSULTING
SERVICES**

It was moved by Member Carey, seconded by Member Swartz, to approve the consulting services agreement with retiring superintendent Carol Hume. Motion carried 5-0.

**CONSENT
CALENDAR**

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

- Minutes from the December 8, 2021 special Board of Trustees meeting
- Minutes from the December 13, 2021 regular Board of Trustees meeting
- Ratification of purchase order report ending December 31, 2021
- Ratification of check report ending December 31, 2021
- 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
- English language learner waiver teacher roster
- Personnel register #6-2021-2022 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Ratification/Approval of travel and conference report
- Inventory deletion report

ADJOURNMENT

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

The meeting was adjourned at 10:25 a.m.

Clerk/Secretary

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 02/17/2022**

FROM 01/01/2022 TO 01/31/2022

| <u>PO NUMBER</u> | <u>VENDOR</u> | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u> |
|------------------|--------------------------------|-----------------|-----------------------|-----------------------|--|
| R95C0428 | AMAZON | 30.98 | 30.98 | 01780940 4330 | Information Technology F-7700 / Office Supplies-Consumable |
| R95C0429 | HOSA-FUTURE HEALTH PROFESSIONA | 965.00 | 965.00 | 0198260 5825 | Hartel-HOSA CTEIG-6 NMUSD / CONTR SVCS - FIELD |
| R95C0430 | AMAZON | 320.18 | 320.18 | 0105160 4310 | Hibbard/EMResponder THHS C6 SV / INSTRUCTIONAL |
| R95C0432 | OFFICE DEPOT | 29.54 | 29.54 | 01777900 4330 | Lopez/Purchasing Specialist / Office Supplies-Consumable |
| R95C0433 | MICRO CENTER A/R | 368.48 | 45.24 | 016019057 4330 | Mainsite/Schl Adm F2700 COVID / Office |
| | | | 323.24 | 016019057 4331 | Mainsite/Schl Adm F2700 COVID / Office |
| R95C0434 | AYRES HOTEL | 885.89 | 370.66 | 016019061 4360 | Board Expenditures COVID / REFRESHMENTS MTGS - |
| | | | 515.23 | 016019061 5630 | Board Expenditures COVID / FACILITY RENTAL |
| R95C0437 | AMAZON | 1,858.69 | 1,858.69 | 0106066 4310 | Jeske/Sports Medicine-LH C6 / INSTRUCTIONAL |
| R95C0438 | AMAZON | 344.78 | 344.78 | 0106068 4320 | Jacobs/Sports Med Marina C6 / Instructional |
| R95C0439 | GOPHER | 1,593.73 | 1,593.73 | 0106066 4310 | Jeske/Sports Medicine-LH C6 / INSTRUCTIONAL |
| R95C0441 | SNAP ON TOOLS | 5,706.98 | 5,706.98 | 0117862 6490 | Misich/MLR 1 UNI C6 / NEW EQUIP ALL OTHER |
| R95C0442 | COSTA MESA CHAMBER OF COMMERCE | 375.00 | 187.50 | 0166720 5395 | School Admin SWP K12 Coord 3 / MEMBERSHIPS - |
| | | | 187.50 | 0166799 9330 | SWP K12 Pathway Coordinator 3 / PREPAID EXPENSES |
| R95C0443 | MEDCO SUPPLY COMPANY | 2,805.69 | 2,805.69 | 0106066 4310 | Jeske/Sports Medicine-LH C6 / INSTRUCTIONAL |
| R95C0444 | CDW GOVERNMENT | 70,917.68 | 70,917.68 | 016019069 4430 | Tiongco/Media Arts EST COVID / NON-CAP EQUIP/Com |
| R95C0445 | ZAHOUREK SYSTEMS INC | 9,843.95 | 9,843.95 | 0106066 4490 | Jeske/Sports Medicine-LH C6 / NON CAP EQUIP - OTHER |
| R95C0447 | B & H PHOTO | 2,442.65 | 74.60 | 0100260 4310 | Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL |
| | | | 536.06 | 0100260 4430 | Williamson/AOA MV CTEIG-6 / NON-CAP EQUIP/Comp |
| | | | 74.60 | 0100465 4310 | Williamson/CG MV CTEIG-6 / INSTRUCTIONAL |
| | | | 536.06 | 0100465 4430 | Williamson/CG MV CTEIG-6 / NON-CAP EQUIP/Comp & |
| | | | 149.21 | 0101160 4310 | Williamson/Mult Comm Des MV C6 / INSTRUCTIONAL |
| | | | 1,072.12 | 0101160 4430 | Williamson/Mult Comm Des MV C6 / NON-CAP |
| R95C0448 | HOME DEPOT | 471.67 | 471.67 | 016019057 4310 | Mainsite/Schl Adm F2700 COVID / INSTRUCTIONAL |
| R95C0449 | ORANGE COUNTY DEPARTMENT OF ED | 915.88 | 21.55 | 01039014 4310 | Hayden/Retail Sales Intrm WMal / INSTRUCTIONAL |

