



COASTLINEROP

1001 Presidio Square, Costa Mesa CA 92626

BOARD OF TRUSTEES

AGENDA

February 22, 2024

2:00 p.m. Closed Session

2:30 p.m. Open Session

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

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



TO: Board of Trustees

FROM: Brian Dozer

DATE: February 15, 2024

SUBJECT: Board Package for Board of Trustees Meeting and Re-branding Committee Meeting

Enclosed are the agenda and supporting materials for the Thursday, February 22, 2024, meeting of the Coastline ROP Board of Trustees. Closed session will begin at 2:00 p.m. Open session is scheduled to begin promptly at 2:30 p.m. The Re-branding Committee meeting will begin immediately following the conclusion of the regular meeting.

Please note that we will be back at the Presidio site at 1001 Presidio Square in Building B.

I look forward to seeing you at the meeting.

Enclosure

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Paul E. Snyder Administrative Center, 1001 Presidio Square, Costa Mesa 92626-1584
4495 Xavier, Denver, Colorado 80212

BOARD OF TRUSTEES
Thursday, February 22, 2024
2:00 p.m. Closed Session
2:30 p.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 _____ p.m.

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

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

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

- 4. CLOSED SESSION** **Discussion**
 - A. Anticipated Litigation (Government Code sections 54954.5 (c) & 54956.9 (d)(1))
 - B. Public Employee Evaluation: Superintendent (Government Code §54957)
 - C. Public Employee Evaluation: (Government Code §54957)
 - D. Public Employee Employment/Discipline/Dismissal/Release (Government Code §54957)

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

6. PLEDGE OF ALLEGIANCE

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

Motion by _____ Seconded by _____ Vote _____

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

INFORMATION ITEMS

9. SUPERINTENDENT’S REPORT – Brian Dozer

- 10. **EDUCATIONAL SERVICES' UPDATE – Krista Schweers-Ganga**
- 11. **DENTAL PROGRAM PRESENTATION – Rosa Burns and Lina Fernandez**

DISCUSSION/ACTION ITEMS

- 12. **Quarterly Report of Investment Performance** **Discussion**

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

Motion by _____ Seconded by _____

Votes:

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

- 14. **Textbook Approval – Recommend the Board approve the new and or revised 2023/2024 textbook list as presented.** **Discussion/Action**

Motion by _____ Seconded by _____

Votes:

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

- 15. **Board Governance Protocols** **Discussion/Action**

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:

- 16. Minutes from January 18, 2024, Board of Trustees meeting
- 17. Ratification of purchase order and change order reports ending January 31, 2024
- 18. Ratification of check report ending January 31, 2024
- 19. Payment for HBUHSD Proportionate Share of Reserves
- 20. Internship Sites
- 21. MOU and Invoice between Coastline ROP and VCARE
- 22. Inventory Deletion Report – February 2024
- 23. English language learner waiver teacher roster
- 24. Personnel Register #6 – 2023-2024 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 25. Approval of travel and conference report

Motion by _____ Seconded by _____

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

NEW BUSINESS

Information

ADJOURNMENT

Motion by _____ Seconded by _____

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

Next Scheduled Meeting: March 14, 2024

TO: Board of Trustees

FROM: Brian Dozer

DATE: February 15, 2024

SUBJECT: Quarterly Report of Investment Performance

Per our Investment Policy BP 3430, I am presenting the quarterly report of investment performance for the quarter ending December 31, 2023. Attached for your review are the monthly Orange County Treasurer Monthly Investment Memo, Reports for the three months ending on December 31, 2023 and the County Treasurer Statement of Accountability for the quarter ended December 31, 2023.

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 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, 2023.
- The combined gross monthly yield was as follows for the investments referenced below:

Investments	October Yield	November Yield	December Yield
Combined OC Educational Investment Pool, Educational Money Market Fund, and Extended Fund	4.121%	4.327%	4.398%

These investments continue to perform well, and yields are higher than what was expected in terms of our budget for the year.

Based on cash availability projections, the Treasurer indicated the pool can meet projected cash flow requirements through June 30, 2024.

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 in June 2021, in the amount of approximately \$25,846. Additional deposits of approximately \$10,000 were made in September 2021, July 2022, and the most recent deposit made into the account this past August, which is the yearly contribution for the 2023-2024 year.

The three-month investment performance for this fund was 9.73%. The previous three-month investment performance for this fund was 3.43%. Although this investment did generate a positive return for the fourth consecutive quarter, previously there were several consecutive quarters of losses that need to be made up for, but it is a positive sign that there was significant growth and there has finally been some stability in the performance of the investment. Our balance in this fund as of December 31, 2023, was approximately \$57,227.

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). Staff recommends that we leave the investment strategy intact while continuing to 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
ORANGE COUNTY INVESTMENT FUND (OCIF)
ORANGE COUNTY TREASURER'S POOL (OCTP), SPECIFIC INVESTMENT AND BOND PROCEEDS ACCOUNTS ⁽¹⁾
FOR THE MONTH AND QUARTER ENDED: DECEMBER 31, 2023

OCTP INVESTMENT STATISTICS ⁽²⁾

DESCRIPTION	CURRENT BALANCES	Duration	Daily Yield as of 12/31/2023	MONTHLY Gross Yield	QUARTERLY Gross Yield	Current NAV
Orange County Treasurer's Pool (OCTP)	MARKET Value \$	16,458,845,898	0.76	4.428%	4.398%	4.282%
	COST (Capital) \$	16,341,928,871				
	MONTHLY AVG Balance \$	15,953,786,311				
	QUARTERLY AVG Balance \$	14,637,509,731				
	BOOK Value \$	16,423,717,645				

SPECIFIC INVESTMENT ACCOUNTS STATISTICS ⁽²⁾

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	QUARTERLY Gross Yield	Market Value	Book Value	Current NAV	
Pension Prepayment-CEO (PP-CEO) Fountain Valley School District Fund 40 (FVSD)	MARKET Value \$	550,454,660	PP-CEO	4.597%	4.598%	\$ 517,407,462	519,168,462	0.9966
	COST (Capital) \$	532,662,559	FVSD	2.464%	2.475%	33,047,198	33,894,830	0.9750
	MONTHLY AVG Balance \$	532,662,559						
	QUARTERLY AVG Balance \$	532,662,559						
	BOOK Value \$	553,063,292						

BOND PROCEEDS ACCOUNT STATISTICS ⁽²⁾

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	QUARTERLY Gross Yield	Market Value	Book Value	Current NAV	
CCCD Series 2017E Bonds (CCCD)	MARKET Value \$	22,403,914	CCCD	3.150%	3.163%	\$ 22,403,914	23,553,755	0.9512
	COST (Capital) \$	24,449,634						
	MONTHLY AVG Balance \$	24,416,627						
	QUARTERLY AVG Balance \$	24,358,456						
	BOOK Value \$	23,553,755						

OCIF TOTALS

INVESTMENTS & CASH		YEAR-TO-DATE EARNINGS	
OCTP	\$ 16,341,928,871	OCTP	\$ 297,542,061
		OCIP	128,769,525
		OCEIP	168,772,536
Specific Investment Accounts	532,662,559	Specific Investment Accounts	11,983,950
Bond Proceeds Account	24,449,634	Bond Proceeds Account	383,356
Cash	12,052,700		
Total Assets in the County Treasury	\$ 16,911,093,764	Total OCIF Year-To-Date Earnings	\$ 309,909,367

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCTP - YTD NET YIELD	4.059%	OCTP	290
90-DAY T-BILL YIELD - YTD AVERAGE	5.423%	LGIP (Standard & Poors)	44

(1) Reported in compliance with Government Code Section 53646 (b)(1), with 2023 IPS requiring at least quarterly reporting per Government Code Section 53646 (d).

(2) Due to the longer term nature of PP-CEO, FVSD, and CCCD, they continue to stay below book values. The PP-CEO, FVSD, and CCCD have sufficient liquidity to meet projected cash flow needs.

