



BOARD OF TRUSTEES

AGENDA

February 18, 2021

9:00 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 / Barbara Schulman / Lynn Davis





TO: Board of Trustees
FROM: Carol Hume
DATE: February 8, 2021
SUBJECT: Board Package

Enclosed are your agenda and backup materials for the February 18 regular Board of Trustees meeting. Trustee Brooks, Trustee Davis and I will meet via ZOOM at 8:40 a.m. to review the agenda. The board meeting will begin at 9:00 a.m.

I look forward to seeing you on Thursday, February 18.

Enclosure



COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

BOARD OF TRUSTEES
Thursday, February 18, 2021
9:00 a.m. Open Session

NOTICE OF VIDEO/TELEPHONIC GOVERNING BOARD MEETING

In compliance with Executive Orders N-29-20 and N-35-20 issued by Governor Newsom on March 12 and March 21, 2020 respectively, the February 18, 2021 Board Meeting will be conducted via video/teleconference.

In compliance with the Executive Order, Board Members, interested parties, and members of the public will be able to call or sign into the meeting at 9:00 a.m. on Thursday, February 18, 2021.

HOW TO CONNECT TO THE MEETING

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

ELECTRONIC PUBLIC COMMUNICATION TO THE BOARD

Members of the public may submit comments on items on the agenda, and any item within the jurisdiction of the school district, via electronic submission no later than Thursday, February 18, 2021 by 8:00 a.m.:

By email at the following address: dludwig@coastlinerop.net

On-line: Google Forms (Links below)

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

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

Comments may not exceed three minutes.

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

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

Meetings are recorded for use in the official minutes.

AGENDA

1. BOARD MEETING CALLED TO ORDER

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

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

Coastline ROP: Carol Hume, Superintendent
J.S. Coke, Director of Educational Services
Sesar Morfin, Director of Business Services

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

Motion by _____ Seconded by _____
Votes:

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

4. PLEDGE OF ALLEGIANCE

INFORMATION ITEMS

5. SUPERINTENDENT’S REPORT – Carol Hume

6. EDUCATIONAL SERVICES’ REPORT – J.S. Coke

DISCUSSION/ACTION ITEMS

7. Board Meeting Date/Time Changes Discussion/Action

Motion by _____ Seconded by _____

Votes:
Member Brooks _____
Member Schulman _____
Member Davis _____
Member Barto _____
Member Carey _____

8. Quarterly Report of Investment Performance Discussion

9. Approval of New and/or Revised Textbooks Discussion/Action

Recommend the Board approve the new and/or revised 2020-21 textbook list as presented.

Motion by _____ Seconded by _____

Votes:
Member Brooks _____
Member Schulman _____
Member Davis _____
Member Barto _____
Member Carey _____

10. New Course Approval Discussion/Action

Recommend the Board approve new course outline for Professional Innovations.

Motion by _____ Seconded by _____

Votes:

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

11. **Mission Statement** – Recommend the Board approve the revised Coastline ROP Mission Statement.

Discussion/Action

Motion by _____ Seconded by _____

Votes:

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

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:

- 12. **Minutes from the January 27, 2021** Board of Trustees meeting
- 13. **Ratification of Purchase Order Report** ending January 31, 2021
- 14. **Ratification of Check Report** ending January 31, 2021
- 15. **Personnel Register #5 – 2020-2021** (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 16. **Orange County Business Council annual membership** in the amount of \$5,000
- 17. **Annual EdJoin Service Agreement** with San Joaquin County Office of Education in the amount of \$750
- 18. **Retainer agreement** between Coastline ROP and the law offices of Atkinson, Andelson, Loya, Ruud & Romo, to provide legal services effective February 1, 2021
- 19. **Approval/Ratification of Travel Conference Report**

Motion by _____ Seconded by _____ Votes:

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

NEW BUSINESS

Information

ADJOURNMENT

Motion by _____ Seconded by _____

Votes:

Member Brooks _____

Member Schulman _____

Member Davis _____

Member Barto _____

Member Carey _____

Next Scheduled Meeting: March 11, 2021

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 (7:30 a.m. to 4:30 p.m.)

COASTLINE REGIONAL OCCUPATIONAL PROGRAM 2021 BOARD CALENDAR

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

MEETING TIME - 9:00 a.m.

Board approved: 12/16/20



TO: Board of Trustees
FROM: Sesar Morfin
DATE: February 8, 2021
SUBJECT: Quarterly Report of Investment Performance

Per our Investment Policy BP 3200, I am presenting the quarterly report of investment performance for the quarter ending December 31, 2020.

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

- The investment report is for the month and quarter ending December 31, 2021.
- The quarter yield for the following funds is as follows:

Investment	Yield
Combined OC Educational Investment Pool	1.0046%

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

Investment	Yield
Educational Money Market Fund	0.059%
Extended Fund	0.829%

These yields represent a slight decrease compared to the yields received as of September 30, 2020. This is not surprising considering the market volatility due to the ongoing pandemic. Through the first half of the year, the yields that we have received are considerably below what was expected and budgeted. We do not anticipate that these yields will increase significantly enough over the second half of the year to meet budget expectations; therefore, a budget adjustment resolution may be brought to the Board of Trustees at our next scheduled meeting to adjust our budget accordingly.





Based on cash availability projections, the Treasurer indicated the pool can meet projected cash flow requirements through June 30, 2021.