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 02/17/2022**

FROM 01/01/2022 TO 01/31/2022

| <u>PO NUMBER</u> | <u>VENDOR</u> | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u> |
|------------------|---------------------------------------|-----------------|-----------------------|-----------------------|---|
| R95C0449 | *** CONTINUED *** | | | | |
| | | | 21.55 | 01059022 4310 | Short-Baker/CNA LHHS / INSTRUCTIONAL SUPPLIES |
| | | | 21.55 | 01076011 4310 | VanDerM/Culinary Arts Intn THS / INSTRUCTIONAL |
| | | | 21.55 | 01602005 4330 | Piccola/Coordinator Instructor / Office Supplies-Consumable |
| | | | 21.55 | 01659001 4330 | Schweers-Ganga/Admin EDU Srvc / Office |
| | | | 21.55 | 0166811 4310 | Reece/SM Intern CHS SWP R2 / INSTRUCTIONAL |
| | | | 8.62 | 01742692 4330 | Guembes/NWHS Career Specialist / Office |
| | | | 19.93 | 01742711 4330 | Rohrer/Irvine CS / Office Supplies-Consumable |
| | | | 12.93 | 01742752 4330 | Guembes/Woodbridge Career Spec / Office |
| | | | 1.62 | 01742791 4330 | Rohrer/Creekside Car Spec / Office Supplies-Consumable |
| | | | 18.85 | 01743741 4330 | Murphy/NHHS Career Specialist / Office |
| | | | 2.70 | 01743811 4330 | Murphy/Back Bay Car Spec / Office Supplies-Consumable |
| | | | 21.55 | 01745734 4330 | McDonald/Beckman CS / Office Supplies-Consumable |
| | | | 700.38 | 01798000 4330 | Marketing-Student Recruitment / Office Supplies-Consumable |
| R95C0450 | FEDEX | 24.10 | 24.10 | 01764930 5940 | Edwards, S / HR Administrator / Communications - Intrnet S |
| R95C0451 | SUN PAC CONTAINERS INC | 6,315.21 | 32.33 | 0104160 4310 | Hayden/VE MHS C6 HBUHSD / INSTRUCTIONAL |
| | | | 161.63 | 0104160 4320 | Hayden/VE MHS C6 HBUHSD / Instructional |
| | | | 6,121.25 | 0104160 6490 | Hayden/VE MHS C6 HBUHSD / NEW EQUIP ALL OTHE |
| R95C0452 | AERIES SOFTWARE | 7,579.38 | 3,789.69 | 01780831 5895 | Bolding/Student Info Specialist / OTH CONTR |
| | | | 3,789.69 | 01999990 9330 | Revenue 0105 (6350) / PREPAID EXPENSES |
| R95C0453 | HOME DEPOT | 138.80 | 34.70 | 01052007 4310 | Hartel/EMT FVHS / INSTRUCTIONAL SUPPLIES |
| | | | 34.70 | 01052013 4310 | Morrison/EMT ROP / INSTRUCTIONAL SUPPLIES |
| | | | 34.70 | 01052132 4310 | Brenner/EMT THHS / INSTRUCTIONAL SUPPLIES |
| | | | 34.70 | 01052202 4310 | Smith/EMT CHS / INSTRUCTIONAL SUPPLIES |
| R95C0454 | MCKESSON GENERAL MEDICAL CORP | 899.44 | 899.44 | 016019057 4310 | Mainsite/Schl Adm F2700 COVID / INSTRUCTIONAL |
| R95C0455 | HOSA-FUTURE HEALTH PROFESSIONA | 965.00 | 965.00 | 0198260 5825 | Hartel-HOSA CTEIG-6 NMUSD / CONTR SVCS - FIELD |
| R95C0456 | VITAL LINK ORANGE COUNTY | 2,300.00 | 2,300.00 | 0108662 5825 | Rizza/EDD EST CTEIG - 6 / CONTR SVCS - FIELD TRIP |

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 02/17/2022**

FROM 01/01/2022 TO 01/31/2022

| <u>PO NUMBER</u> | <u>VENDOR</u> | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u> |
|------------------|-------------------------------|-----------------|-----------------------|-----------------------|--|
| R95C0457 | SNAP ON TOOLS | 457.52 | 457.52 | 0117960 5685 | Sullivan/Auto Tech MLR 2 LH C6 / OTHER EQUIPMENT |
| R95C0458 | VITALITY MEDICAL | 336.52 | 336.52 | 0105269 4310 | Harte/EMT FVHS CTEIG-6 / INSTRUCTIONAL SUPPLIES |
| R95C0459 | VITALITY MEDICAL | 336.52 | 336.52 | 01052013 4310 | Morrison/EMT ROP / INSTRUCTIONAL SUPPLIES |
| R95C0460 | VITALITY MEDICAL | 336.52 | 336.52 | 0105268 4310 | Smith/EMT CHS CTEIG-6 / INSTRUCTIONAL SUPPLIES |
| R95C0461 | VITALITY MEDICAL | 336.52 | 336.52 | 0105261 4310 | Brenner/EMT THHS C6 SVUSD / INSTRUCTIONAL |
| R95C0463 | OFFICE DEPOT | 58.70 | 58.70 | 01764930 4330 | Edwards, S / HR Administrator / Office Supplies-Consumable |
| R95C0464 | OFFICE DEPOT | 73.87 | 73.87 | 01762913 4330 | Ludwig/Executive Assistant / Office Supplies-Consumable |
| R95C0465 | OFFICE DEPOT | 27.99 | 27.99 | 01910910 4330 | Mainsite/School Admin F2700 / Office Supplies-Consumable |
| R95C0466 | THE FIRE STORE | 9,700.50 | 9,700.50 | 01083021 4320 | Zimmerman/Fire Science ROP / Instructional |
| R95C0468 | AMAZON | 96.56 | 96.56 | 01002041 4310 | Williamson/Art of Animation MV / INSTRUCTIONAL |
| R95C0469 | AMAZON | 44.15 | 44.15 | 01004061 4310 | Williamson/Computer Graphic MV / INSTRUCTIONAL |
| R95C0470 | AMERICAN HEART ASSOCIATION | 1,993.38 | 1,616.25 | 0166806 4310 | All CPR/SWP Improvement ROP / INSTRUCTIONAL |
| | | | 377.13 | 0166806 5889 | All CPR/SWP Improvement ROP / INTERNET-BASED |
| R95C0473 | AMERICAN BUTTON MACHINES | 363.62 | 60.29 | 0100465 4310 | Williamson/CG MV CTEIG-6 / INSTRUCTIONAL |
| | | | 303.33 | 0100465 4320 | Williamson/CG MV CTEIG-6 / Instructional |
| R95C0474 | AMERICAN BUTTON MACHINES | 201.19 | 201.19 | 0100465 4320 | Williamson/CG MV CTEIG-6 / Instructional |
| R95C0475 | CUELIST | 199.00 | 199.00 | 0101460 5888 | Behrens/Theater Tech HB C6 / Internet - Software/Licenses |
| R95C0476 | MCKESSON GENERAL MEDICAL CORP | 359.78 | 61.16 | 016019062 4310 | Short-Baker/CNA LHHS COVID / INSTRUCTIONAL |
| | | | 61.16 | 016019067 4310 | Morrison/EMT ROP COVID / INSTRUCTIONAL SUPPLIES |
| | | | 57.56 | 016019070 4310 | Smith/EMT CHS COVID / INSTRUCTIONAL SUPPLIES |
| | | | 57.58 | 016019071 4310 | Harte/EMT FVHS COVID / INSTRUCTIONAL SUPPLIES |
| | | | 61.16 | 016019072 4310 | Brenner/EMT THHS COVID / INSTRUCTIONAL SUPPLIES |
| | | | 61.16 | 016019073 4310 | Murillo/CNA OVHS COVID / INSTRUCTIONAL SUPPLIES |
| R95C0477 | SPARKFUN ELECTRONICS | 53.88 | 53.88 | 0108662 4310 | Rizza/EDD EST CTEIG - 6 / INSTRUCTIONAL SUPPLIES |