ORANGE COUNTY TREASURER-TAX COLLECTOR

SUMMARY OF INVESTMENT DATA

INVESTMENT TRENDS

	DECEMBER 2023	NOVEMBER 2023	INCREASE (DECREASE)	NET CHANGE %	DECEMBER 2022	INCREASE (DECREASE)	NET CHANGE %
Orange County Investment Pool (OCIP)							
End Of Month Market Value ^{1,2}	\$ 7,231,597,126	\$ 6,481,555,782	\$ 750,041,344	11.57%	\$ 6,780,544,665	\$ 451,052,461	6.65%
End Of Month Book Value ^{1,2}	\$ 7,216,162,668	\$ 6,492,964,846	\$ 723,197,822	11.14%	\$ 6,878,820,237	\$ 337,342,431	4.90%
Monthly Average Balance ²	\$ 7,685,098,182	\$ 6,376,044,258	\$ 1,309,053,924	20.53%	\$ 7,455,529,661	\$ 229,568,521	3.08%
Year-To-Date Average Balance	\$ 6,171,135,846	\$ 5,868,343,379	\$ 302,792,467	5.16%	\$ 5,989,186,801	\$ 181,949,045	3.04%
Monthly Accrued Earnings ³	\$ 28,719,098	\$ 23,113,656	\$ 5,605,442	24.25%	\$ 18,094,769	\$ 10,624,329	58.71%
Orange County Educational Investment Pool (OCEIP)							
End Of Month Market Value ^{1,2}	\$ 9,227,248,772	\$ 7,982,135,069	\$ 1,245,113,703	15.60%	\$ 8,351,331,628	\$ 875,917,144	10.49%
End Of Month Book Value ^{1,2}	\$ 9,207,554,977	\$ 7,996,185,506	\$ 1,211,369,471	15.15%	\$ 8,473,072,525	\$ 734,482,452	8.67%
Monthly Average Balance ²	\$ 8,268,688,128	\$ 7,852,196,013	\$ 416,492,115	5.30%	\$ 7,291,108,209	\$ 977,579,919	13.41%
Year-To-Date Average Balance ²	\$ 8,063,701,920	\$ 8,022,704,679	\$ 40,997,242	0.51%	\$ 6,514,782,972	\$ 1,548,918,949	23.78%
Monthly Accrued Earnings ³	\$ 31,273,899	\$ 27,943,175	\$ 3,330,724	11.92%	\$ 17,600,484	\$ 13,673,415	77.69%
Orange County Treasurer's Pool (OCTP)							
Monthly Net Yield ³	4.348%	4.277%	0.071%	1.66%	2.766%	1.582%	57.18%
Year-To-Date Net Yield ³	4.059%	3.992%	0.067%	1.68%	1.699%	2.360%	138.93%
Annual Estimated Gross Yield ⁴	4.050%	4.050%	0.000%	0.00%	2.615%	1.435%	54.86%
Weighted Average Maturity (WAM) ⁵	290	286	4	1.48%	200	90	45.25%

¹ Market values provided by Bloomberg and Northern Trust.

² The OCIP End of Month Market Value, End of Month Book Value and Monthly Average Balance are higher than the prior month due to higher property tax receipts in December than November. The OCEIP End of Month Market Value is higher than the prior month and year, the End of Month Book Value is higher than the prior month, and the Monthly Average Balance and Year-To-Date Average Balance are higher than the prior year primarily due to an increase in property assessed values of 6.41% in FY 23-24.

³ The OCIP and OCEIP Monthly Accrued Earnings are higher than the prior month due to higher average balances. The OCIP and OCEIP Monthly Accrued Earnings, OCTP Monthly Net Yield and Year-To-Date Net Yield are higher than prior year due to higher interest rates with the FOMC raising short-term rates by 3.75% since July 1, 2022, and reinvestment yields that are higher than the current portfolio yield and the maturing securities, respectively.

⁴ The OCTP Annual Estimated Gross Yield is higher than the prior year due to continued higher yields from short-term rate increases. The OCTP Annual Estimated Gross Yield for December 2022 is reported at the actual annual gross yields for FY 22-23.

⁵ The OCTP WAM is higher than the prior year due to longer term purchases as the FMOC is expected to discontinue rate hikes for the next several months and may begin to lower rates afterwards.

ORANGE COUNTY TREASURER-TAX COLLECTOR
ORANGE COUNTY INVESTMENT FUND (OCIF)
ORANGE COUNTY TREASURER'S POOL (OCTP), SPECIFIC INVESTMENT AND BOND PROCEEDS ACCOUNTS ⁽¹⁾
FOR THE MONTH ENDED: NOVEMBER 30, 2023

OCTP INVESTMENT STATISTICS ⁽²⁾

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 11/30/2023	MONTHLY Gross Yield	Current NAV
Orange County Treasurer's Pool (OCTP)	MARKET Value \$	14,463,690,851	286	4.334%	0.9982
	COST (Capital) \$	14,417,895,225			
	MONTHLY AVG Balance \$	14,228,240,271			
	BOOK Value \$	14,489,150,352			

SPECIFIC INVESTMENT ACCOUNTS STATISTICS ⁽²⁾

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	Market Value	Book Value	Current NAV
Pension Prepayment-CEO (PP-CEO)	MARKET Value \$	PP-CEO	4.597%	\$ 515,134,413	517,332,452	0.9958
	COST (Capital) \$	FVSD	2.499%	32,746,612	33,874,371	0.9667
Fountain Valley School District Fund 40 (FVSD)	MONTHLY AVG Balance \$					
	BOOK Value \$					

BOND PROCEEDS ACCOUNT STATISTICS ⁽²⁾

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	Market Value	Book Value	Current NAV
CCCD Series 2017E Bonds (CCCD)	MARKET Value \$	CCCD	3.200%	\$ 21,812,323	23,530,603	0.9270
	COST (Capital) \$					
	MONTHLY AVG Balance \$					
	BOOK Value \$					

OCIF TOTALS

INVESTMENTS		YEAR-TO-DATE EARNINGS	
OCTP	\$ 14,417,895,225	OCTP	\$ 237,549,064
		OCIP	100,050,427
		OCEIP	137,498,637
Specific Investment Accounts	532,662,559	Specific Investment Accounts	8,010,518
Bond Proceeds Account	24,387,309	Bond Proceeds Account	318,032
Cash	41,207,584		
Total Assets in the County Treasury	\$ 15,016,152,677	Total OCIF Year-To-Date Earnings	\$ 245,877,614

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCTP - YTD NET YIELD	3.992%	OCTP	286
90-DAY T-BILL YIELD - YTD AVERAGE	5.436%	LGIP (Standard & Poors)	41

(1) Reported in compliance with Government Code Section 53646 (b)(1), with 2023 IPS requiring at least quarterly reporting per Government Code Section 53646 (d).

(2) The current NAV for OCTP has increased slightly to 0.9982 from 0.9937. Short-term rates continue to rise, causing the market values on OCTP, PP-CEO, FVSD, and CCCD to continue to stay below book values. The OCTP, PP-CEO, FVSD, and CCCD have sufficient liquidity to meet projected cash flow needs.

ORANGE COUNTY TREASURER-TAX COLLECTOR
ORANGE COUNTY INVESTMENT FUND (OCIF)
ORANGE COUNTY TREASURER'S POOL (OCTP), SPECIFIC INVESTMENT AND BOND PROCEEDS ACCOUNTS ⁽¹⁾
FOR THE MONTH ENDED: OCTOBER 31, 2023

OCTP INVESTMENT STATISTICS ⁽²⁾

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 10/31/2023	MONTHLY Gross Yield	Current NAV
Orange County Treasurer's Pool (OCTP)	MARKET Value \$ 14,150,228,316	272	4.220%	4.121%	0.9946
	COST (Capital) \$ 14,152,226,188				
	MONTHLY AVG Balance \$ 13,730,502,612				
	BOOK Value \$ 14,227,589,007				

SPECIFIC INVESTMENT ACCOUNTS STATISTICS ⁽²⁾

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	Market Value	Book Value	Current NAV
Pension Prepayment-CEO (PP-CEO)	MARKET Value \$ 544,656,547	PP-CEO	4.597%	\$ 512,262,112	515,555,668	0.9936
	COST (Capital) \$ 532,662,559	FVSD	2.463%			
Fountain Valley School District Fund 40 (FVSD)	MONTHLY AVG Balance \$ 532,662,559			32,394,435	33,854,410	0.9569
	BOOK Value \$ 549,410,078					

BOND PROCEEDS ACCOUNT STATISTICS ⁽²⁾

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	Market Value	Book Value	Current NAV
CCCD Series 2017E Bonds (CCCD)	MARKET Value \$ 21,031,792	CCCD	3.140%	\$ 21,031,792	23,438,581	0.8973
	COST (Capital) \$ 24,295,341					
	MONTHLY AVG Balance \$ 24,295,812					
	BOOK Value \$ 23,438,581					

OCIF TOTALS

INVESTMENTS		YEAR-TO-DATE EARNINGS	
OCIP	\$ 6,523,354,934	OCIP	\$ 76,936,771
OCEIP	7,628,871,254	OCEIP	109,555,462
Specific Investment Accounts	532,662,559	Specific Investment Accounts	8,010,518
Bond Proceeds Account	24,295,341	Bond Proceeds Account	253,957
Cash	22,692,121		
Total Assets in the County Treasury	\$ 14,731,876,209	Total OCIF Year-To-Date Earnings	\$ 194,756,708

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCTP - YTD NET YIELD	3.920%	OCTP	272
90-DAY T-BILL YIELD - YTD AVERAGE	5.480%	LGIP (Standard & Poors)	37

(1) Reported in compliance with Government Code Section 53646 (b)(1), with 2023 IPS requiring at least quarterly reporting per Government Code Section 53646 (d).

(2) The current NAV for OCTP has increased slightly to 0.9946 from 0.9929. Short-term rates continue to rise, causing the market values on OCTP, PP-CEO, FVSD, and CCCD to continue to stay below book values. The OCTP, PP-CEO, FVSD, and CCCD have sufficient liquidity to meet projected cash flow needs.