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



ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH AND QUARTER ENDED: December 31, 2020

INVESTMENT STATISTICS - By Investment Pool

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/2020	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
Orange County Investment Pool (OCIP)	MARKET Value \$ 5,496,853,516	227	0.714%	0.767%	0.874%	1.0047
	COST (Capital) \$ 5,470,276,051					
	MONTHLY AVG Balance \$ 6,401,432,470					
	QUARTERLY AVG Balance \$ 5,539,807,381					
	BOOK Value \$ 5,471,362,174					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 5,636,658,652	224	0.726%	0.700%	0.858%	1.0046
	COST (Capital) \$ 5,609,469,934					
	MONTHLY AVG Balance \$ 5,016,192,090					
	QUARTERLY AVG Balance \$ 4,944,596,853					
	BOOK Value \$ 5,610,584,225					

INVESTMENT STATISTICS - Non-Pooled Investments

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
Specific Investment		
Funds:	MARKET Value \$ 112,114,988	John Wayne Airport Investment Fund 53,323,618
283, FVSD, CCCD	COST (Capital) \$ 108,995,752	Fountain Valley School District Fund 40 34,680,246
	MONTHLY AVG Balance \$ 108,322,085	CCCD Series 2017E Bonds 21,992,707
	QUARTERLY AVG Balance \$ 109,377,495	
	BOOK Value \$ 108,606,249	
		\$ 109,996,571

MONTH END TOTALS

INVESTMENTS & CASH		INVESTMENTS & CASH	
COUNTY MONEY MARKET FUND (OCMMF)			
County Money Market Fund	\$ 291,647,257	OCIP	\$ 5,570,849,154
County Cash & Cash Equivalent	100,573,103	OCEIP	6,142,496,539
EXTENDED FUND	10,476,413,443	Specific Investment Funds	109,996,571
EDUCATIONAL MONEY MARKET FUND (OCEMMF)			
Educational Money Market Fund	311,685,285	Non-Pooled Cash & Cash Equivalent	16,394,770
Educational Cash & Cash Equivalent	533,026,605		
NON-POOLED INVESTMENTS			
Non-Pooled Investments @ Cost	109,996,571		
Non-Pooled Cash & Cash Equivalent	16,394,770		
	\$ 11,839,737,034		\$ 11,839,737,034

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.095%	OCIP	227
OCIP - YTD NET YIELD	0.932%	OCEIP	224
OCEIP - YTD NET YIELD	0.932%	JOHN WAYNE AIRPORT	46
90-DAY T-BILL YIELD - MONTHLY AVERAGE	0.079%	LGIP (Standard & Poors)	46

NOTE: The Portfolio Investment Inventory with Market Value Reports and the Detailed Transaction Reports do not include Money Market Mutual Fund balances and transactions invested in the Northern Trust Treasury Portfolio Money Market Mutual Fund, and due to this, the totals above will not match the totals in those reports.

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

July 1, 2020 - June 30, 2021

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month December 2020</i>				
OCMMF	\$ 291,657,347	\$ 35,860	0.069%	48
OCEMMF	\$ 311,695,334	\$ 19,757	0.059%	9
Extended Fund	\$ 10,530,159,487	\$ 7,296,060	0.829%	237
<i>November 2020</i>				
OCMMF	\$ 504,115,015	\$ 31,703	0.070%	19
OCEMMF	\$ 404,773,832	\$ 20,780	0.065%	9
Extended Fund	\$ 9,221,017,162	\$ 7,568,285	1.001%	273
<i>October 2020</i>				
OCMMF	\$ 716,917,975	\$ 39,934	0.066%	17
OCEMMF	\$ 507,397,580	\$ 29,126	0.066%	8
Extended Fund	\$ 8,884,269,756	\$ 8,155,061	1.109%	288
<i>September 2020</i>				
OCMMF	\$ 590,575,543	\$ 26,769	0.062%	18
OCEMMF	\$ 601,602,920	\$ 34,416	0.075%	16
Extended Fund	\$ 8,723,703,333	\$ 8,688,702	1.213%	292
<i>August 2020</i>				
OCMMF	\$ 524,647,033	\$ 29,076	0.076%	14
OCEMMF	\$ 556,943,376	\$ 55,712	0.095%	17
Extended Fund	\$ 8,594,964,648	\$ 9,186,269	1.270%	299
<i>July 2020</i>				
OCMMF	\$ 449,257,628	\$ 41,168	0.116%	10
OCEMMF	\$ 790,294,575	\$ 75,831	0.112%	23
Extended Fund	\$ 8,605,695,403	\$ 9,987,925	1.337%	312
<i>June 2020</i>				
OCMMF	\$ 461,349,101	\$ 44,393	0.123%	22
OCEMMF	\$ 866,278,092	\$ 68,468	0.103%	21
Extended Fund	\$ 8,872,386,119	\$ 10,477,600	1.401%	316
<i>May 2020</i>				
OCMMF	\$ 436,729,474	\$ 88,417	0.152%	18
OCEMMF	\$ 846,509,765	\$ 49,734	0.091%	26
Extended Fund	\$ 9,502,122,319	\$ 11,800,694	1.433%	306
<i>April 2020</i>				
OCMMF	\$ 908,870,759	\$ 869,941	0.786%	29
OCEMMF	\$ 657,310,290	\$ 175,449	0.362%	34
Extended Fund	\$ 10,056,392,307	\$ 12,982,264	1.688%	300
<i>March 2020</i>				
OCMMF	\$ 1,420,105,093	\$ 1,281,232	1.278%	30
OCEMMF	\$ 618,980,965	\$ 476,770	1.217%	27
Extended Fund	\$ 8,123,550,157	\$ 14,066,515	2.022%	398
<i>February 2020</i>				
OCMMF	\$ 1,153,441,598	\$ 1,217,632	1.559%	39
OCEMMF	\$ 570,684,000	\$ 791,560	1.582%	19
Extended Fund	\$ 8,337,429,543	\$ 14,325,832	2.158%	383
<i>January 2020</i>				
OCMMF	\$ 920,091,028	\$ 1,340,951	1.554%	46
OCEMMF	\$ 667,603,769	\$ 1,047,949	1.576%	25
Extended Fund	\$ 8,604,826,998	\$ 15,258,645	2.091%	339
Fiscal Year July 1, 2020 - June 30, 2021	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
OCIP	\$ 4,972,687,358	\$ 25,695,824	0.991%	255
OCEIP	\$ 5,162,260,633	\$ 25,626,609	0.991%	255