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 02/17/2022**

FROM 01/01/2022 TO 01/31/2022

| <u>PO NUMBER</u> | <u>VENDOR</u> | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u> |
|------------------|------------------------|-----------------|-----------------------|-----------------------|---|
| R95C0478 | HOME DEPOT | 3.30 | 3.30 | 0108662 4310 | Rizza/EDD EST CTEIG - 6 / INSTRUCTIONAL SUPPLIES |
| R95C0479 | STEPPERONLINE | 108.89 | 108.89 | 0108662 4310 | Rizza/EDD EST CTEIG - 6 / INSTRUCTIONAL SUPPLIES |
| R95C0480 | AMAZON | 8.61 | 8.61 | 0108662 4310 | Rizza/EDD EST CTEIG - 6 / INSTRUCTIONAL SUPPLIES |
| R95C0482 | AMAZON | 22.28 | 22.28 | 0108463 4310 | Van Der Merwe/Culin Arts OV C6 / INSTRUCTIONAL |
| R95C0483 | OMAX MARKETPLACE | 149.62 | 14.55 | 0108662 4310 | Rizza/EDD EST CTEIG - 6 / INSTRUCTIONAL SUPPLIES |
| | | | 135.07 | 0108662 4320 | Rizza/EDD EST CTEIG - 6 / Instructional Supplies-Noncon |
| R95C0485 | SHI INTERNATIONAL CORP | 3,998.80 | 1,636.38 | 016019074 4331 | Dozer/Superintendent COVID / Office |
| | | | 2,362.42 | 016019074 4430 | Dozer/Superintendent COVID / NON-CAP EQUIP/Comp & |
| R95C0486 | AMAZON | 150.74 | 150.74 | 0105261 4310 | Brenner/EMT THHS C6 SVUSD / INSTRUCTIONAL |
| R95C0487 | AMAZON | 2,163.43 | 1,047.14 | 016019057 4330 | Mainsite/Schl Adm F2700 COVID / Office |
| | | | 1,116.29 | 016019057 4331 | Mainsite/Schl Adm F2700 COVID / Office |
| R95C0488 | LIGHTBULBS.COM | 21.46 | 21.46 | 0109462 4310 | Campos/Constr Tech AB EST C6 / INSTRUCTIONAL |
| R95C0489 | OFFICE DEPOT | 21.78 | 21.78 | 01778950 4330 | All Fiscal Services / Office Supplies-Consumable |
| R95C0490 | AMAZON | 25.60 | 25.60 | 0108463 4310 | Van Der Merwe/Culin Arts OV C6 / INSTRUCTIONAL |
| R95C0491 | TUSTIN AWARDS INC | 25.62 | 25.62 | 01760933 4330 | Dozer/Superintendent / Office Supplies-Consumable |
| R95C0492 | B & H PHOTO | 284.29 | 16.47 | 0100363 4310 | Murphy/Broadcast News C6 PHS / INSTRUCTIONAL |
| | | | 31.86 | 0100363 4320 | Murphy/Broadcast News C6 PHS / Instructional |
| | | | 16.47 | 0100364 4310 | Murphy/BroadcastNews AB C6 PHS / INSTRUCTIONAL |
| | | | 31.86 | 0100364 4312 | Murphy/BroadcastNews AB C6 PHS / INSTR SUPPLIES - |
| | | | 48.45 | 0102361 4310 | Murphy/Art of TV PHS C6 / INSTRUCTIONAL SUPPLIES |
| | | | 93.70 | 0102361 4320 | Murphy/Art of TV PHS C6 / Instructional Supplies-Noncon |
| | | | 15.50 | 0119960 4310 | Murphy/Interm Vid/Film C6 PHS / INSTRUCTIONAL |
| | | | 29.98 | 0119960 4320 | Murphy/Interm Vid/Film C6 PHS / Instructional |
| R95C0493 | MEDCO SUPPLY COMPANY | 237.78 | 237.78 | 01185201 4310 | Reece/MCHS CHS AB / INSTRUCTIONAL SUPPLIES |
| R95C0494 | THE BRAND HABIT LLC | 834.76 | 834.76 | 0198260 4310 | Hartel-HOSA CTEIG-6 NMUSD / INSTRUCTIONAL |