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
FOR THE MONTH AND QUARTER ENDED DECEMBER 31, 2023

	<u>Month</u>	<u>Quarter</u>
Treasurer's Accountability at the Beginning of the Period:	\$ 15,016,152,677	\$ 14,048,266,657
OCTP Cash Receipts:		
County	3,198,316,981	6,259,824,856
School and Community College Districts	1,931,277,101	4,044,853,177
Total Cash Receipts	<u>5,129,594,082</u>	<u>10,304,678,033</u>
OCTP Cash Disbursements:		
County	2,500,975,245	4,667,547,692
School and Community College Districts	733,740,075	2,774,458,874
Total Cash Disbursements	<u>3,234,715,320</u>	<u>7,442,006,566</u>
Net Change in Cost Value of OCTP and Cash	<u>1,894,878,762</u>	<u>2,862,671,467</u>
Net Increase in Specific Investment Accounts and the CCCD Bond Proceeds Account	62,325	155,640
Treasurer's Accountability at the End of the Period:	\$ 16,911,093,764	\$ 16,911,093,764
Assets in the Treasury at the End of the Period (at Cost Value):		
Pooled Investments:		
Orange County Treasurer's Pool		\$ 16,341,928,871
Total Pooled Investments		<u>16,341,928,871</u>
Specific Investment Accounts:		
Fountain Valley School District Fund 40		33,749,434
Pension Prepayment - CEO		498,913,125
Total Specific Investment Accounts		<u>532,662,559</u>
Bond Proceeds Account:		
CCCD Series 2017E Bonds		24,449,634
Total Bond Proceeds Account		<u>24,449,634</u>
OCTP Cash:		
Cash in Banks		12,010,647
Cash - Other		42,053
Total Cash		<u>12,052,700</u>
Total Assets in the County Treasury at the End of the Period:		\$ 16,911,093,764

**COASTLINE ROP
2024 BOARD CALENDAR**



January 18	(3 rd Thursday)	- Board Meeting
February 22 2:30 pm	(4 th Thursday)	- Board Meeting Textbook Inventory
March 14	(2 nd Thursday)	- Board Meeting Interim Budget Review 2023-24 Coastline ROP Priorities Update Closed: Strategic Priorities
April 18	(3 rd Thursday)	- Board Meeting
May 16	(3 rd Thursday)	- Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
June 20	(3 rd Thursday)	- Board Meeting Public Hearing for 2024-2025 Budget Adopt 2024-2025 Budget Authorize Superintendent to Approve Travel and Conferences 2024-2025 School Calendar Discussion of Superintendent's Evaluation Interagency Agreements Appendix A for 2024-2025 Closed: Strategic Priorities
July 18	(3 rd Thursday)	- Board Meeting
August 15	(3 rd Thursday)	- Board Meeting Administrative Contract Extensions Board Input for 2024-2025 Coastline ROP Priorities
September 12	(2 nd Thursday)	- Board Meeting Superintendent's Evaluation 2023-2024 Unaudited Actuals Report Closed: Strategic Priorities
October 17	(3 rd Thursday)	- Board Meeting
November 14	(2 nd Thursday)	- Board Meeting
December 12	(2 nd Thursday)	- Organizational Meeting Audit Report Interim Budget Review Closed: Strategic Priorities

Meeting Time: 9:30 a.m.

TO: Board of Trustees
FROM: Krista Schweers-Ganga
DATE: February 22, 2024
SUBJECT: Textbook Approval

Background and Rationale

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

Financial Impact

None

Recommendation

It is respectfully recommended the Board approve the attached list.

Coastline ROP
New and/or Revised Edition Textbooks
2023 – 2024

Pharmacy Technician

*2024 Lippincott Pocket Drug Guide for Nurses, ©2023 ISBN: 9781975217068

Sports Medicine & Athletic Training

*Hole's Human Anatomy & Physiology Laboratory Manual, 16th Edition, ©2021 ISBN: 10 1264262868

*Hole's Human Anatomy & Physiology Loose Leaf, 16th Edition, ©2021 ISBN: 10 1260265226

Baking and Pastry Fundamentals

*On Baking, 4th Edition, Revel 24 Month Access ©2020 ISBN-13: 9780135237243

TO: Board of Trustees

FROM: Brian Dozer

DATE: February 15, 2024

SUBJECT: Board Governance Protocols

In January of 2021, the Board of Trustees approved the attached Board Governance Protocols. In January of 2024 we discussed two small additions that are noted on the included document in ***bold and italic***. Since we have one new board member, they are included on the agenda as a discussion item and for approval.



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.

Proposed addition: Superintendent may facilitate a discussion between board members or a board member and a staff member when the Superintendent determines that doing so will expedite the business of Coastline ROP.

Response to Complaints

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

In attempting to resolve concerns, board members ***(Proposed addition) will notify the Superintendent of any complaints, and may*** 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.

**COASTLINE ROP
REGULAR BOARD MEETING
Minutes
January 18, 2024**

The Board of Trustees of Coastline ROP met in regular session on January 18, 2024, at the Newport-Mesa Unified School District Board Room, Costa Mesa, California. The meeting was called to order at 9:08 a.m. by Barbara Schulman.

Present Members

Barbara Schulman
Lynn Davis
Michelle Barto

Other

Brian Dozer	Keith Carmona	James Piccola	Gina Escobar
Izzy Burdige	Kim Thomason	Kasey Eckels	Michelle Taliaferro
Krista Ganga	Ulises Garcia	Siteria Edwards	Alejandra Gonzalez
	Grant Litfin	Julia Budd	Valerie Shaw

CLOSED SESSION

President Schulman reported on the discussion in Closed Session, including the motion by Member Schulman and seconded by Member Barto, carried 3-0 with Members Schulman, Davis, and Barto voting to approve the Dismissal and General Release between Coastline ROP and classified employee No. 9500000886. Open session convened at 9:34 a.m.

**ADOPTION OF
AGENDA**

It was moved by Member Davis, seconded by Member Barto, to move item #14 ahead of item #9 on the agenda. Motion carried 3-0.

AUDITOR'S REPORT

It was moved by Member Barto, seconded by Member Davis, to approve acceptance of the 2022-2023 audit report. Motion carried 3-0.

**SUPERINTENDENT'S
REPORT**

Dr. Brian Dozer wished a good morning to President Schulman, Trustees, Steering Committee Members, and guests. He started by thanking Trustee Barto for her leadership and collaboration over the previous year as President. She was a steady hand during a year filled with a few more bumps and turns than we expected when she began her term a year ago. He hoped she knew how much he appreciated all that she did for Coastline ROP.

Next, Dr. Dozer welcomed Trustee Barbara Schulman back to the board. Coastline ROP is happy to have her back and looks forward to working with her on our very important mission. Trustee Schulman is a former SVUSD teacher and has been a member of SVUSD's board since 2018. She previously served on the Coastline ROP board from 2020 until 2021. She is a passionate advocate for students and a fierce supporter of Coastline ROP and our mission.

Dr. Dozer brought agreements to hire an interim CBO and begin a search for our next CBO with Leadership Associates. He thanked the board for all their support and guidance last week. Fortunately, the team at Presidio came together to focus on this and it is well-positioned to move forward with the work of Business Services and conducting a search after the board meeting.

While Dr. Dozer was sure everyone is familiar with the Governor's proposed budget for 2024-2025, he shared an update from School Services via the CTE JPA Coalition that specifically addresses the governor's Master Plan for Career Education. They provided this analysis:

“The summary states that despite the challenging budget circumstances the Governor intends to advance the multi-year effort...First the Governor’s Office will convene interagency teams at the state level (under the Governor’s Council for Career Education) and at the regional level (as part of the K-16 Regional Collaboratives)...The second phase is to engage in a 13-month planning process to investigate how existing policies, investments, and structures can be improved, culminating in the Governor’s Master Plan for Career Education scheduled for publication in the winter of 2024.”

It is incredibly important that we and our fellow ROPs play a significant role in the Master Plan, and Dr. Dozer will continue to work with the coalition to insure that happens.

Dr. Dozer reminded the board to save the date of Thursday, February 28 from 4-6 pm to attend our CTE Month open house. Coastline ROP will have classroom demonstrations from our teachers and students, light snacks provided by culinary students, a student video crew capturing the event and attendee impressions of Coastline ROP, and more. He looks forward to having everyone join us as Coastline ROP celebrates CTE Month and the "new" offices.

Dr. Dozer also asked the board to save the date of Wednesday, May 8 from 5-7 pm for the 2023-2024 Student Showcase. This year the event will be held at Beckman High School.

Last month Dr. Dozer provided an update on the CTEIG 9 grant. Given that Coastline ROP was surprised at the amount, he reached out to CDE with some of his ROP colleagues. He was pleased to let the board know that their outreach caused them to identify a mistake in their ROP calculations. When they corrected the error, Coastline ROP received an additional \$200,000, bringing the total to \$813,000. That is a significant increase and will really benefit our students.

Lastly, as Dr. Dozer reflected on 2023, which had some new challenges the ROP had never faced, he believes it is getting to the point where the ROP has greater stability in its staff and teacher ranks, and it is doing a lot of things it was not doing a year ago. He thinks it is important to recognize the depth and breadth of what they accomplished last calendar year. While this list is not all-inclusive, Dr. Dozer highlighted a couple of those items:

- Coastline ROP began regular visits by senior leadership to principals and APs.
- Strategic goals and objectives process was overhauled and is now more focused.
- Facilities free from asbestos and with new carpet and paint
- A solid marketing plan generating increased awareness and engagement.
- That focus on awareness and engagement has led to increased student counts overall and per class.
- The salary schedule was brought in line with other ROPs.
- Created plans for new initiatives and re-branding for 2024.

Dr. Dozer is proud of what Coastline ROP accomplished in calendar 2023 and he looks forward to an amazing back half of the school year and wonderful 2024. Rest assured that Coastline ROP is focused on continuous improvement in all areas of its operations. He does not need to remind the board of how much he enjoys this work and the fact that we each get to wake up every morning knowing we are making a difference in the lives of students.