**ORANGE COUNTY TREASURER-TAX COLLECTOR
CASH AVAILABILITY PROJECTION
FOR THE SIX MONTHS ENDING JUNE 30, 2021**

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

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

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

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

The Cash Availability Projection for the six months ending June 30, 2021, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

ORANGE COUNTY INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
December 2020 - Ending Cash				\$ 100,573,103
January	\$ 1,231,763,472	\$ 544,195,676	\$ 943,232,553	933,299,698
February	477,598,223	529,107,256	381,224,053	1,558,781,124
March	588,749,550	1,166,765,314	1,042,757,260	2,271,538,728
April	394,168,070	2,825,112,677	2,603,827,063	2,886,992,412
May	31,453,739	296,545,047	1,032,208,260	2,182,782,938
June	148,157,946	422,827,693	736,703,331	2,017,065,246

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
December 2020 - Ending Cash				\$ 533,026,605
January	\$ 1,872,783,987	\$ 472,733,525	\$ 1,081,607,349	1,796,936,768
February	427,206,804	157,669,425	754,821,785	1,626,991,212
March	561,375,811	1,049,640,767	772,621,836	2,465,385,954
April	352,087,085	1,343,327,423	736,588,046	3,424,212,416
May	32,177,462	621,698,322	720,012,002	3,358,076,198
June	151,566,935	476,532,333	734,985,255	3,251,190,211

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
For the Month and Quarter Ended December 31, 2020

	<u>Month</u>	<u>Quarter</u>
Treasurer's Accountability at the Beginning of the Period:	\$ 10,443,477,634	\$ 9,992,086,366
Cash Receipts:		
County	2,810,603,233	5,496,002,418
School and Community College Districts	1,796,967,690	3,095,014,350
Total Cash Receipts	<u>4,607,570,923</u>	<u>8,591,016,768</u>
Cash Disbursements:		
County	2,626,597,527	4,588,913,998
School and Community College Districts	571,264,769	2,147,409,713
Total Cash Disbursements	<u>3,197,862,296</u>	<u>6,736,323,711</u>
Net Change in Cost Value of Pooled Assets	<u>1,409,708,627</u>	<u>1,854,693,057</u>
Net Increase in Non-Pooled Investments	22,791	127,728
Net (Decrease) in Non-Pooled Cash	<u>(13,472,018)</u>	<u>(7,170,117)</u>
Treasurer's Accountability at the End of the Period:	<u>\$ 11,839,737,034</u>	<u>\$ 11,839,737,034</u>
Assets in the Treasury at the End of the Period (at Cost Value):		
Pooled Investments:		
Orange County Investment Pool		\$ 5,470,276,051
Orange County Educational Investment Pool		5,609,469,934
Total Pooled Investments		<u>11,079,745,985</u>
Non-Pooled Investments:		
Non-Pooled Investments - John Wayne Airport		53,323,618
Non-Pooled Investments - Fountain Valley School District Fund 40		34,680,246
Non-Pooled Investments - CCCD Series 2017E Bonds		21,992,707
Total Non-Pooled Investments		<u>109,996,571</u>
Cash and Cash Equivalent:		
Cash in banks - County		100,542,418
Cash in banks - Schools		533,026,605
Cash in banks - OC Sheriff		12,305,006
Cash in banks - John Wayne Airport		4,089,764
Cash - Other		30,685
Total Cash		<u>649,994,478</u>
Total Assets in the Treasury at the End of the Period:		<u>\$ 11,839,737,034</u>



TO: Board of Trustees

FROM: J. S. Coke

DATE: February 8, 2021

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
2020 – 2021**

Agriculture and Natural Resources

Animal Healthcare

Tasks for The Veterinary Assistant 4 th Edition, ©2020 ISBN: 97811196466826 (Spiral Bound)
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Health Science and Medical Technology

Nursing Assistant Pre-Certification (CNA) Internship

Mosby's Textbook for Nursing Assistants 10 th Edition, ©2021 ISBN: 9780323655613
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Mosby's Workbook for Nursing Assistants 10 th Edition, ©2020 ISBN: 9780323672887
--

Pharmacy Technician

Pharmacy Practice for Technicians Mastering Community and Hospital Competencies, 7 th Edition, ©2020 ISBN: 10 0763893129
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Public Services

Emergency Medical Responder

AAOS Emergency Medical Responder Textbook, 6 th Edition, ©2016 ISBN: 9781284134186
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AAOS Emergency Medical Responder Student Workbook, 6 th Edition, ©2017 ISBN: 9781284116809
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Emergency Medical Technician

AAOS Emergency Care and Transportation of the Sick and Injured Textbook, 11 th Edition, ©2016 ISBN: 9781284080179

AAOS Emergency Care and Transportation of the Sick and Injured Workbook, 11 th Edition, ©2016 ISBN: 9781284131062



TO: Board of Trustees

FROM: J. S. Coke

DATE: February 9, 2021

SUBJECT: Course Outline Approval – Professional Innovations

In addition to our usual semester and year-long courses, Coastline ROP is expanding our program to include shorter, more focused courses around a specific topic. The attached outline for Professional Innovations has been developed to reflect this new and unique educational setting. One possible use of this course outline would be for this spring's special course, Medical Innovations Research and Entrepreneurship, which will serve students in an eight-week format.