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 02/17/2022**

FROM 01/01/2022 TO 01/31/2022

| <u>PO NUMBER</u> | <u>VENDOR</u> | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u> |
|------------------|---|-------------------|-----------------------|-----------------------|--|
| R95C0495 | EDUCATION WEEK | 97.00 | 97.00 | 016019076 4330 | Coke/Dir, Edu Srvc COVID / Office Supplies-Consumable |
| R95C0496 | MEDCO SUPPLY COMPANY | 237.78 | 237.78 | 01060113 4310 | Reece/Sports Med ETHS / INSTRUCTIONAL SUPPLIES |
| R95X0435 | MADRID, EDWIN | 200.00 | 200.00 | 01910932 5290 | Ramos-Madrid/Facility Maint / MILEAGE NON TAXABLE |
| R95X0436 | ZULUAGA, LEWIS | 1,000.00 | 1,000.00 | 01781950 5290 | Zuluaga, L/Network Specialist / MILEAGE NON TAXABLE |
| R95X0440 | FRONTLINE TECHNOLOGIES GROUP L | 6,811.46 | 6,811.46 | 01780960 5888 | Centralized Data Processing / Internet - Software/Licenses |
| R95X0446 | LYNNE PORTER | 3,000.00 | 3,000.00 | 01660000 5890 | Instructional Support / OTHER CONTRACTED SERVICES |
| R95X0462 | CALIFORNIA LIVE SCAN | 344.80 | 344.80 | 01026001 5850 | Sianturi/Pharm Tech Inter WHS / FINGERPRINTING - |
| R95X0467 | ROHRER NG, FELICIA | 123.91 | 114.00 | 01742711 5290 | Rohrer/Irvine CS / MILEAGE NON TAXABLE |
| | | | 9.91 | 01742791 5290 | Rohrer/Creekside Car Spec / MILEAGE NON TAXABLE |
| R95X0471 | MURPHY, LAURA | 100.00 | 88.00 | 01743741 5290 | Murphy/NHHS Career Specialist / MILEAGE NON |
| | | | 12.00 | 01743811 5290 | Murphy/Back Bay Car Spec / MILEAGE NON TAXABLE |
| R95X0472 | SMART & FINAL | 2,000.00 | 2,000.00 | 0106762 4310 | Fouts/Baking & Pastry LHHS C6 / INSTRUCTIONAL |
| R95X0481 | NEWPORT URGENT CARE | 2,250.00 | 1,125.00 | 01057017 5892 | Ghader/Med Nurs Car Intern ROP / PHYSICAL |
| | | | 1,125.00 | 01057060 5892 | Gha/Med Nurs Careers Inter CHS / PHYSICAL |
| R95X0484 | ATKINSON ANDELSON LOYA RUUD & | 3,000.00 | 3,000.00 | 01761920 5830 | Board Expenditures / LEGAL SERVICES |
| | Fund 01 Total: | 160,296.83 | | | |
| | Total Amount of Purchase Orders: | 160,296.83 | | | |

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES 02/17/2022

FRO 01/01/2022 **TO** 01/31/2022

| <u>PO</u> <u>NUMBER</u> | <u>VENDOR</u> | <u>PO</u> <u>TOTAL</u> | <u>CHANGE</u> <u>AMOUNT</u> | <u>ACCOUNT</u> <u>NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u> |
|----------------------------|--------------------------------|---------------------------|--------------------------------|---------------------------------|---|
| R95C0410 | NATIONAL ASSOC FOR THE EDUCATI | 161.63 | -37.71 | 0107060 4310 | Rico/Car w/Children WHS C6 / INSTRUCTIONAL SUPPLIE |
| R95C0412 | AMAZON | 766.13 | -0.30 | 0104160 4310 | Hayden/VE MHS C6 HBUHSD / INSTRUCTIONAL |
| R95C0427 | AMAZON | 587.95 | -20.56 | 0104160 4320 | Hayden/VE MHS C6 HBUHSD / Instructional |
| R95X0073 | SMART & FINAL | 6,500.00 | -13.74 | 0106066 4310 | Jeske/Sports Medicine-LH C6 / INSTRUCTIONAL SUPPLIE |
| | | | +500.00 | 01067201 4310 | Mullen/Baking and Pastry CHS / INSTRUCTIONAL |
| | | | +500.00 | 01077200 4310 | Mullen/Culinary Arts ADV CHS / INSTRUCTIONAL |
| | | | +500.00 | 01084200 4310 | Mullen/Culinary Arts AB CHS / INSTRUCTIONAL SUPPLIE |
| | | | +500.00 | 01084210 4310 | Mullen/Culinary Art CHS InBell / INSTRUCTIONAL |
| R95X0307 | GANAHL LUMBER | 3,116.25 | +1,082.89 | 01191101 4310 | Campos/BITA 2 EST / INSTRUCTIONAL SUPPLIES |
| | | | +533.36 | 01192101 4310 | Campos/BITA 3 EST / INSTRUCTIONAL SUPPLIES |

Fund 01 Total: 3,543.94

Total Amount of Change Orders: 3,543.94

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Check Report 01/01/2022-01/31/2022

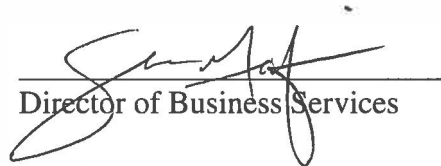
Fund 1 General

Total Checks: \$240,526.23

Submitted By:


Accounts Payable Specialist

Recommended for
Board Ratification By


Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 1/1/2022 to 1/31/2022

| Check | Payee ID | Payee Name | Reference | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|------------------|---------------|---------------|-------------|------|--------|--------------|
| 95 00031310 | V9500441 | CAROC | CAROC | P21-DOZE | OH 01/06/2022 | | MW | IS | 50.00 |
| 95 00031311 | V9501474 | CCCAOE | CCCAOE | 2021-BUDD | OH 01/06/2022 | | MW | IS | 695.00 |
| 95 00031312 | V9501021 | COSTA MESA CHAMBER OF COMMERCE | 15043 | | OH 01/06/2022 | | MW | IS | 375.00 |
| 95 00031313 | V9500828 | EXXON MOBIL | 988145 | | OH 01/06/2022 | | MW | IS | 118.63 |
| 95 00031314 | V9502417 | FRONTLINE TECHNOLOGIES GROUP L | INVUS150359 | | OH 01/06/2022 | | MW | IS | 4,500.00 |
| 95 00031315 | V9502207 | HOSA-FUTURE HEALTH PROFESSIONA | 99491267 | | OH 01/06/2022 | | MW | IS | 965.00 |
| 95 00031316 | V9509319 | HUME, CAROL | OOPE-121421HUM | OH 01/06/2022 | | | MW | IS | 431.18 |
| 95 00031317 | V9500983 | JJ KELLER | 9106391917 | | OH 01/06/2022 | | MW | IS | 158.72 |
| 95 00031318 | V9502399 | LEADERSHIP ASSOCIATES | 2561 | | OH 01/06/2022 | | MW | IS | 9,750.00 |
| 95 00031319 | V9500795 | LUDWIG, DEBBIE | OOPE-112321LUD | OH 01/06/2022 | | | MW | IS | 39.35 |
| 95 00031320 | V9500071 | MICRO CENTER A/R | 11482635 | | OH 01/06/2022 | | MW | IS | 193.89 |
| 95 00031321 | V9502418 | NC3 | NC3-SULLIVAN | OH 01/06/2022 | | | MW | IS | 990.00 |
| 95 00031322 | V9500377 | PEARSON EDUCATION | 16431823 | | OH 01/06/2022 | | MW | IS | 4,164.30 |
| 95 00031323 | V9500651 | SMART & FINAL | 9301 | | OH 01/06/2022 | | MW | IS | 897.83 |
| 95 00031324 | V9502271 | VAN DER MERWE, ROCHELLE | OOPE-121521VAN | OH 01/06/2022 | | | MW | IS | 88.89 |
| 95 00031325 | V9505546 | VISION SERVICE PLAN | 12/01-31/21 RETI | OH 01/06/2022 | | | MW | IS | 785.46 |
| 95 00031326 | V9502335 | Nepris Inc | 00150816-1851 | OH 01/07/2022 | | | MW | IS | 10,000.00 |
| 95 00031327 | V9500045 | COASTLINE ROP REVOLVING CASH F | DEC 01 2021 | OH 01/11/2022 | | | MW | IS | 20.00 |
| 95 00031328 | V9500387 | DEPT OF JUSTICE | 548847 | | OH 01/11/2022 | | MW | IS | 32.00 |
| 95 00031329 | V9501068 | HARBOR FREIGHT | 970535 | | OH 01/11/2022 | | MW | IS | 194.63 |
| 95 00031330 | V9502063 | HOME DEPOT | 8074215 | | OH 01/11/2022 | | MW | IS | 938.82 |
| 95 00031331 | V9502293 | INGARDIA BROS PRODUCE INC | 07165788 | | OH 01/11/2022 | | MW | IS | 339.12 |
| 95 00031332 | V9502382 | INTERMEDIA.NET INC | 2201198192 | | OH 01/11/2022 | | MW | IS | 860.70 |
| 95 00031333 | V9501821 | MCKESSON GENERAL MEDICAL CORP | 36128418 | | OH 01/11/2022 | | MW | IS | 1,611.10 |
| 95 00031334 | V9501016 | MEDCO SUPPLY COMPANY | IN94580554 | | OH 01/11/2022 | | MW | IS | 10,304.69 |
| 95 00031335 | V9503847 | NORTH ORANGE COUNTY ROP | 9839 | | OH 01/11/2022 | | MW | IS | 6,000.00 |
| 95 00031336 | V9500937 | POST ALARM SYSTEMS | 1443728 | | OH 01/11/2022 | | MW | IS | 59.61 |
| 95 00031337 | V9500034 | SADDLEBACK VALLEY USD | 83R10358 | | OH 01/11/2022 | | MW | IS | 179.05 |
| 95 00031338 | V9500722 | STAPLES BUSINESS ADVANTAGE | 3492662921 | | OH 01/11/2022 | | MW | IS | 909.66 |
| 95 00031339 | V9502271 | VAN DER MERWE, ROCHELLE | 11/29-12/15/21 | OH 01/11/2022 | | | MW | IS | 45.92 |
| 95 00031340 | V9500422 | VERIZON WIRELESS | 9894316632 | | OH 01/11/2022 | | MW | IS | 190.05 |
| 95 00031341 | V9501754 | VILLAFUERTE, NICOLE | 11/02-12/16/21 | OH 01/11/2022 | | | MW | IS | 129.14 |
| 95 00031342 | V9502344 | MADRID, EDWIN | 10/19-19/21 | OH 01/12/2022 | | | MW | IS | 14.06 |
| 95 00031343 | V9500071 | MICRO CENTER A/R | 11634281 | | OH 01/12/2022 | | MW | IS | 368.48 |