EDUCATIONAL SERVICES' REPORT

This concluded his remarks, and he turned it over to Dr. Krista Schweers-Ganga for her update on educational services.

Gathering again to reflect on our educational journey, Dr. Krista Schweers-Ganga was pleased to share the developments that have unfolded since the last meeting.

In the past three weeks, our schools experienced a serene interlude, closing the fall semester, navigating the challenges of final exams, and ushering in the new spring semester. First days' visits were well underway for the Newport-Mesa, Tustin, and Saddleback districts for the Educational Services department, and Irvine and the Presidio campus began the following week.

Dr. Schweers-Ganga introduced - in person - Gina Escobar, the new Teacher on Special Assignment. In just two weeks, Gina caught our attention with her keen eye and unwavering attention to detail. Her presence is proving to be a fine addition to our team, and Dr. Schweers-Ganga is genuinely excited about the positive impact she will undoubtedly bring.

With Gina's addition, she is delighted to share that the Educational Services Department is now fully staffed as they embark on the second half of this school year. This accomplishment fills her with great joy and optimism for the journey ahead.

The complete team brings together a diverse group of talented individuals ready to contribute their skills, passion, and expertise to enhance the educational experience for our students. The strength of their department lies in the collaborative efforts of each member, and she is confident that, together, they will achieve new heights of excellence.

Last Friday, their dedicated teachers immersed themselves in a spring professional development session centered on the Entrepreneurial Mindset, further enhancing their skills and enriching the educational experience for our students. Later this month, the career specialists are set to converge for their district cluster meetings, fostering collaboration and innovation. Dr. Schweers-Ganga welcomed new career specialists Gage Peterson, who will serve at Portola High School, and J'Noie Parker, who will be at Back Bay, Monte Vista, and Early College High Schools in NMUSD.

Commencing on Monday, January 22nd, the Adult Emergency Medical Technician and Adult Pharmacy Technician courses will kick off at the Presidio Campuses. These courses receive full support from the English Language Learner Healthcare Pathways grant from the CDE. To ensure the success of our students, our dedicated Coastline ROP teachers will collaborate with an ELL instructor from Irvine Valley College in a co-teaching capacity, providing comprehensive support throughout the duration of the course. Coastline ROP is committed to fostering an environment that ensures the successful completion of the program for all participants.

Dr. Schweers-Ganga shared a significant achievement from her hardworking department. Over the past months, they have been diligently exploring dual enrollment options with the partner districts, and she was delighted to announce a positive development.

Coastline ROP has received confirmation from Kari Irwin at Saddleback College that our Auto Technology Instructor at Laguna Hills High School, Paul Galante, meets the minimum qualifications for community college. This means that we can now resume the dual enrollment courses in the upcoming fall term, on the Laguna Hills campus. This accomplishment is a testament to the dedication and expertise of our team, with a special acknowledgment to Julia Budd, our K12 SWP Pathway Coordinator, for spearheading these efforts.

Dr. Schweers-Ganga extended a heartfelt thank you to Julia for her unwavering commitment to advancing Career and Technical Education throughout the Orange County landscape. Her exceptional dedication has been instrumental in making this dual enrollment opportunity a reality. Julia will also be presenting today on the roles and responsibilities of the K12 SWP Pathway Coordinator position, providing valuable insights into the transformative contributions she makes to our educational endeavors.

As we embark on this continuous improvement and innovation journey, Dr. Schweers-Ganga extended her gratitude for the board's ongoing support.

**K12 PATHWAY
COORDINATOR ROLE
PRESENTATION**

Julia Budd from Coastline ROP did a presentation on her role as K12 Pathway Coordinator.

**ELECTION OF
OFFICERS**

It was moved by Member Barto, and seconded by Member Davis, to ratify the following district members to serve as officers of the Board for 2024:

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

Motion carried 3-0.

**BOARD MEETING
CALENDAR 2024**

It was moved by Member Schulman, seconded by Member Barto, to move the Thursday, February 15, 2024, meeting to Thursday, February 22, 2024. Motion carried 3-0.

**LEADERSHIP
ASSOCIATES
CONTRACT
APPROVAL**

It was moved by Member Davis, seconded by Member Schulman to approve the service agreement contract with Leadership Associates to conduct a Chief Business Official search. Motion carried 3-0.

The roll call vote follows:

Ayes: Member Schulman, Davis, and Barto.

**CONSULTING
SERVICES**

It was moved by Member Schulman, seconded by Member Davis, to approve the agreement for Anthony Soria to serve as consultant as Chief Business Official. Motion carried 3-0.

**SUPPLY CHAIN
MANAGEMENT I
COURSE OUTLINE**

It was moved by Member Davis, seconded by Member Barto, to approve the Supply Chain Management I Course Outline. Motion carried 3-0.

**FIELD TRIP REQUEST
ESTANCIA HIGH
SCHOOL**

It was moved by Member Barto, seconded by Member Davis, to approve the Field Trip Request – Estancia High School.

**RESOLUTION
CONSENT CALENDAR**

It was moved by Member Schulman, seconded by Member Davis, to approve the resolution consent calendar. Motion carried 3-0.

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

CONSENT CALENDAR

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

- Minutes from December 14, 2023, Board of Trustees meeting
- Ratification of check report ending December 31, 2023
- Ratification of purchase order and change order report ending December 31, 2023

- MOU between CyberForward and Coastline ROP- Spring 2024
- Compensation Schedule Revision – California Minimum Wage Increase.
- Personnel Register #5 – 2023-2024 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Approval/Ratification of travel conference report

ADJOURNMENT

It was moved by Member Davis, seconded by Member Barto, to adjourn the meeting. Motion carried 3-0.

The meeting adjourned at 10:14 a.m.

Clerk/Secretary

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 02/22/2024

FROM 01/01/2024 TO 01/31/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95A0457	URBAN WORKSHOP	1,100.00	1,100.00	01900891 5630	Mtg Rm/Facilty Rntal F2700SWR4 / FACILITY RENTAL
T95C0406	F & M CREDIT CARD	565.25	565.25	0111040005 5825	Moreno/EST HS NMUSD CTEIG 7 / CONTR SVCS - FIEL
T95C0407	F & M CREDIT CARD	75.59	75.59	01910910 4360	Mainsite/School Admin F2700 / REFRESHMENTS MTGS
T95C0408	AMAZON	29.44	29.44	01660000 4110	Instructional Support / TXTBKS - Instr
T95C0409	FLEMING RESEARCH INTERNATIONAL	418.07	209.04	01798000 4330	Marketing-Student Recruitment / Office Supplies-Consumable
T95C0410	AMAZON	969.69	209.03	01798020 4330	Marketing-Business Partners / Office Supplies-Consumable
T95C0411	ZAZZLE.COM	13.09	969.69	0144020009 4300	GALANTE P/LHHS SVUSD CTEIG 7 / MATERIALS &
T95C0412	AMAZON	28.00	13.09	01900910 4330	General Admin/F2700 / Office Supplies-Consumable
T95C0413	ZOOM VIDEO COMMUNICATIONS INC	299.80	28.00	01658001 4330	Schweer/Director, EDU Services / Office Supplies-
T95C0414	THEODORE ROBBINS FORD	1,576.70	149.90	0160006000 5888	All Instr/SWP Round 4 ROP / Internet - Software/Licenses
T95C0415	SHI INTERNATIONAL CORP	4,630.71	149.90	0160006002 5888	Hayden/Medical InnR4 SWP ROP / Internet -
T95C0416	SADDLEBACK VALLEY USD	678.75	1,576.70	01910970 5890	Main Site Maintenance / OTHER CONTRACTED SERVICE
T95C0417	TOTAL PHARMACY SUPPLY	4,125.08	4,630.71	01760933 4430	Dozer/Superintendent / NON-CAP EQUIP/Comp & Periphe
T95C0419	UPRINTING.COM	527.98	678.75	0144020009 5825	GALANTE P/LHHS SVUSD CTEIG 7 / CONTR SVCS -
T95C0420	CANVA	108.85	4,125.08	0122010024 4300	Lubrino T/ CSHS C7 / MATERIALS & SUPPLIES
T95C0422	SADDLEBACK VALLEY UNIFIED SCHO	315.00	263.99	01798000 4330	Marketing-Student Recruitment / Office Supplies-Consumable
T95C0423	SHI INTERNATIONAL CORP	5,084.25	263.99	01798020 4330	Marketing-Business Partners / Office Supplies-Consumable
T95C0424	NASCO	1,765.97	108.85	01798020 5890	Marketing-Business Partners / OTHER CONTRACTED
T95C0425	TUSTIN CHAMBER OF COMMERCE	225.00	315.00	0144050011 5890	Brenner M /THHS SVUSD CTEIG 7 / OTHER
T95C0426	TUSTIN AWARDS INC	77.23	1,620.17	0160652 4430	Escobar Gina x Misich/TOSA ROP / NON-CAP EQUIP/Co
			3,464.08	01780940 4430	Information Technology F-7700 / NON-CAP EQUIP/Comp
			1,765.97	0160003008 4490	Jungmann J/ROP NMUSD SWP 4 / NON CAP EQUIP -
			225.00	0171222 5395	Eckels Kase -WBL/Outreach Spec / MEMBERSHIPS -
			77.23	0160652 4330	Escobar Gina x Misich/TOSA ROP / Office Supplies-

