



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

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

**April 21, 2022**

**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 / Suzie Swartz / Lynn Davis



TO: Board of Trustees  
FROM: Brian Dozer  
DATE: April 31, 2022  
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, April 21, 2022, regular Board of Trustees meeting. Trustee Davis, Trustee Carey, and I will meet in my office at 8:30 a.m. to review the agenda. The board meeting this month will NOT begin with a closed session. Open session is scheduled to begin at 9:00 a.m.

I am looking forward to seeing you on Thursday, April 21, 2022.

Enclosure

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

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

**BOARD OF TRUSTEES**

**Thursday, April 21, 2022**

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

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

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

**AGENDA**

**1. BOARD MEETING CALLED TO ORDER**

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

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

Coastline ROP:

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

**3. PLEDGE OF ALLEGIANCE**

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

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

**5. 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**

**6. SUPERINTENDENT’S REPORT – Brian Dozer**

**7. EDUCATIONAL SERVICES’ UPDATE – J. S. Coke**

**DISCUSSION/ACTION ITEMS**

**8. AB 361- Brown Act Amendment Discussion/Action**

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

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

- |            |  |                          |
|------------|--|--------------------------|
| <b>9.</b>  | <b>Board Meeting Date/Time Changes</b>   | <b>Discussion/Action</b> |
|            | Motion by _____ Seconded by _____  | Vote _____               |
| <b>10.</b> | <b>Work-Based Learning/Outreach Specialist</b><br><b>Job Description</b> - Recommend the Board approve the work-based learning/outreach specialist job description.                    | <b>Discussion/Action</b> |
|            | Motion by _____ Seconded by _____  | Vote _____               |
| <b>11.</b> | <b>Revision to Coastline ROP Compensation Schedule</b><br>Recommend the Board approve the revised compensation schedule as presented.  | <b>Discussion/Action</b> |
|            | Motion by _____ Seconded by _____  | Vote _____               |
| <b>12.</b> | <b>CYBERFORWARD Memorandum of Understanding (MOU)</b><br>Recommend the Board approve the MOU between Coastline ROP and CYBERFORWARD.   | <b>Discussion/Action</b> |
|            | Motion by _____ Seconded by _____  | Vote _____               |
| <b>13.</b> | <b>K12 Strong Workforce Program (SWP) Round 4 Sub-Agreement</b> - Recommend the Board approve the sub-agreement with Rancho Santiago College District for Round 4 K12 SWP grant funds. | <b>Discussion/Action</b> |
|            | Motion by _____ Seconded by _____  | Vote _____               |
| <b>14.</b> | <b>Sonychelle Marketing &amp; Communications Memorandum of Understanding (MOU)</b><br>Recommend the Board approve the MOU with Sonychelle Marketing and Communications.                | <b>Discussion/Action</b> |
|            | Motion by _____ Seconded by _____  | Vote _____               |
| <b>15.</b> | <b>Kyocera Service Contract</b> – Recommend the Board approve the service contract, purchase, and lease agreements with Kyocera Document Solutions.                                    | <b>Discussion/Action</b> |
|            | Motion by _____ Seconded by _____  | Vote _____               |
| <b>16.</b> | <b>Consulting Services</b> – Recommend the Board approve the continuation of the consulting agreement with Carol Hume to serve as a consultant to Superintendent Brian Dozer.          | <b>Discussion/Action</b> |
|            | Motion by _____ Seconded by _____  | Vote _____               |

**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:

17. [Minutes from the March 9, 2022](#), Board of Trustees meeting
18. [Ratification of purchase order report](#) ending March 31, 2022
19. [Ratification of check report](#) ending March 31, 2022
20. [Annual EDJOIN service agreement](#) with San Joaquin County Office of Education for \$1,200
21. [Agreement with Ontario Refrigeration](#) for HVAC maintenance and projects
22. [Verkada alarm system](#) and monitoring contract
23. [Premier Ambulance affiliation agreement addendum](#)
24. [Field trip request](#) for Culinary Arts students from Ocean View High School to attend the FCCLA State Leadership Conference and Competition in Riverside, Ca. April 23-26, 2022
25. [Field trip request](#) for Culinary Arts students from Newport Harbor High School to attend the National Restaurant Association ProStart Invitational in Washington DC, May 3-9, 2022
26. [New internship sites](#)
27. [Personnel Register #7 – 2021-2022](#) (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
28. [Approval/Ratification of Travel Conference Report](#)