COASTLINE R.O.P.
Consolidated Check Register
 from 1/1/2022 to 1/31/2022

| Check | Payee ID | Payee Name | Reference | Subs Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|---------------------------------|--------------------------------|------------------|-----------------|-------------|------|--------|--------------|
| 95 00031344 | V9501385 | NEWPORT URGENT CARE | 10/01-31/21 | OH 01/12/2022 | | MW | IS | 105.00 |
| 95 00031345 | V9501843 | READYREFRESH BY NESTLE | 11L0027000850 | OH 01/12/2022 | | MW | IS | 25.83 |
| 95 00031346 | V9502162 | SOCAL OFFICE TECHNOLOGIES | IN2247137 | OH 01/12/2022 | | MW | IS | 227.22 |
| 95 00031347 | V9501499 | TIME WARNER CABLE | 0033823121421 | OH 01/12/2022 | | MW | IS | 1,782.62 |
| 95 00031348 | V9501815 | ULINE | 141125382 | OH 01/12/2022 | | MW | IS | 563.55 |
| 95 00031349 | V9500405 | ZULUAGA, LEWIS | 8/12/21-11/2/21 | OH 01/12/2022 | | MW | IS | 189.90 |
| 95 00031350 | V9502081 | SWITCH VEHICLES INC | ICOAS211123 | OH 01/13/2022 | | MW | IS | 41,497.18 |
| 95 00031351 | VOID.CONTIVoid - Continued Stub | | CONTINUE | OH 01/18/2022 | | VM | VD | 0.00 |
| 95 00031352 | V9501269 | AMAZON | 977669643993 | OH 01/18/2022 | | MW | IS | 13,483.05 |
| 95 00031353 | V9502258 | AMERICAN 3B SCIENTIFIC | SI21159914 | OH 01/18/2022 | | MW | IS | 761.58 |
| 95 00031354 | V9502411 | AVKIN INC | 1842B | OH 01/18/2022 | | MW | IS | 16,830.00 |
| 95 00031355 | V9501401 | CDW GOVERNMENT | Q046456 | OH 01/18/2022 | | MW | IS | 547.95 |
| 95 00031356 | V9500045 | COASTLINE ROP REVOLVING CASH F | 1036/100470 | OH 01/18/2022 | | MW | IS | 113.05 |
| 95 00031357 | V9502326 | F & M Credit Card | 12/3/21-1/3/22 | OH 01/18/2022 | | MW | IS | 2,413.36 |
| 95 00031358 | V9502365 | GUEMBES, ALEXANDRIA | 12/01-09/21 | OH 01/18/2022 | | MW | IS | 24.42 |
| 95 00031359 | V9502063 | HOME DEPOT | 6904886 | OH 01/18/2022 | | MW | IS | 161.93 |
| 95 00031360 | V9509319 | HUME, CAROL | OOPE-011122HUM | OH 01/18/2022 | | MW | IS | 366.44 |
| 95 00031361 | V9501321 | KREGGER, RACHEL | OOPE-11172IKRE | OH 01/18/2022 | | MW | IS | 56.46 |
| 95 00031362 | V9501912 | LYNNE PORTER | 1-2021-2022 | OH 01/18/2022 | | MW | IS | 455.00 |
| 95 00031363 | V9500134 | ORANGE COUNTY DEPARTMENT OF ED | 94R1291 | OH 01/18/2022 | | MW | IS | 915.88 |
| 95 00031364 | V9501934 | RICO, MONIQUE | 11/01-18/21 | OH 01/18/2022 | | MW | IS | 16.52 |
| 95 00031365 | V9501472 | SCHWEERS-GANGA, KRISTA | OOPE-11122GANG | OH 01/18/2022 | | MW | IS | 6.13 |
| 95 00031366 | V9502341 | SEWING MACHINES PLUS | 795709 | OH 01/18/2022 | | MW | IS | 9,852.49 |
| 95 00031367 | V9500651 | SMART & FINAL | 33308 | OH 01/18/2022 | | MW | IS | 48.78 |
| 95 00031368 | V9502368 | CLC | JAN 2022 ID THEF | OH 01/20/2022 | | MW | IS | 50.00 |
| 95 00031369 | V9500828 | EXXON MOBIL | 96420 | OH 01/20/2022 | | MW | IS | 95.40 |
| 95 00031370 | V9502040 | METROPOLITAN LIFE INSURANCE CO | JANUARY 2022 | OH 01/20/2022 | | MW | IS | 586.04 |
| 95 00031371 | V9501350 | REEP FOR BENEFITS | 01/01-31/22 TALK | OH 01/20/2022 | | MW | IS | 41,626.18 |
| 95 00031372 | V9500651 | SMART & FINAL | 701-JANUARY | OH 01/20/2022 | | MW | IS | 357.22 |
| 95 00031373 | V9502348 | SUSI EPPERSON CONSULTING LLC | 2294 | OH 01/20/2022 | | MW | IS | 350.00 |
| 95 00031374 | V9505546 | VISION SERVICE PLAN | 01/01-31/22 RETI | OH 01/20/2022 | | MW | IS | 785.46 |
| 95 00031375 | V9500666 | CALIF DEPT OF TAX AND ADMINIST | FO10690 | OH 01/24/2022 | | MW | IS | 222.71 |
| 95 00031376 | V9502214 | AERIES SOFTWARE | M&S-8447 | OH 01/25/2022 | | MW | IS | 7,250.00 |
| 95 00031377 | V9501919 | ATKINSON ANDELSON LOYA RUUD & | 640589 | OH 01/25/2022 | | MW | IS | 2,241.75 |