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 02/22/2024**

FROM 01/01/2024 TO 01/31/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0427	AMAZON	43.09	43.09	01660000 4330	Instructional Support / Office Supplies-Consumable
T95C0428	ORANGE COUNTY DEPARTMENT OF ED	987.00	329.00	01742803 5220	Peterson x Kim, Soo/CS Portola / CONFERENCES &
			329.00	01743761 5220	Nagy/Career Specialist CMHS / CONFERENCES &
			329.00	01745725 5220	Garcia/Career Spec Tustin HS / CONFERENCES &
T95C0429	AMAZON	1,384.39	1,384.39	0160003008 4300	Jungmann J/ROP NMUSD SWP 4 / MATERIALS &
T95C0430	BOUND TREE MEDICAL	1,846.73	60.23	0160003008 4300	Jungmann J/ROP NMUSD SWP 4 / MATERIALS &
			1,786.50	0160003008 4490	Jungmann J/ROP NMUSD SWP 4 / NON CAP EQUIP -
T95C0431	WALLCUR	464.94	464.94	0160003008 4300	Jungmann J/ROP NMUSD SWP 4 / MATERIALS &
T95C0432	STAPLES BUSINESS ADVANTAGE	10.76	10.76	01778950 4330	All Fiscal Services / Office Supplies-Consumable
T95C0433	AERIES SOFTWARE	8,835.00	8,835.00	01780831 5895	Bolding/Student Info Specialist / OTH CONTR
T95C0434	CYBER FORWARD ACADEMY LLC	20,000.00	20,000.00	0160026000 5890	ROP All Instruction C-8 / OTHER CONTRACTED
T95C0435	EFOODHANDLERS INC.	140.00	140.00	0160025401 5889	Smith Sema'j /Tustin TUSD C-8 / INTERNET-BASED
T95C0436	THE BRAND HABIT LLC	1,938.05	1,938.05	0160003008 4300	Jungmann J/ROP NMUSD SWP 4 / MATERIALS &
T95C0437	ORANGE COUNTY DEPARTMENT OF ED	329.00	329.00	01743711 5220	Streeter/Estancia CS / CONFERENCES & MEETINGS
T95C0438	AMAZON	64.93	64.93	0160006012 4300	Friedman R/Med Nu R4SWP ROP / MATERIALS &
T95C0439	AMAZON	488.78	100.59	01798000 4330	Marketing-Student Recruitment / Office Supplies-Consumab
			143.80	01798000 4360	Marketing-Student Recruitment / REFRESHMENTS MTGS
			100.59	01798020 4330	Marketing-Business Partners / Office Supplies-Consumable
			143.80	01798020 4360	Marketing-Business Partners / REFRESHMENTS MTGS -
T95C0440	AMAZON	119.56	119.56	01743743 4330	Zuniga/NHHS Career Specialist / Office Supplies-Consumab
T95C0441	AMAZON	77.54	77.54	0160022101 4300	Dokes Annette/ BITA 1 CSHS- C8 / MATERIALS &
T95C0442	AMAZON	87.27	87.27	01742803 4330	Peterson x Kim, Soo/CS Portola / Office Supplies-Consumab
T95C0443	AMAZON	102.31	102.31	01910910 4330	Mainsite/School Admin F2700 / Office Supplies-Consumabl
T95C0444	AMAZON	53.86	53.86	01778950 4330	All Fiscal Services / Office Supplies-Consumable

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 02/22/2024**

FROM 01/01/2024 TO 01/31/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0446	F & M CREDIT CARD	10.16	10.16	01762914 5950	Burdge Iza/Executive Assistant / Postage - Communications
T95C0447	AMAZON	144.39	144.39	01778950 4330	All Fiscal Services / Office Supplies-Consumable
T95C0448	DIAMEDICAL USA	3,943.49	3,943.49	0160003008 4490	Jungmann J/ROP NMUSD SWP 4 / NON CAP EQUIP -
T95C0449	CHEF'S TOYS	2,787.57	2,787.57	0160022102 4300	Ayala Marisa/CSHS IUSD C8 / MATERIALS & SUPPLIES
T95C0450	ORANGE COUNTY DEPARTMENT OF ED	40.00	40.00	01660000 5220	Instructional Support / CONFERENCES & MEETINGS
T95C0451	SIERRA SCHOOL EQUIPMENT	1,033.77	1,033.77	01743743 4300	Zuniga/NHHS Career Specialist / MATERIALS & SUPPLIES
T95C0452	AMERICAN HEART ASSOCIATION	1,650.00	1,650.00	0160006000 4300	All Instr/SWP Round 4 ROP / MATERIALS & SUPPLIES
T95C0453	CDW GOVERNMENT	1,407.13	1,407.13	01660000 4300	Instructional Support / MATERIALS & SUPPLIES
T95C0454	MEDCO SUPPLY COMPANY	2,258.65	2,258.65	0160021301 4300	Mc-Neil David/CHS NMUSD C-8 / MATERIALS & SUPPLIES
T95C0456	THE BRAND HABIT LLC	978.17	978.17	0160006015 4300	Zimmerman D/ R4SWP ROP / MATERIALS & SUPPLIES
T95C0458	AMAZON	50.01	50.01	0160022103 4300	Murillo Cecilia/CSHS IUSD C8 / MATERIALS & SUPPLIES
T95C0459	BARNES & NOBLE INC.	1,535.44	1,535.44	0160006015 4110	Zimmerman D/ R4SWP ROP / TXTBKS - Instr
T95T0418	CERTIFIED TRANSPORTATION SERVI	1,575.50	1,575.50	0198264 5825	Rabbit KI-HOSA CTEIG-7 NMUSD / CONTR SVCS - FIE
T95X0421	ESCOBAR, GINA	350.00	350.00	0160652 5290	Escobar Gina x Misich/TOSA ROP / MILEAGE NON
T95X0445	PETERSON, GAGE	150.00	150.00	01742803 5290	Peterson x Kim, Soo/CS Portola / MILEAGE NON
T95X0455	SMART & FINAL	2,500.00	2,500.00	0160022104 4300	Smith SemaJ/CSHS IUSD C8 / MATERIALS & SUPPLIES
Fund 01 Total:		80,001.94			
Total Amount of Purchase Orders:		80,001.94			

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES 02/22/2024

FRO 01/01/2024 TO 01/31/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>CHANGE ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95X0012	OFFICE DEPOT	1,250.00	+500.00	01778950 4330	All Fiscal Services / Office Supplies-Consumable
T95X0015	READYREFRESH BY NESTLE	2,041.99	+41.99	01910950 5675	Mainsite Operations/0105 / SITE MAINT & REPAIR
T95X0175	MARGARET A. CHIDESTER & ASSOCI	60,000.00	+30,000.00	01761920 5830	Board Expenditures / LEGAL SERVICES

Fund 01 Total: 30,541.99

Total Amount of Change Orders: 30,541.99

COASTLINE R.O.P.
Consolidated Check Register
 from 1/1/2024 to 1/31/2024

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00033309	V9500948 CALIFORNIA TACTIC PATROL	211	OH	01/10/2024		MW	IS	1,320.00
95	00033310	V9502463 CHRISTY WHITE	20406	OH	01/10/2024		MW	IS	894.50
95	00033311	V9502600 Empowered Students LLC	596	OH	01/10/2024		MW	IS	215.50
95	00033312	V9502590 Infinity Communications & Cons	16578	OH	01/10/2024		MW	IS	800.00
95	00033313	V9503875 OFFICE DEPOT	346648607001	OH	01/10/2024		MW	IS	8.61
95	00033314	V9501843 READYREFRESH BY NESTLE	13L0027000850	OH	01/10/2024		MW	IS	44.25
95	00033315	V9502500 Ruiz, Aaron	12/01-12/18RUIZ	OH	01/10/2024		MW	IS	31.51
95	00033316	V9502478 ZUNIGA, PAMELA	12/01-12/13ZUNIG	OH	01/10/2024		MW	IS	40.61
95	00033317	V9500871 CAROCP	03/18-19/24DOZER	OH	01/11/2024		MW	IS	200.00
95	00033318	V9501475 O'REILLY AUTO PARTS	3576130603	OH	01/11/2024		MW	IS	374.09
95	00033319	V9502454 ONTARIO REFRIGERATION	CM39818	OH	01/11/2024		MW	IS	368.33
95	00033320	V9500899 ORANGE COUNTY DEPARTMENT OF ED	94TI2438	OH	01/11/2024		MW	IS	658.00
95	00033321	V9504457 RAINBOW DISPOSAL CO INC	0605-001045659	OH	01/11/2024		MW	IS	569.42
95	00033322	V9500651 SMART & FINAL	122123-125	OH	01/11/2024		MW	IS	930.12
95	00033323	V9501499 TIME WARNER CABLE	1263091010124	OH	01/11/2024		MW	IS	1,770.76
95	00033324	V9501269 AMAZON	1KFQ-K1JV-9QDN	OH	01/12/2024		MW	IS	337.71
95	00033325	V9501842 APOTHECARY PRODUCTS	2544340	OH	01/12/2024		MW	IS	227.85
95	00033326	V9501321 KREGER, RACHEL	OOPE-	OH	01/12/2024		MW	IS	70.18
95	00033327	V9502184 MISICH, THOMAS	09/06-09/30MISIC	OH	01/12/2024		MW	IS	78.04
95	00033328	V9501937 POCKET NURSE	1359871-1	OH	01/12/2024		MW	IS	711.56
95	00033329	V9502288 ROMAN, AURELIA	04/26-05/19ROMA2	OH	01/12/2024		MW	IS	4.72
95	00033330	V9502500 Ruiz, Aaron	3/1-3/30RUIZ2	OH	01/12/2024		MW	IS	62.68
95	00033331	V9502490 Streeter, Phillip	OOPE-	OH	01/12/2024		MW	IS	333.50
95	00033332	V9501675 TOTAL PHARMACY SUPPLY	246899	OH	01/12/2024		MW	IS	929.94
95	00033333	V9502271 VAN DER MERWE, ROCHELLE	OOPE-	OH	01/12/2024		MW	IS	97.50
95	00033334	V9501269 AMAZON	1KFQ-K1JV-NLKJ	OH	01/16/2024		MW	IS	246.09
95	00033335	V9501770 ANATOMY WAREHOUSE	INV-2335273	OH	01/16/2024		MW	IS	4,731.21
95	00033336	V9501798 BUDD, JULIA	12/6-12/8BUDD	OH	01/16/2024		MW	IS	118.95
95	00033337	V9502011 CORODATA RECORDS MANAGEMENT IN	RS4976014	OH	01/16/2024		MW	IS	140.20
95	00033338	V9502425 DOZER, BRIAN	OOPE-	OH	01/16/2024		MW	IS	434.81
95	00033339	V9502063 HOME DEPOT	523697	OH	01/16/2024		MW	IS	650.93
95	00033340	V9502339 KENDALL HUNT PUBLISHING	13463534	OH	01/16/2024		MW	IS	3,748.01
95	00033341	V9501016 MEDCO SUPPLY COMPANY	IN97140088	OH	01/16/2024		MW	IS	275.73
95	00033342	V9503875 OFFICE DEPOT	341804686001	OH	01/16/2024		MW	IS	67.15