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



Coastline ROP – Career Technical Education

PROFESSIONAL INNOVATIONS

DATE: February 8, 2021
INDUSTRY SECTOR: Marketing, Sales and Services Sector
PATHWAY: Multiple Pathways
CALPADS TITLE: Introduction to Marketing, Sales, and Service
CALPADS CODE: 8300

HOURS:

Total	Classroom	Laboratory/CC/CVE
40	20	20

JOB TITLE	O*NET CODE	JOB TITLE	O*NET CODE
Market Research Analysts and Marketing Specialists	13-1161.00	Sales Managers	11-2022.00
Marketing Managers	11-2021.00	Management Analysts	13-1111.00
Sales Engineers	41-9031.00		

COURSE DESCRIPTION:

This practicum and internship course allows the students to apply academic and career readiness skills in a workplace environment. Instruction will combine standards-based classroom instruction with extended on-site industry experience. Students will learn all aspects of professionalism, and apply 21st-century skills of communication, collaboration, critical thinking, creativity, and problem-solving in a real-world setting.

A-G APPROVAL: No
ARTICULATION: None
DUAL ENROLLMENT: None
PREREQUISITES: None

METHODS OF INSTRUCTION

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

STUDENT EVALUATION:

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

INDUSTRY CERTIFICATION:

- None

RECOMMENDED TEXTS:

- None

PROGRAM OF STUDY:

- None identified

I.	INTRODUCTION AND ORIENTATION	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate awareness of course objectives and competencies • Demonstrate understanding of course requirements and student expectations • Demonstrate awareness of industry standards and career opportunities 	1	0	Academic: LS: 11-12.1, 11-12.2, 11-12.4 CTE Anchor: Communications: 2.4 Responsibility and Flexibility: 7.2 CTE Pathway: A1.1, B1.1, B4.1
II.	WORKPLACE HEALTH & SAFETY	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Identify health and safety issues and risks in the workplace and the elements of creating a safe work environment, including ergonomics • Practice personal safety when lifting, bending, or moving equipment and supplies • Locate, interpret, and adhere to policies, procedures, and regulations for safety and emergency response in the workplace • Model behaviors that support physical and mental well-being 	1	1	Academic: LS: 11-12.1, 11-12.2 RSIT: 11-12.3 WS: 11-12.2, 11-12.4 PE: 12.1, 12.2 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 Health and Safety: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7 CTE Pathway: A2.11, B2.1, B2.4, C11.2, C11.4
III.	WORKPLACE CONTEXT AND CULTURE	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate an understanding of workplace culture, etiquette, and practices • Compare and contrast different organizations/businesses and analyze how their culture affects employee behavior • Explain the employer and employee relationship, and compare their respective roles and responsibilities • Accurately interpret and observe organizational policies and procedures 	1	2	Academic: LS: 11-12.1, 11-12.2 RSIT: 11-12.3 WS: 11-12.2 PE: 12.1 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 Technology: 4.2, 4.3, 4.5 Responsibility and Flexibility: 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8 Ethics and Legal Responsibilities: 8.1, 8.3, 8.4, 8.5 CTE Pathway: B4.1, B6.1, B7.1, C1.1, C2.1, C2.2, C3.5, C5.1, C5.2, C5.3, C5.4, C11.1

IV.	WORKPLACE LEGAL ISSUES/ETHICS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Identify the key elements and intent of significant laws that govern the workplace including Child Labor Law, Sexual Harassment, and Americans with Disabilities Act • Identify abuses of these laws and describe appropriate response and reporting procedures • List the Federal, State, and Local agencies that regulate employment and describe their areas of responsibility • Identify different types of employment contracts and agreements and explain their uses • Analyze the difference between personal integrity and ethical behavior in the workplace • Observe confidentiality and exhibit ethical behavior • Identify and model strategies for dealing with unethical practices 	1	2	<p>Academic: LS: 11-12.1, 11-12.3 RSIT: 11-12.4 S-IC: 1 S-ID: 9 S-MD: 7 PE: 12.1, 12.2, 12.3, 12.4, 12.5</p> <p>CTE Anchor: Technology: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Responsibility and Flexibility: 7.1, 7.3, 7.6, 7.7 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8 Technical Knowledge and Skills: 10.1, 10.2, 10.3, 10.4, 10.5</p> <p>CTE Pathway: A3.3, A3.6, A7.2, B2.3, B2.4, B2.1, C1.2, C3.4, C3.1, C11.2</p>
V.	TECHNOLOGY	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Understand current technology, systems, services, equipment, media, and devices used in the workplace • Select and use appropriate technology to produce products, locate/evaluate information, and provide services • Research and be aware of new and emerging technologies and their application in business • Understand issues of privacy, security, and safety and apply appropriate measures • Use online, Internet technologies, and social media efficiently and appropriately 	1	3	<p>Academic: LS: 11-12.6 RSIT: 11-12.3 WS: 11-12.6</p> <p>CTE Anchor: Technology: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6</p> <p>CTE Pathway: A3.2, A4.2, B5.3, B8.4, C4.6, C6.3, C10.1, C10.2</p>

VI.	PROFESSIONAL NETWORKING	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Differentiate networking to find a job & career networking • Identify networking skills • Research professional network sites • Identify differences in networking online & networking in person • Research the relationship between networking skills and entrepreneurship • Identify the relationship between networking and contract work 	1	3	<p>Academic: LS: 11-12.1, 11-12.2 RSIT: 11-12.3 WS: 11-12.2, 11-12.4</p> <p>CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 Technology: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Problem Solving and Critical Thinking: 5.3, 5.4 Technical Knowledge and Skills: 10.1</p> <p>CTE Pathway: A1.4, A1.8, A2.9, A3.7, A5.7, A6.5, B2.4, B3.3, B4.1, B4.6, C1.1, C2.1, C3.2, C5.4, C5.1, C9.5</p>
VII.	DIGITAL FOOTPRINT	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Identify aspects of a digital footprint • Identify privacy concerns with online information • Identify the professional impact of a digital footprint • Identify the impact of building community online 	1	1	<p>Academic: LS: 11-12.1, 11-12.2 WS: 11-12.4, 11-12.6</p> <p>CTE Anchor: Communications: 2.3, 2.4, 2.5 Technology: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2 Ethics and Legal Responsibilities: 8.3 Technical Knowledge and Skills: 10.1</p> <p>CTE Pathway: A3.2, A4.2, A5.3, C1.6, C3.2, C4.6, C10.1</p>