Current Date: 02/02/2022
 Current Time: 08:01:53

Page
2

User: LJLOPE - Laura J Lopez
 Report: BK3005 Consolidated Check Register

COASTLINE R.O.P.
Consolidated Check Register
 from 1/1/2022 to 1/31/2022

| Check | Payee ID | Payee Name | Reference | Subs Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|-------------------|-----------------|-------------|------|--------|--------------|
| 95 00031378 | V9502011 | CORODATA RECORDS MANAGEMENT IN | RS4760759 | OH 01/25/2022 | | MW | IS | 108.56 |
| 95 00031379 | V9500387 | DEPT OF JUSTICE | 554461 | OH 01/25/2022 | | MW | IS | 32.00 |
| 95 00031380 | V9501024 | DOONE, LINDA | 01/08-12/22 | OH 01/25/2022 | | MW | IS | 11.64 |
| 95 00031381 | V9502425 | DOZER, BRIAN | OOPE-011222DOZ | OH 01/25/2022 | | MW | IS | 22.00 |
| 95 00031382 | V9500482 | FEDEX | 7-629-38679 | OH 01/25/2022 | | MW | IS | 24.10 |
| 95 00031383 | V9502293 | INGARDIA BROS PRODUCE INC | 07165257 | OH 01/25/2022 | | MW | IS | 940.88 |
| 95 00031384 | V9502862 | LAKESHORE LEARNING MATERIALS | 204554121621 | OH 01/25/2022 | | MW | IS | 460.10 |
| 95 00031385 | V9502185 | MURPHY, LAURA | 9/13/21-12/13/21 | OH 01/25/2022 | | MW | IS | 42.48 |
| 95 00031386 | V9500942 | PEREZ, ALEX | 12/01-17/21 | OH 01/25/2022 | | MW | IS | 26.71 |
| 95 00031387 | V9502394 | ROHRER NG, FELICIA | 8/30/21-12/9/21 | OH 01/25/2022 | | MW | IS | 113.40 |
| 95 00031388 | V9500651 | SMART & FINAL | 9301-JANUARY | OH 01/25/2022 | | MW | IS | 517.21 |
| 95 00031389 | V9501499 | TIME WARNER CABLE | 1263091010122 | OH 01/25/2022 | | MW | IS | 2,797.74 |
| 95 00031390 | V9502426 | TRAPANI, PETE | OOPE-011222TRAPOH | OH 01/25/2022 | | MW | IS | 23.00 |
| 95 00031391 | V9500678 | VITAL LINK ORANGE COUNTY | 5461 | OH 01/25/2022 | | MW | IS | 2,300.00 |
| 95 00031392 | V9500957 | CALIFORNIA LIVE SCAN | JAN22-01 | OH 01/27/2022 | | MW | IS | 400.00 |
| 95 00031393 | V9502063 | HOME DEPOT | 522665 | OH 01/27/2022 | | MW | IS | 2,361.31 |
| 95 00031394 | V9501821 | MCKESSON GENERAL MEDICAL CORP | 37358177 | OH 01/27/2022 | | MW | IS | 1,298.84 |
| 95 00031395 | V9501016 | MEDCO SUPPLY COMPANY | IN94666133 | OH 01/27/2022 | | MW | IS | 5,869.99 |
| 95 00031396 | V9502086 | MFI MEDICAL EQUIPMENT INC | IN-00024286 | OH 01/27/2022 | | MW | IS | 4,459.11 |
| 95 00031397 | V9503760 | NEWPORT MESA UNIFIED SD | 78RI0081 | OH 01/27/2022 | | MW | IS | 3,562.91 |
| 95 00031398 | V9501475 | O'REILLY AUTO PARTS | 3576-355924 | OH 01/27/2022 | | MW | IS | 75.38 |
| 95 00031399 | V9500049 | PITNEY BOWES | 3105288140 | OH 01/27/2022 | | MW | IS | 443.43 |
| 95 00031400 | V9504457 | RAINBOW DISPOSAL CO INC | 0605-000846538 | OH 01/27/2022 | | MW | IS | 314.11 |
| 95 00031401 | V9500711 | RESERVE ACCOUNT | 38606760-2022 | OH 01/27/2022 | | MW | IS | 2,000.00 |
| 95 00031402 | V9500034 | SADDLEBACK VALLEY USD | 83RI0407 | OH 01/27/2022 | | MW | IS | 143.44 |
| 95 00031403 | V9500651 | SMART & FINAL | 4401-JANUARY | OH 01/27/2022 | | MW | IS | 404.95 |
| 95 00031404 | V9502162 | SOCAL OFFICE TECHNOLOGIES | IN2352366 | OH 01/27/2022 | | MW | IS | 1,464.86 |
| 95 00031405 | V9502271 | VAN DER MERWE, ROCHELLE | 01/10-19/22 | OH 01/27/2022 | | MW | IS | 24.57 |
| 95 00031406 | V9500422 | VERIZON WIRELESS | 9896557125 | OH 01/27/2022 | | MW | IS | 190.05 |
| 95 00031407 | V9502218 | ZAHOUREK SYSTEMS INC | 27136 | OH 01/28/2022 | | MW | IS | 9,684.08 |

Issued: 240,526.23

COASTLINE R.O.P.
Consolidated Check Register
 from 1/1/2022 to 1/31/2022

| Check | Payee ID | Payee Name | Reference | Subs Check Date | Cancel Date | Type | Status | Check Amount |
|-----------------------|----------|------------|-----------|-----------------|-------------|------|--------|--------------|
| 95 Bank Total: | | | | | | | | 240,526.23 |

Grand Total: 240,526.23



**ORANGE COUNTY
BUSINESS COUNCIL**

2 Park Plaza, Suite 100 * Irvine, CA 92614
phone 949.476.2242 * fax: 949 476.9240 * www.ocbc.org

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

INVOICE

INVOICE NUMBER: 0010924-IN

INVOICE DATE: 3/1/2022

CUSTOMER NUMBER: ROPCOAS

MEMBER SINCE: 3/4/2020

2022 RENEWAL

| DESCRIPTION | AMOUNT |
|-------------------|-------------------|
| Annual Investment | \$5,000.00 |
| TOTAL DUE: | \$5,000.00 |

Thank you.

Make all checks payable to : ORANGE COUNTY BUSINESS COUNCIL
Mail to: 2 PARK PLAZA, STE. 100, IRVINE, CA 92614
OCBC Federal Tax ID: 23-7084107
Questions: (949) 476-2242, Vicki Blaser, Director

MISSION: Orange County Business Council represents and promotes the business community, working with government and academia, to enhance Orange County's economic development and prosperity in order to preserve a high quality of life.

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the “Agreement”) is made this 1st day of February, 2022, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as the “Law Firm,” and COASTLINE REGIONAL OCCUPATIONAL PROGRAM, hereinafter referred to as “ROP.”