COASTLINE R.O.P.
Consolidated Check Register
 from 1/1/2024 to 1/31/2024

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00033343	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-	OH	01/16/2024	MW	IS	450.43
95	00033344	V9501714	SHI INTERNATIONAL CORP	B17763185	OH	01/16/2024	MW	IS	67.09
95	00033345	V9501675	TOTAL PHARMACY SUPPLY	246870	OH	01/16/2024	MW	IS	132.39
95	00033346	V9502577	Eberhart, Laurie	12/06-12/2IEBERH	OH	01/17/2024	MW	IS	99.56
95	00033347	V9502382	INTERMEDIA.NET INC	2401166754	OH	01/17/2024	MW	IS	886.27
95	00033348	V9501859	NASCO	547143	OH	01/17/2024	MW	IS	400.61
95	00033349	V9500034	SADDLEBACK VALLEY USD	83TI0499	OH	01/17/2024	MW	IS	678.75
95	00033350	V9501269	AMAZON	1KC4-Q4RN-JGLT	OH	01/18/2024	MW	IS	48.20
95	00033351	V9501154	TUSTIN CHAMBER OF COMMERCE	17698	OH	01/18/2024	MW	IS	225.00
95	00033352	V9500422	VERIZON WIRELESS	9953390513	OH	01/18/2024	MW	IS	228.06
95	00033353	V9500635	MARGARET A. CHIDESTER & ASSOCI	10397	OH	01/19/2024	MW	IS	8,733.25
95	00033354	V9501269	AMAZON	IPQ3-GKNN-L6LD	OH	01/22/2024	MW	IS	57.60
95	00033355	V9502131	AWARDS UNLIMITED	92973	OH	01/22/2024	MW	IS	2,614.07
95	00033356	V9500382	B & H PHOTO	220032897	OH	01/22/2024	MW	IS	44.80
95	00033357	V9500387	DEPT OF JUSTICE	705597	OH	01/22/2024	MW	IS	128.00
95	00033358	V9502326	F & M Credit Card	9828	OH	01/22/2024	MW	IS	2,469.62
95	00033359	V9502547	Fleming Research International	122123FLEMING	OH	01/22/2024	MW	IS	408.89
95	00033360	V9502060	KINGSBURY, ASHLEY	OOPE-	OH	01/22/2024	MW	IS	272.26
95	00033361	V9501385	NEWPORT URGENT CARE	4041310	OH	01/22/2024	MW	IS	160.00
95	00033362	V9502233	OCCUPATIONAL HEALTH CENTERS OF	81804039	OH	01/22/2024	MW	IS	38.00
95	00033363	V9503875	OFFICE DEPOT	348499228001	OH	01/22/2024	MW	IS	44.08
95	00033364	V9502604	Perez, Timothy	OOPE-	OH	01/22/2024	MW	IS	25.00
95	00033365	V9500049	PITNEY BOWES	3106499746	OH	01/22/2024	MW	IS	415.37
95	00033366	V9502507	Recovery for Athletes LLC	RFA41071	OH	01/22/2024	MW	IS	7,150.00
95	00033367	V9502605	Savala, Cynthia	OOPE-	OH	01/22/2024	MW	IS	25.00
95	00033368	V9501714	SHI INTERNATIONAL CORP	B17774405	OH	01/22/2024	MW	IS	2,225.34
95	00033369	V9502166	STRYKER	9205261127	OH	01/22/2024	MW	IS	568.25
95	00033370	V9501269	AMAZON	IGY9-7G4N-HPHN	OH	01/23/2024	MW	IS	765.69
95	00033371	V9500666	CALIF DEPT OF TAX AND ADMINIST	INV-2333700-B	OH	01/23/2024	MW	IS	404.28
95	00033372	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-	OH	01/23/2024	MW	IS	131.49
95	00033373	V9502214	AERIES SOFTWARE	M&S-9906	OH	01/24/2024	MW	IS	8,835.00
95	00033374	V9500230	AMERICAN HEART ASSOCIATION	SCPR155317	OH	01/24/2024	MW	IS	4,212.29
95	00033375	V9502469	FIRST-CITIZENS BANK & TRUST CO	43963493	OH	01/24/2024	MW	IS	1,227.46
95	00033376	V9502558	Moreno, Stephen	011824MORENO	OH	01/24/2024	MW	IS	568.13

COASTLINE R.O.P.
Consolidated Check Register
 from 1/1/2024 to 1/31/2024

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00033377	V9501859 NASCO	555377	OH	01/24/2024		MW	IS	801.23
95	00033378	V9501937 POCKET NURSE	1363962-2	OH	01/24/2024		MW	IS	234.34
95	00033379	V9502560 Burdge, Izabel	OOPE-	OH	01/25/2024		MW	IS	24.13
95	00033380	V9502577 Eberhart, Laurie	OOPE-	OH	01/25/2024		MW	IS	87.22
95	00033381	V9500376 JONES & BARTLETT PUBLISHING	820704	OH	01/25/2024		MW	IS	10,750.25
95	00033382	V9501714 SHI INTERNATIONAL CORP	B17834337	OH	01/25/2024		MW	IS	4,630.71
95	00033383	V9501269 AMAZON	199X-43F9-CN37	OH	01/26/2024		MW	IS	189.62
95	00033384	V9502485 Cyber Forward Academy LLC	1183	OH	01/26/2024		MW	IS	20,000.00
95	00033385	V9502272 EFOODHANDLERS INC.	T-36383	OH	01/26/2024		MW	IS	140.00
95	00033386	V9503875 OFFICE DEPOT	348512989001	OH	01/26/2024		MW	IS	24.77
95	00033387	V9501714 SHI INTERNATIONAL CORP	B17849802	OH	01/26/2024		MW	IS	5,084.79
95	00033388	V9501269 AMAZON	161D-QKPT-W6TX	OH	01/29/2024		MW	IS	136.20
95	00033389	V9501385 NEWPORT URGENT CARE	154665	OH	01/29/2024		MW	IS	400.00
95	00033390	V9502585 OC Janitorial	49617	OH	01/29/2024		MW	IS	355.25
95	00033391	V9502607 Peterson, Gage	12/13-01/18PETER	OH	01/29/2024		MW	IS	29.67
95	00033392	V9501843 READYREFRESH BY NESTLE	14A0027000850	OH	01/29/2024		MW	IS	242.56
95	00033393	V9502595 Sierra School Equipment	414004	OH	01/29/2024		MW	IS	17,240.00
95	00033394	V9502368 CLC	ID THEFT JAN	OH	01/30/2024		MW	IS	40.00
95	00033395	V9502515 Jasperson, Edward	OOPE-	OH	01/30/2024		MW	IS	161.13
95	00033396	V9502040 METROPOLITAN LIFE INSURANCE CO	METLIFE SUPP	OH	01/30/2024		MW	IS	513.60
95	00033397	V9501350 REEP FOR BENEFITS	KAISER JAN	OH	01/30/2024		MW	IS	34,024.98
95	00033398	V9502166 STRYKER	9205400644	OH	01/30/2024		MW	IS	18,325.74
95	00033399	V9501675 TOTAL PHARMACY SUPPLY	247665	OH	01/30/2024		MW	IS	3,235.41
95	00033400	V9505350 TUSTIN AWARDS INC	57879	OH	01/30/2024		MW	IS	73.27
95	00033401	V9505546 VISION SERVICE PLAN	VSP JAN	OH	01/30/2024		MW	IS	647.79
95	00033402	V9501674 WALLCUR	357455	OH	01/30/2024		MW	IS	489.65
95	00033403	V9501787 BOUND TREE MEDICAL	85223695	OH	01/31/2024		MW	IS	1,865.32
95	00033404	V9501472 SCHWEERS-GANGA, KRISTA	OOPE-012624	OH	01/31/2024		MW	IS	301.32

Issued: 186,281.64
95 Bank Total: 186,281.64

**COASTLINE R.O.P.
Consolidated Check Register**
from 1/1/2024 to 1/31/2024

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
Grand Total:								186,281.64

TO: Board of Trustees
 FROM: Brian Dozer
 DATE: February 22, 2024
 SUBJECT: Payout for HBUHSD Proportionate Share of Reserves

Background and Rationale

As Coastline ROP’s audited financials gained approval at the board meeting on January 18, 2024, we have determined the final amount owed to HBUHSD after their withdrawal from the JPA on June 30, 2023.