VIII.	LOCATING INFORMATION	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> Identify reliable and appropriate sources of information Locate information in a variety of written and graphic formats effectively and efficiently Assimilate and summarize information from multiple sources Evaluate, assess and interpret information and data Draw conclusions and identify trends from detailed graphical information 	1	1	Academic: LS: 11-12.1, 11-12.2, 11-12.4 RSIT: 11-12.3 WS: 11-12.1, 11-12.2, 11-12.4, 11-12.6 PE: 12.1 CTE Anchor: Communications: 2.3, 2.4, 2.5 Technology: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Technical Knowledge and Skills: 10.1, 10.2, 10.3, 10.4, 10.5 CTE Pathway: A1.4, A2.1, A4.6, A4.9, B1.3, B4.6, B7.2, B8.4, C2.2, C2.4, C3.4, C6.3, C9.5
IX.	EMPLOYMENT LITERACY	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> Identify available positions in the industry through the use of networking or the Internet Prepare a written resume Identify personal interests, aptitudes, skills, and other information necessary to make informed career decisions Research career opportunities in a selected field and identify requirements for education, training, certification, and licensure Develop a career plan that reflects career interests, abilities, and personal needs 	1	1	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.2, 11-12.4 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5 Career Planning and Management: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9 Demonstration and Application: 11.5 CTE Pathway: B4.2, B4.1, C1.1, C2.1, C2.3, C2.2, C5.2
X.	PORTFOLIO / PROJECT	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> Create a portfolio that contains examples of your work, capabilities, and professional experience or complete a project and present to industry professionals Relate work experience to your career area of interest Create/update your portfolio to include: 	3	2	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.2, 11-12.4, 11-12.6 PE: 12.1

	<ul style="list-style-type: none"> • Skills specific to an identified career • Transferable skills • Work Experience 			<p>CTE Anchor: Communications: 2.4, 2.5 Career Planning and Management: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9 Technology: 4.1, 4.3 Problem Solving and Critical Thinking: 5.3 Technical Knowledge and Skills: 10.1, 10.3 Demonstration and Application: 11.5</p> <p>CTE Pathway: A5.4, A7.3, A8.3, B1.1, B3.3, B4.1, B6.1, B8.5, C2.1, C4.2, C4.6, C5.4, C6.1</p>
XI.	PERSONAL SKILLS RELATED TO EMPLOYMENT	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Understand the elements of professionalism and exhibit behavior in character, conduct, attitude, and appearance • Discuss the importance of self-discipline and responsibility • Demonstrate promptness, attend class regularly, and follow absence notification procedures • Develop and maintain acceptable working relations • Demonstrate the ability to manage time wisely, tasks, information, materials, and workspace • Demonstrate a positive and cooperative attitude • Demonstrate values of honesty and integrity • Demonstrate respect for instructor and site supervisor • Dress in a professional manner according to industry standards • Demonstrate appropriate personal hygiene/grooming • Demonstrate responsibility by exerting a high level of effort and working toward a goal 	2	1	<p>Academic: LS: 11-12.1, 11-12.2 WS: 11-12.2, 11-12.4</p> <p>CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 Responsibility and Flexibility: 7.2, 7.3, 7.4, 7.5, 7.6, 7.7</p> <p>CTE Pathway: A3.6, A4.7, B4.1, C3.5, C5.2, C5.3, C11.1</p>
XII.	INTERPERSONAL SKILLS AND GROUP DYNAMICS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate the ability to work as a member of a team • Identify proper procedures for handling harassment • Demonstrate leadership skills by working independently, making appropriate decisions, working well with others, and accepting constructive criticism • Demonstrate the ability to accept and work with individuals from various cultures 	2	1	<p>Academic: LS: 11-12.1, 11-12.2 WS: 11-12.2, 11-12.4 PE: 12.1</p> <p>CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 Career Planning and Management: 3.2 Responsibility and Flexibility: 7.2</p>

				CTE Pathway: B4.1, B4.2, B4.3, C5.3, C5.4, C5.2
XIII.	THINKING AND PROBLEM SOLVING SKILLS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Utilize problem-solving techniques • Understand logical reasoning • Demonstrate creative thinking • Participate in decision making • Demonstrate the ability to interpret information correctly 	2	1	Academic: LS: 11-12.1, 11-12.2 RSIT: 11-12.3 WS: 11-12.1 CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 CTE Pathway: A1.8, A3.6, A4.6, B2.4, C2.2, C3.7, C6.3
XIV.	COMMUNICATION SKILLS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate effective verbal and written skills • Listen attentively, follow directions, and relay directions to others • Demonstrate the ability to research and retrieve information 	2	1	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.2, 11-12.4 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 CTE Pathway: A5.7, A6.8, B3.3, B3.4, B4.1, C9.3



TO: Board of Trustees
FROM: Carol Hume
DATE: February 9, 2021
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 is an exemplary, innovative career technical education program that prepares students for college and career success and contributes to the economic development of the communities we serve.

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 August 14, 2014.

Additionally, the mission statement was reviewed and reaffirmed in:
August 2015
February 2017
February 2018
February 2019

As part of our WASC Self-Study process, we worked with staff on revising the mission statement. The following is the proposed revision:

Coastline ROP is an innovative career technical education program that educates and inspires students to be college and career ready.

The goal was to maintain the essence of the prior mission statement but express it more concisely.

I respectfully submit the proposed Coastline ROP mission statement for Board approval.