II. RECITALS; PURPOSE; MATTERS

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

III. TERMS AND CONDITIONS

A. The term of this Agreement shall be for one year, commencing February 1, 2022, through January 31, 2023. For the period February 1, 2022, through January 31, 2023, the ROP hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

| | |
|---|----------|
| Senior Partners | \$320.00 |
| Partners/Senior Counsel | \$315.00 |
| Senior Associates | \$285.00 |
| Associates | \$285.00 |
| Electronic Technology Litigation Specialist | \$265.00 |
| Non-Legal Consultants | \$225.00 |
| Senior Paralegals/Law Clerks | \$165.00 |
| Paralegals/Legal Assistants | \$165.00 |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. SPECIALIZED LEGAL SERVICES

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

V. RELATED POST-INVESTIGATION SERVICES

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

VI. CONSENT TO JOINT REPRESENTATION

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

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

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

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

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

VIII. CONSENT TO LAW FIRM COMMUNICATION

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

IX. IDENTIFICATION OF INSURANCE COVERAGE

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

X. BINDING ARBITRATION

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

XI. DURATION

This Agreement shall be effective February 1, 2022, through January 31, 2023, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

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XII. EXECUTION DATE

This Agreement is entered into this ___ day of _____, 2022.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: _____

By: _____
RONALD D. WENKART

“ROP”

COASTLINE REGIONAL OCCUPATIONAL
PROGRAM

Dated: _____

By: _____

Keenan

Associates

P.O. Box 4328, Torrance, CA 90510
310 212-3344

----- INVOICE -----

Coastline R.O.P.
1001 Presidio Square
Costa Mesa, CA 92626

Invoice Date 01/20/22
Invoice No. 268699
Bill-To Code COASTREG
Client Code COASTREG
Sequence 10*322902

Client Name: Coastline R.O.P.

Amount Remitted: \$

Please return this portion with your payment.

Make checks payable to: Keenan & Associates

| Effective Date | Period | Description | Transaction Amount |
|--|----------------------------|--|--------------------|
| 01/01/22 | 01/01/22 to 01/01/23 | Keenan & Associates COASTREGFEE2022 Ben Bridge - Benefit Bridge Fee First Qtr. Installment 2022 Annual Benefit Bridge Fee \$6,000.00 Due and Payable Quarterly Please make check payable to Keenan & Associates P.O.Box 4328 Torrance, CA 90510 Attn.: Accounts Receivable/Agency Bill | 1,500.00 |
| | | Invoice Number: 268699 Amount Due: | 1,500.00 |
| Due and Payable on Effective Date | | | |

**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

1575 Bayshore Highway, Burlingame, CA 94010 ▶ Phone 650.692.4300 ▶ 800.608.2272 ▶ Fax 650.692.7297

INVOICE**Coastline ROP****Date:** Feb 08, 2022**Attn:** Accounts Payable**Invoice:** 5946.bozer**Description:** 2021 - 2022 ACSA Membership Dues**Period:** Feb 01, 2022 - June 30, 2022**Date Due:** Upon receipt

| Membership Due: | | | | |
|-------------------------------|------------------|--------------|--------------------|--------------------|
| First name | Last name | Inv # | Amount Paid | Balance Due |
| Brian K | Dozer | 5946.dozer | | \$635.40 |
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| Total Outstanding Due: | | | ACSA | \$635.40 |

Please return this invoice with check made payable to:
Association of California School Administrators
Attn: Membership Processing
1575 Bayshore Highway
Burlingame, CA 94010

Please contact Simon Wong at the ACSA Membership Office if you have any questions:
Phone: (650) 259-3436 Email: swong@acsa.org

Please return one copy with the payment or P.O.

TO: Board of Trustees

FROM: J. S. Coke

DATE: February 7, 2022

SUBJECT: Field Trip Request – Estancia High School

Jared Hartel, Coordinator of the Estancia Medical Academy and Coastline ROP instructor would like to take 32 students to the Cal-HOSA (California Health Occupations Students of America) 2022 State Leadership Conference in Long Beach, March 24-27, 2022. This experience provides for student leadership development and extensive competitions in the practical skills learned throughout their high school experience.

This trip was approved by the Newport Mesa Unified School District Board of Education on November 16, 2021. Attached is the field trip authorization form for the boards' review and approval.

It is respectfully recommended the Board approve this field trip.

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

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 32

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

Purpose(s) of Trip: To participate in the annual Cal-HOSA student leadership conference
March 24 - March 27, 2022. Cal-HOSA is a Career Technical Student
Organization (CTSO)

Departure Date: March 24, 2022

Departure Time: 7:30 a.m.

Return Date: March 27, 2022

Return Time: 9:30 a.m.

Participating Class(es): Estancia Medical Academy

ROP Costs: Up to \$ 10,500.00

Funding: Coastline ROP and NMUSD CTEIG, Perkins and other funding sources.

Instructor(s) in Charge: Jared Hartel

Number of Chaperones including instructor(s): 3

Transportation: Please select one

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

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

Date approved by district Board: November 16, 2021
(Only applies to out-of-state or overnight field trips)

Administrator:  _____

Date: 2/7/22 _____

Director:  _____

Date: 2/7/22 _____

Approved by Board of Trustees (if necessary)

Clerk/Secretary: _____

Date: _____

E6153(1)

Coastline Regional Occupational Program
 Travel/Conference Report
 Board Meeting
 February 17, 2022

| Name | Date(s) | Destination | Purpose | Amount |
|--|---------|-------------|---|-----------------|
| Siteria Edwards, Administrator, Human Resources Presidio Campus | Feb. 3 | Virtual | AALRR Webinar: Break It Down Again COVID Updates | \$79.00 |
| Krista Schweers-Ganga, Administrator Presidio Campus | Feb. 25 | Irvine, CA | California Association of Resource and Special Educators Convention | 240.00 |
| Rosy Kovatch, Accounting/Payroll Specialist Presidio Campus | Mar. 25 | Virtual | CASBO Workshop – Payroll Concepts | 395.00 |
| Total | | | | \$714.00 |