Financial Impact

As noted in the table below, the total payment is \$134,891.17.

2022-2023 Audited Reserves	\$6,410,682.00
2014-2015 Reserves	\$5,352,027.00
Accumulated Reserves	\$1,058,655.00
Proportionate Share %	22.05%
Proportionate Share \$	\$233,433.43
HBUHSD Outstanding Balance	-\$98,542.26
Total Payment to HBUHSD	\$134,891.17

Recommendation

It is respectfully requested that the Board of Trustees approve the payment to HBUHSD.

TO: Board Members
FROM: Krista Schweers-Ganga
DATE: February 22, 2024
SUBJECT: New Internship Sites

Diversified Service Careers Internship

Fashion Camp – Create, Design, Sew
13771 Newport Avenue, Suite 15-16
Tustin, CA 92780

Grocery Outlet
12932 Newport Avenue
Tustin, CA 92780

Emergency Medical Technician

AmbuServe Ambulance Services
15105 S. Broadway
Gardena, CA 90248

Lifeline Ambulance
260 E. Alton Avenue
Santa Ana, CA 92707

Sports Medicine Internship

Newport Harbor High School
600 Irvine Avenue
Newport Beach, CA 92663

San Juan Hills High School
29211 Stallion Ridge
San Juan Capistrano, CA 92675

Tustin High School
1171 El Camino Real
Tustin, CA 92780

TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: February 22, 2024

SUBJECT: Memorandum of Understanding and Invoice between the ROP and VCARE

Background and Rationale

Adding VCARE Academy's curriculum and certifications to the Supply Chain Management I course is a great way to improve education in the field. VCARE Academy stands out by focusing on real-world skills, offering 100% practical and operational learning. This approach goes beyond traditional methods, where students often only learn theory. By covering both the theory ('WHAT') and practical application ('HOW') of supply chain operations, the curriculum ensures students get a well-rounded understanding. This prepares them with the essential skills needed to handle the challenges of today's complex supply chains. The curriculum will include a mini-master course with the possibility of additional certifications, as listed below.

- **Mini-Master Class**
 - Supply Chain Framework and Strategy
- **Certification Programs Offered**
 - (CSCL) Certified Supply Chain Leader
 - (CSSC) Certified Stores and Stock Controller
 - (CPIA) Certified Production and Inventory Analyst

Financial Impact

- The cost is \$2,550.00 per semester, and this expense will be fully covered through the K16 Collaborative Grant.

Recommendation

It is respectfully recommended that the Board approve the use of VCARE curriculum for the Supply Chain Management I course.

Memorandum of Understanding (MoU) Official Knowledge Partner

This agreement (the "Agreement") is made and entered into on the 1st day of February, 2024 (the "Effective Date") by and between:

VCARE Academy Inc. (hereinafter referred to as the "VCARE") with its primary mailing address at 154 Bestview Drive Toronto, M2M2Y3 Ontario, Canada with Corporation/Company Registration Number "1241642-5"

AND

Coastline Regional Occupational Program (hereinafter referred to as the "CoastlineROP") with its primary mailing address at 1001 Presidio Square, Costa Mesa, CA 92626 with Company Registration Number "95-2887481"

About VCARE Academy Inc

VCARE Academy was founded with the vision to become the world class leader in research and education in the field of value chain management. VCARE is partnered with many International affiliates around the globe. This enables us to provide our clients with internationally recognized accredited qualifications and research opportunities in the ever-evolving field of value chain management. VCARE.Academy in association with its international affiliates is able to offer a wide range of training and education programs to help you grow and excel in your career.

Coastline Regional Occupational Program

Coastline ROP is a career and technical education (CTE) provider that prepares both high school students and adults for a wide range of careers and further educational opportunities. The ROP course of study combines classroom instruction with hands-on learning and internship opportunities. Operating under a partnership with Irvine, Newport-Mesa, Saddleback Valley, and Tustin Unified School Districts. Within these districts the ROP serves 16 comprehensive high schools, 4 continuation schools and 5 alternative schools. Many classes include internships at local business and industry sites where ROP students improve their critical thinking skills, communication skills, and work attitudes. Research shows that students who take ROP courses improve their grade point averages, feel a greater connection to learning, and are more successful in college and careers once they graduate. ROP courses are taught by skilled teachers credentialed by the California Commission on Teacher Credentialing.



The Parties here do agree as follows:

This Agreement shall come into force on the Effective Date and shall continue to be valid and binding on the parties for three years thereafter. This Agreement may be renewed by mutual written agreement of the parties for an additional two years term.

1. Knowledge Partner of VCARE in California, United States

- 1.1. VCARE hereby authorizes CoastlineROP to work as its Knowledge Partner, to operate VCARE's programs in the California, United States
- 1.2. VCARE authorizes the CoastlineROP to schedule workshops and exam sessions with high school students in their districts (independently managed by CoastlineROP) in California, United States
- 1.3. VCARE will provide the initial list of its programs and will inform CoastlineROP for the change within a reasonable timeframe for review and plan to offer the program in its operating regions.
- 1.4. VCARE authorizes the use of VCARE's Logo, VCARE Certification's Logos, and "VCARE's Knowledge Partner" Logo to be included in printed and electronic promotional material.
- 1.5. This is a non-exclusive and non-transferable appointment.

2. Revenue Share & Deposit

2.1. VCARE's educational programs offered by CoastlineROP

- 2.1.1. The international standard fee for the Certification Program is US\$ 1,450/- per participant, and the mini-master and mini-master classes are US\$ 85/- per participant.
- 2.1.2. CoastlineROP understands that VCARE's programs are sold at standard international pricing. If necessary VCARE and CoastlineROP will work together to evaluate the programs' pricing based on the geographical location of CoastlineROP operating region for certification programs and mini-master and master classes. In case of special pricing, VCARE will request the approval from the program office and communicate the final decision regarding approved pricing accordingly. Any special price lower than the international standard price for a VCARE program, will be presented as a VCARE and CoastlineROP capacity building initiative for



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professionals.

- 2.1.3.** The licensing and exam fee for the mini-master classes for the CoastlineROP is US\$ 85/- per person which CoastlineROP will pay to VCARE for each person attending the session.
 - 2.1.4.** The licensing and exam fee for the full certification program for the CoastlineROP is US\$ 650/- per person, which the CoastlineROP will pay to VCARE for each person attending the session. In the case of CoastlineROP and VCARE Academy, they decided to offer the certification program to the high school student in five or more parts or break it up into different modules, and then a mutually agreed price will be implemented.
 - 2.1.4.1. Example:** If CoastlineROP has 50 learners for the mini-master class, either online or in person, then CoastlineROP will pay US\$ $85 \times 50 = \text{US\$ } 4,250/-$ to VCARE.
 - 2.1.5.** CoastlineROP will be responsible for the event setup, meeting space, lunch and refreshments, internet, program office, local taxes, insurance, local licenses, all related activities, and the cost of conducting VCARE's programs on its own.
 - 2.1.6.** VCARE will send e-certificates (after passing the exam) to the certified professionals via email from VCARE's WHQ.
 - 2.1.7.** VCARE will arrange registration and link for the online exams for its programs. CoastlineROP will take care of all necessary setup to conduct the online exam in a proctored environment. VCARE may appoint an invigilator to conduct these exams in addition to the arrangement done by CoastlineROP. In case of an appointment for VCARE's invigilator, VCARE WHQ will borne his/her cost.
 - 2.1.8.** VCARE will be responsible for all activities for the i-proctor online exams.
- 3.** VCARE will provide the invoice for each program for the actual number of attendees for each session and CoastlineROP will wire transfer the invoice amount to VCARE one week after the start date of the programs conducted by CoastlineROP independently.