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING
Minutes
January 27, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on January 27, 2021 via Zoom videoconference. The meeting was called to order at 9:01 a.m. by Lauren Brooks, President.

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

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

CLOSED SESSION Closed session adjourned at 10:05 a.m. There was no action was taken.

SUPERINTENDENT’S REPORT The State Board of Education met on January 13th and approved the California Department of Education’s proposed allocation of the 2020-21 (round 6) CTE Incentive Grant. Our consortium requested \$1,298,612 but was awarded \$533,516. Part of the formula in determining the funding is based on ADA. Since ROPs do not report ADA, each district allocated 10% of their ADA to the consortium.

Since the allocation amount is known, Ms. Hume will reach out to the steering committee members to revise the plans based on the funding available for CTEIG 5 and 6. Additionally, Coastline ROP will receive \$143,335 from the Orange County Department of Education’s submission to the K-12 SWP Grant. Ms. Hume plans to offer a summer program that will support students - especially those that are credit deficient due to the pandemic and offer internship experiences since those have been extremely limited.

Ms. Hume reminded the board she had been invited by Dr. Wallace Walrod, chief economic adviser for the Orange County Business Council, to be an Orange County Community Foundation Workforce Development Workgroup member. The Orange County Community Foundation developed this initiative because of some potential funding opportunities. They wanted to convene a workforce development workgroup to learn more from key stakeholders in the community to ensure dollars and support are going to where they are most needed. Their hope is these conversations will facilitate creating a sustainable workforce development pipeline structure in the region. On Thursday, January 20, the workgroup met and discussed how they could collaborate to help employers struggling to find qualified entry-level employees in healthcare, advanced manufacturing, and information technology. This was an introductory

meeting and overview. The next meeting will focus on possible solutions.

On January 22, Coastline ROP held its virtual mid-year staff meeting and WASC kick-off. A modified logo was created for this year to celebrate ROP's 50th anniversary. The logo will be used on Coastline ROP's letterhead, website, and promotional materials.

In January, a new board member orientation was hosted with each of the three new board members.

EDUCATIONAL SERVICES' REPORT

At Coastline ROP this spring semester, the first day of classes span over five weeks. Since the winter recess, the educational services staff focused on curriculum, staffing, and student recruitment to ensure a smooth first day of class for all students.

Coastline ROP offers two Certified Nursing Assistant classes: one at Ocean View High School in the Huntington Beach Union High School District and Laguna Hills High School in the Saddleback Valley Unified School District. On January 23, 34 students from the spring 2020 and fall 2021 CNA classes took their state exams at the Presidio campus. J.S. Coke reported a 100% pass rate. Mr. Coke stated the pass rate was exceptional because none of these students were permitted to enter a skilled nursing facility to practice their skills. Skills were taught and continue to be taught under a pandemic waiver from the California Department of Public Health. Mr. Coke commended teachers Cecilia Murillo and Antrenette Ivy for their exceptional commitment to students and for the high level of instruction they provide.

BOARD MEETING DATE/TIME CHANGES

There was no action taken.

QUARTERLY REPORT OF INVESTMENT PERFORMANCE

Sesar Morfin presented the Report of Quarterly Investments.

BOARD GOVERNANCE PROTOCOLS

Carol Hume discussed the Board Governance Protocols.

CONSENT CALENDAR

It was moved by Member Carey, seconded by Member Barto, to approve the Consent Calendar as presented. Motion carried 5-0. The roll call vote follows:

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

- Minutes from the December 16, 2020 Board of Trustees meeting
- Ratification of Purchase Order Report ending December 31, 2020
- Ratification of Check Report December 31, 2020
- Personnel Register #4 – 2020-2021 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Inventory Deletion Report

- New Internship Site
- Approval/Ratification of Travel Conference Report

ADJOURNMENT

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

The meeting was adjourned at 10:34 a.m.

Clerk/Secretary

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 02/11/2021**

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

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
P95C0330	OFFICE DEPOT	67.92	67.92	01760935 4330	Hume/Superintendent / Office Supplies-Consumable
P95C0331	AMERICAN HEART ASSOCIATION	9,410.07	9,271.88	0168700 4310	ALL CPR SWP-Industry Certifica / INSTRUCTIONAL
			138.19	0168700 5889	ALL CPR SWP-Industry Certifica / INTERNET-BASED
P95C0332	AMAZON	28.97	28.97	01910910 4330	Mainsite/School Admin F2700 / Office Supplies-Consumabl
P95C0335	HENRY SCHEIN INC.	1,295.89	52.67	0106046 4310	Milg/Sport Med THHS C4 SVUSD / INSTRUCTIONAL
			1,243.22	0106050 4310	Milgram/Sports Med THHS C5 SV / INSTRUCTIONAL
P95C0336	AMAZON	2,290.68	135.70	0198610 4310	Rizza/EDD EST NMUSD Lotto / INSTRUCTIONAL
			2,154.98	0198610 4490	Rizza/EDD EST NMUSD Lotto / NON CAPEQUIP - OTH
P95C0338	SOFTCHOICE CORPORATION	1,500.00	1,500.00	01780940 5888	Information Technology F-7700 / Internet - Software/Licens
P95C0339	EVOLUTION MECHANICAL	716.63	716.63	01911970 5670	Mainsite/NMUSD/Repair/Maint / BUILDING
P95C0340	BOYER ELECTRIC	180.00	180.00	01911970 5670	Mainsite/NMUSD/Repair/Maint / BUILDING
P95C0341	VITAL LINK ORANGE COUNTY	1,000.00	1,000.00	0198610 5825	Rizza/EDD EST NMUSD Lotto / CONTR SVCS - FIELD
P95C0345	HENRY SCHEIN INC.	1,096.75	1,096.75	01065012 4310	Bocan/Dental BO Internship ROP / INSTRUCTIONAL
P95C0346	AMAZON	47.36	47.36	0119050 4310	Jennrich/BITA 1 EST CTEIG-5 / INSTRUCTIONAL
P95C0347	ORANGE COUNTY DEPARTMENT OF ED	565.69	565.69	01798000 5880	Marketing-Student Recruitment / OUTSIDE PRNTNG -
P95C0351	HOSA-FUTURE HEALTH PROFESSIONA	710.00	710.00	0198250 5825	Yuuki-HOSA CTEIG-5 NMUSD / CONTR SVCS - FIELD
P95C0352	HENRY SCHEIN INC.	27,574.30	18,187.12	0168631 6490	Bocane/SWP Bldg CTE Enrollment / NEW EQUIP ALL
			9,387.18	0168632 6490	Burns/SWP Bldg CTE Enrollment / NEW EQUIP ALL
P95C0353	HENRY SCHEIN INC.	3,282.60	3,123.15	0168631 4320	Bocane/SWP Bldg CTE Enrollment / Instructional
			159.45	0168632 4320	Burns/SWP Bldg CTE Enrollment / Instructional
P95R0333	TUSTIN CHAMBER OF COMMERCE	166.38	83.19	0169720 5395	School Admin SWP K12 Coord / MEMBERSHIPS -
			83.19	0169820 5395	School Admin SWP K12 Coord 2 / MEMBERSHIPS -
P95R0334	COSTA MESA CHAMBER OF COMMERCE	415.00	207.50	0169720 5395	School Admin SWP K12 Coord / MEMBERSHIPS -
			207.50	0169820 5395	School Admin SWP K12 Coord 2 / MEMBERSHIPS -

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 02/11/2021**

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

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
P95R0337	MISSION VIEJO CHAMBER OF COMME	165.00	82.50	0169720 5395	School Admin SWP K12 Coord / MEMBERSHIPS -
			82.50	0169820 5395	School Admin SWP K12 Coord 2 / MEMBERSHIPS -
P95R0350	SCHOOLS EXCESS LIABILITY FUND	2,294.79	2,294.79	01900910 5450	General Admin/F7200 / OTH INS - FIRE THFT LIAB
P95X0328	KEENAN AND ASSOCIATES	3,000.00	3,000.00	01780960 5895	Centralized Data Processing / OTH CONTR
P95X0342	SMART & FINAL	2,000.00	2,000.00	01067052 4310	Fouts/Baking & Pastry LHHS / INSTRUCTIONAL
P95X0344	SECURE LIVE SCAN	400.00	400.00	01059021 5850	Ivy/CNA LHHS / FINGERPRINTING - BCKGRND CKS
P95X0348	ATKINSON ANDELSON LOYA RUUD &	3,500.00	3,500.00	01761920 5830	Board Expenditures / LEGAL SERVICES
	Fund 01 Total:	61,708.03			
	Total Amount of Purchase Orders:	61,708.03			

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Check Report 01/01/2021-01/31/2021

Fund 1 General

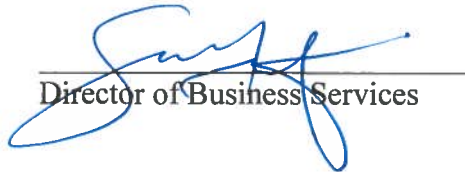
Total Checks: \$97,471.04

Submitted By:



Accounts Payable Specialist

Recommended for
Board Ratification By



Director of Business Services

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

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00030597	VOID.CONTI	Void - Continued Stub	CONTINUE	OH	01/12/2021		VM	VD	0.00
95 00030598	VOID.CONTI	Void - Continued Stub	CONTINUE	OH	01/12/2021		VM	VD	0.00
95 00030599	V9501269	AMAZON	99969867646	OH	01/12/2021		MW	IS	19,317.61
95 00030600	V9501919	ATKINSON ANDELSON LOYA RUUD &	605824	OH	01/13/2021		MW	IS	232.31
95 00030601	V9501191	ATT	000015804349	OH	01/13/2021		MW	IS	23.12
95 00030602	V9502253	BOYER ELECTRIC	23939	OH	01/13/2021		MW	IS	180.00
95 00030603	V9500948	CALIFORNIA TACTIC PATROL	174	OH	01/13/2021		MW	IS	1,040.00
95 00030604	V9502348	EPPERSON, SUSANNA	726	OH	01/13/2021		MW	IS	350.00
95 00030605	V9501802	EVOLUTION MECHANICAL	16508	OH	01/13/2021		MW	IS	716.63
95 00030606	V9500828	EXXON MOBIL	398833	OH	01/13/2021		MW	IS	28.65
95 00030607	V9502224	KANTOR, SYDNEY	OOPE-120920KAN	OH	01/13/2021		MW	IS	21.24
95 00030608	V9502570	KEENAN AND ASSOCIATES	251036	OH	01/13/2021		MW	IS	1,500.00
95 00030609	V9503875	OFFICE DEPOT	142918510001	OH	01/13/2021		MW	IS	90.09
95 00030610	V9501899	PAWLEY, SHERRIE	OOPE-120220PAW	OH	01/13/2021		MW	IS	327.35
95 00030611	V9500937	POST ALARM SYSTEMS	1338686	OH	01/13/2021		MW	IS	56.77
95 00030612	V9501843	READYREFRESH BY NESTLE	10L0027000850	OH	01/13/2021		MW	IS	22.60
95 00030613	V9501479	SADDLBACK APPLIANCES	SA00406960	OH	01/13/2021		MW	IS	10,516.18
95 00030614	V9500240	SOFTCHOICE CORPORATION	90052416	OH	01/13/2021		MW	IS	705.00
95 00030615	V9500722	STAPLES BUSINESS ADVANTAGE	3464389671	OH	01/13/2021		MW	IS	163.11
95 00030616	V9504986	STATER BROS MARKETS	035120820SCHATT	OH	01/13/2021		MW	IS	122.47
95 00030617	V9501499	TIME WARNER CABLE	JAN 01 2020	OH	01/13/2021		MW	IS	1,535.08
95 00030618	V9500678	VITAL LINK ORANGE COUNTY	5315	OH	01/13/2021		MW	IS	1,000.00
95 00030619	V9501191	ATT	000015856629	OH	01/21/2021		MW	IS	549.97
95 00030620	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4658756	OH	01/21/2021		MW	IS	67.61
95 00030621	V9504786	HENRY SCHEIN INC.	88102237	OH	01/21/2021		MW	IS	1,295.70
95 00030622	V9502040	METROPOLITAN LIFE INSURANCE CO	JAN 2021	OH	01/21/2021		MW	IS	511.84
95 00030623	V9503760	NEWPORT MESA UNIFIED SD	78P10074	OH	01/21/2021		MW	IS	5,125.23
95 00030624	V9502233	OCCUPATIONAL HEALTH CENTERS OF	69885200	OH	01/21/2021		MW	IS	31.00
95 00030625	V9504457	RAINBOW DISPOSAL CO INC	0605-000749792	OH	01/21/2021		MW	IS	422.85
95 00030626	V9501350	REEP FOR BENEFITS	01/01-31/21 LOW	OH	01/21/2021		MW	IS	42,380.80
95 00030627	V9501921	SELMAN & COMPANY	01/01-31/21 ID T	OH	01/21/2021		MW	IS	80.00
95 00030628	V9500422	VERIZON WIRELESS	9870546998	OH	01/21/2021		MW	IS	304.08
95 00030629	V9505546	VISION SERVICE PLAN	01/01-31/21 RETI	OH	01/21/2021		MW	IS	806.13
95 00030630	V9502326	F & M Credit Card	12/01-31/20	OH	01/27/2021		MW	IS	2,568.90