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4. CoastlineROP understands that the VCARE prohibits the sharing of any electronic / digital versions of BoKs and instructors' presentations. CoastlineROP agrees not to share the electronic / digital versions with anyone, including but not limited to professionals, students, and trainers. In cases where it is necessary to provide digital access or provide the training manual in digital format, either VCARE will provide the written authorization via email to CoastlineROP to send the materials directly to the attendees or VCARE will share the electronic / digital versions directly with the attendees and keep CoastlineROP in the loop of communication.
5. VCARE prohibits the commercial selling / complementary distribution of VCARE's Programs' BoKs and instructor's presentation to anyone. CoastlineROP understands that VCARE's programs' BoKs are limited for distribution to the registered participants only.
6. CoastlineROP agrees to update within reasonable time the details about the workshops schedule for its own managed programs. VCARE will update its website(s) with this information within a reasonable time.
7. CoastlineROP agrees to update VCARE via email at support@vcare.international for all registrations with regard to VCARE's programs.
8. VCARE will allow only its certified instructors to teach its workshops. CoastlineROP can recruit local instructors to become VCARE's certified instructors to conduct sessions organized by CoastlineROP. The CoastlineROP understands that to become an authorized Instructor the nominated instructor must attain 85% or better score in the specific certification or mini-master class that they plan to teach. In case of special appointments or approval for any specified trainer, CoastlineROP will request the approval of VCARE WHQ and the final decision will be subject to approval.
9. In case CoastlineROP wants to hire VCARE certified trainers for the program delivery then they can coordinate with VCARE WHQ and hire VCARE's Certified Instructor(s) in the region for the delivery of VCARE's programs.
 - 9.1. CoastlineROP will be responsible for making separate contracts with the VCARE certified trainer for training delivery and finalize the training delivery fee with the trainer directly.
 - 9.2. CoastlineROP will be responsible for the trainer logistics including his visa, ticket, accommodation, and travel.
10. CoastlineROP understands that CSSC, CPIA, CSCL programs and its title are the property of VCARE and referred to as "VCARE Certification Programs" in this agreement.



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vcare.international

11. CoastlineROP understands that VCARE expects the CoastlineROP to promote VCARE as an organization and VCARE's Programs truthfully to the public.
12. VCARE makes no warranties, express or implied, including without limitation with respect to how much net profit the CoastlineROP will make in a given year.
13. CoastlineROP agrees to communicate solely with VCARE for the material published on the VCARE website(s), *www.vcare.international* even for the information placed on the website(s) by VCARE that are part of the 3rd parties. CoastlineROP agrees to direct to and VCARE, and not to any 3rd parties, any communication regarding *www.vcare.international* and website content material.
14. CoastlineROP gives permission to VCARE to include the CoastlineROP association with the VCARE and VCARE's Programs on its website(s), publications, and all other promotional materials.
15. Both parties acknowledge that CoastlineROP is not an employee of VCARE, nor a Division or a Subsidiary of VCARE.
16. CoastlineROP understands that this agreement does not create a Franchise Relationship with VCARE. CoastlineROP does not have any authority to act on behalf of VCARE or to get into agreements with other organizations on behalf of VCARE.
17. **Review, Amendments and Termination**
 - 17.1. This agreement shall be valid for three years from the date of signing the agreement and will be renewed subsequently by mutual consent of both parties. Thereafter, it will be renewed automatically for an additional period of three years if not terminated by either organization.
 - 17.2. Amendments to this agreement may be proposed at any time by any party but will be valid only after the approval of the management of both organizations with mutual written consent.
 - 17.3. Both parties reserve the right to cancel the agreement with an advanced notice of minimum 30 days.
 - 17.4. In the event of any dispute arising out of or relating to this contract, including but not limited to its formation, interpretation, performance, or breach, the parties agree to resolve the dispute through mediation. The parties agree to participate in good faith in the mediation process and to exert their best efforts to reach a mutually acceptable resolution.



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17.5. This contract will be construed in accordance with the laws of the state of Ontario, Canada, the Federal Law of Canada, and applicable California State Laws, United States of America.

18. EREB (Education & Research Executive Board)

18.1. VCARE's Education and Research Executive Board (EREB) comprises 16 subject matter experts drawn from diversified domains in the field of value chain management. Each board member is an industry professional in his own right who has dedicated himself to assisting VCARE in its pursuit of global excellence.

So agreed, this 1st day of February, 2024

VCARE Academy Inc.

Coastline Regional Occupational Program

Name:

Name: Dr. Brian Dozer

Title:

Title: Superintendent

Date:

Date:

Signature:

Signature:



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VCARE Academy
5805 Whittle Road
Mississauga, Ontario L4Z 2J1
Canada
support@vcare.international
Phone: +1 437 374 4022
Company ID: 706670734

GST/HST: 706670734RT0001

Bill to:
Dr. Brian Dozer
Coastline Regional Occupational Program
1001 Presidio Square
Costa Mesa, California 92626
United States

Additional Customer Info:
bdozer@coastlinerop.org
Phone: 714-979-1955

Licensing and Examination - Mini Master Class in Supply Chain Framework and Strategy

Product or Service	Price	Quantity	Line Total
Mini-Master Class in Supply Chain Framework and Strategy (SCFS) Online Examination Fees Licensing for Batch 01 - 2024 Membership	\$85.00	30	\$2,550.00
HST: OFF			

Subtotal	\$2,550.00
Taxes	\$0.00
Invoice Total	\$2,550.00
Amount Paid	\$0.00
Balance Due	\$2,550.00

Thank You for doing Business with VCARE Academy.

We can help you improve your supply chain expertise, and at the same time, enhance your company's supply chain capabilities.

Wire Transfer the Payment at

Bank: BMO - Bank of Montreal

Bank Address: 4797 Leslie St Willowdale, ON , M2J2K8 - Ontario, Toronto- Canada

Account Title: VCARE Academy Inc.

Account No.: 1991678 - **Transit No.:** 04572 - **Institution No.:** 001 - **Swift:** BOFMCAM2

Payment Confirmation

Payment Terms

All payments should be made in US Dollar.

Add the payment transfer charges and make sure that we received the Net Balance Amount in USD

Due within 1 weeks of invoice date.


Registration will be confirmed on the confirmation of the Invoice.

Customer needs to share the fund transfer confirmation to us immediately after the payment.

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: February 22, 2024

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
COMPUTERS/TECHNOLOGY						
5178	iPad	Presidio Site	\$ 542.66	4/21/2010	Obsolete - no longer working	E-waste
5745	iPad	Presidio Site	\$ 788.39	1/31/2013	Obsolete - no longer working	E-waste
5747	iPad	Presidio Site	\$ 788.39	1/31/2013	Obsolete - no longer working	E-waste
5748	iPad	Presidio Site	\$ 788.39	1/31/2013	Obsolete - no longer working	E-waste
6431	iPad	Presidio Site	\$ 583.81	3/02/2017	Obsolete - no longer working	E-waste
6443	Server	Presidio Site	\$ 6,791.00	3/01/2017	Obsolete - no longer working	E-waste
6446	iPad	Presidio Site	\$ 508.39	3/31/2017	Obsolete - no longer working	E-waste
6806	Meraki MR45 cloud managed indoor AP	Presidio Site	\$ 840.42	6/27/2019	Obsolete - no longer working	E-waste
6807	Meraki MR45 cloud managed indoor AP	Presidio Site	\$ 840.42	6/27/2019	Obsolete - no longer working	E-waste



 Cheryl A. Smith
 Manager, Technology Services

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

TEACHERS ON WAIVER ASSIGNMENT 44253.3

Paul Galante (2 nd year)	Teacher – Automotive Technology	Grades 9-12
Jo Anne Noone (1st year)	Teacher – Administration of Justice (AOJ) and Crime Scene Investigation (CSI)	Grades 9-12
Brian Payne (1 st year)	Teacher – Cyber Forward	Grades 9-12

AYES _____

NOES _____

ABSENT _____

IN WITNESS OF THE ABOVE STATED ACTIONS, I have hereunto set my hand this 22nd day of February 2024.

Clerk/Secretary of the Board of Trustees

BOARD UPDATE
February 9, 2024
EMPLOYEE PERSONNEL REGISTER NO. 6 – 2023-2024

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

EMPLOYMENT:

Name: Jo Anne Noone
Position: Teacher
Program: Administration of Justice (AOJ)
Crime Scene Investigation (CSI)
Location: Back Bay H.S.
Effective: January 29, 2024

Name: Brian Payne
Position: Teacher
Program: Cyber Forward
Location: Virtual
Effective: January 26, 2024

Name: Deborah Ludwig
Position: Classified - Temporary/Short-term
Program: Business Services
Location: Presidio Site
Effective: February 1, 2024

RESIGNATION:

Name: Raymond Endow
Position: Teacher
Program: Administration of Justice (AOJ)
Crime Scene Investigation (CSI)
Location: Creekside H.S.
Effective: January 9, 2024

RETIREMENT:

Name: Tammy Iversen
Position: Administrative Assistant
Program: Educational Services
Location: Presidio Site
Effective: June 1, 2024

**TERMINATION OF
EMPLOYMENT:**

Name: J'Noie Parker
Position: College and Career Specialist
Program: Student Services
Location: Early College H.S.
Back Bay H.S.
Effective: January 25, 2024

Name: LeAnn Zayasbazan
Position: Chief Business Official (CBO)
Program: Business Services
Location: Presidio Site
Effective: January 18, 2024

Coastline ROP
Travel/Conference Report
Board Meeting
February 22, 2024

Name	Date(s)	Destination	Purpose	Amount
Gage Peterson, Career Specialist, Irvine Unified School District	February 7, 2024	Anaheim, CA	2024 OC Counselor Symposium	\$353.12
Phillip Streeter, Career Specialist, Newport-Mesa Unified School District	February 7, 2024	Anaheim, CA	2024 OC Counselor Symposium	\$345.08
Jennifer Stead, Career Specialist, Irvine Unified School District	Mar. 3 – Mar. 5, 2024	Sacramento, CA	Educating for Careers Conference 2024	\$2087.63
Krista Schweers-Ganga, Director of Ed. Services Presidio Campus	May 5 – May 6, 2024	Virtual	Title IX Training – Coordinator Foundations and Compliance Essentials	\$998.00
Total				\$3783.83