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

Page
 1

Current Date: 02/02/2021
 Current Time: 10:40:56

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

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
95 00030631	V9500722	STAPLES BUSINESS ADVANTAGE	3456063458	OH 01/27/2021		MW	IS	83.93
95 00030632	V9501866	VIRTUAL ENTERPRISE INTERNATIONAL	WEST21-042	OH 01/27/2021		MW	IS	3,000.00
95 00030633	V9502349	SCHOOLS EXCESS LIABILITY FUND	AB218 3074120	OH 01/29/2021		MW	IS	2,294.79
Issued:								97,471.04
95 Bank Total:								97,471.04
Grand Total:								97,471.04

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

Page 2

Current Date: 02/02/2021
 Current Time: 10:40:56

BOARD UPDATE
February 5, 2021
EMPLOYEE PERSONNEL REGISTER NO. 5 – 2020 -2021

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

EMPLOYMENT:

Name:	Melody Drake
Position:	Teacher
Program:	Culinary Arts
Location:	Ocean View H.S.
Effective:	January 29, 2021



Carol Hume



**ORANGE COUNTY
BUSINESS COUNCIL**

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

Ms. Carol Hume
Superintendent
ROP Coastline
1001 Presidio Square
Costa Mesa, CA 92626

INVOICE

INVOICE NUMBER: 0010697-IN

INVOICE DATE: 3/1/2021

CUSTOMER NUMBER: ROPCOAS

MEMBER SINCE: 3/4/2020

2021 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.*

SAN JOAQUIN COUNTY OF EDUCATION



James A. Mousalimas, Superintendent
 P.O.Box 213030
 Stockton, Ca 95213-9030

INVOICE

TO: Coastline ROP
 Carol Hume
 1001 Presidio Square
 Costa Mesa CA 92626

INVOICE: 201965
INVOICE DATE: 2/8/2021
CUSTOMER'S P.O NO.: Check

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Coastline ROP EDJOIN Account Fees - One Year Term, see service agreement for details.	\$750.00	\$750.00

REMIT TO: San Joaquin County Office of Education
 P.O. Box 213030, Stockton, CA, 95213-9030

Please contact Rachel Aschwanden at (209) 292-2662 with any questions or concerns regarding this info.

TOTAL:	\$750.00
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DISTRIBUTION: 2 Copies - PURCHASER
 1 Copy - ORIGINATING DEPT.
 2 Copies - CO. OFFICE OF EDUC. BUSINESS SERVICES

ACCOUNT NUMBER(S)	AMOUNT(S)
01-0000-0-0000-0000-8689-500-5026	\$750.00
INITIALS:	

Form #7667 Rev. 7/00

[Back to Account Details](#) | [Service Agreement Printable Version](#)

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the “Agreement”) is made this 1st day of February, 2021, 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, 2021, through January 31, 2022. For the period February 1, 2021, through January 31, 2022, 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	\$305.00
Partners/Senior Counsel	\$305.00
Senior Associates	\$275.00
Associates	\$275.00
Electronic Technology Litigation Specialist	\$260.00
Non-Legal Consultants	\$220.00
Senior Paralegals/Law Clerks	\$160.00
Paralegals/Legal Assistants	\$160.00

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, 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, 2021, through January 31, 2022, 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 _____, 2021.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: _____

By: _____
RONALD D. WENKART

“ROP”

COASTLINE REGIONAL OCCUPATIONAL
PROGRAM

Dated: _____

By: _____

Coastline Regional Occupational Program
 Travel/Conference Report
 Board Meeting
 February 18, 2021

Name	Date(s)	Destination	Purpose	Amount
Krista Schweers-Ganga, K12 Pathway Coordinator Presidio Campus	Feb. 28 – Mar. 2	Virtual	Educating for Careers Conference	\$195.00
Carol Hume, Superintendent Presidio Campus	Mar. 8	Virtual	CAROCP Committee & Board Meetings	0.00
			Total	\$195.00