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

## **NEW BUSINESS**

**Information**

## **ADJOURNMENT**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ at \_\_\_\_ a.m.

**Next Scheduled Meeting: May 19, 2022**

TO: Board of Trustees

FROM: Brian Dozer

DATE: April 12, 2022

SUBJECT: AB 361

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

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

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

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

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
2022 BOARD CALENDAR**

|                     |  |   |   |
|---------------------|--|---|---|
| <b>January 28</b>   | (4th Friday)   | - | Pre-meeting: Lynn Davis & Lauren Brooks<br>Board Meeting  |
| <b>February 17</b>  | (3 <sup>rd</sup> Thursday)                           | - | Pre-meeting: Lynn Davis & Michelle Barto<br>Board Meeting<br>Textbook Inventory   |
| <b>March 9</b>      | (2 <sup>nd</sup> Wednesday)                          | - | Pre-meeting: Lynn Davis & Suzie Swartz<br>Board Meeting<br>Interim Budget Review<br>2021-22 Coastline ROP Priorities Update   |
| <b>April 21</b>     | (3 <sup>rd</sup> Thursday)                           | - | Pre-meeting: Lynn Davis & Diana Carey<br>Board Meeting  |
| <b>May 19</b>       | (3 <sup>rd</sup> Thursday)                           | - | Pre-meeting: Lynn Davis & Lauren Brooks<br>Board Meeting<br>Review Superintendent's Evaluation Process<br>Employ Summer Semester Staff  |
| <b>June 16</b>      | (3 <sup>rd</sup> Thursday)                           | - | Pre-meeting: Lynn Davis & Michelle Barto<br>Board Meeting<br>Public Hearing for 2022-2023 Budget<br>Adopt 2022-2023 Budget<br>Authorize Superintendent to Approve Travel and Conferences<br>2022-2023 School Calendar<br>Discussion of Superintendent's Evaluation<br>Interagency Agreements Appendix A for 2022-2023 |
| <b>July 20</b>      | (3 <sup>rd</sup> Wednesday)<br>(Date change 2/17/22) | - | Pre-meeting: Lynn Davis & Suzie Swartz<br>Board Meeting   |
| <b>August 18</b>    | (3 <sup>rd</sup> Thursday)                           | - | Pre-meeting: Lynn Davis & Diana Carey<br>Board Meeting<br>Administrative Contract Extensions<br>Board Input for 2022-2023 Coastline ROP Priorities  |
| <b>September 13</b> | (2 <sup>nd</sup> Tuesday)<br>(Date change 2/17/22)   | - | Pre-meeting: Lynn Davis & Lauren Brooks<br>Board Meeting<br>Superintendent's Evaluation<br>2021-2022 Unaudited Actuals Report   |
| <b>October 20</b>   | (3 <sup>rd</sup> Thursday)                           | - | Pre-meeting: Lynn Davis & Michelle Barto<br>Board Meeting   |
| <b>November 17</b>  | (3 <sup>rd</sup> Thursday)                           | - | Pre-meeting: Lynn Davis & Suzie Swartz<br>Board Meeting   |
| <b>December 15</b>  | (3 <sup>rd</sup> Thursday)                           | - | Pre-meeting: Lynn Davis & Diana Carey<br>Organizational Meeting<br>Audit Report<br>Interim Budget Review  |

**MEETING TIME – 9:00 A.M.**

Board approved: 12/13/2021; rev. 2/17/2022

TO: Board of Trustees

FROM: J. S. Coke

DATE: April 1, 2022

SUBJECT: Job Description – Work-Based Learning/Outreach Specialist

Work-based learning is a crucial component of career technical education as it provides real-world experiences for students in the field of study. The ROP needs a staff member who is dedicated to the development of these opportunities through connections with industry and education partners. A job description has been developed to encompass the cultivation of relationships with various organizations, promoting the work of the ROP, scheduling student experiences, and collecting and reporting the data of work-based learning to our partner districts, among other duties.

The estimated annual cost of this position is \$59,451 - \$73,746 inclusive of car allowance but exclusive of benefits. This position was included in the recent CTE Incentive Grant Round 7 application.

It is respectfully recommended that the Board of Trustees approve the enclosed job description of the grant-funded Work-Based Learning/Outreach Specialist.



**DRAFT**

**WORK-BASED LEARNING/OUTREACH SPECIALIST**

|                                  |                                  |
|----------------------------------|----------------------------------|
| <b>Location:</b>                 | Presidio Office                  |
| <b>Reports To:</b>               | Director of Educational Services |
| <b>Supervises:</b>               | N/A                              |
| <b>Pay Classification/Range:</b> | 130                              |
| <b>Approval Date:</b>            |                                  |

**General Description**

Under direct supervision of the Director of Educational Services, performs any combination of the essential functions shown below.

**Duties and Responsibilities**

- Work with teachers to determine business and industry support needed for their programs.
- Cultivate relationships with business, industry and professional organizations, and other agencies to establish work-based learning opportunities including guest speakers, worksite tours/field trips, career interest assessments, college and career fairs, student-run enterprises, job shadowing, career mentoring, projects with CTSOs, community service, mock interviews, short-term career experiences, internships, and service-learning.
- Develop a business partner recognition program.
- Assist instructors with preparing students for workplace readiness and placement, as well as assist employers with WBL program development.
- Provide teacher support for the implementation of WBL activities including managing documentation, transportation, safety, and qualified supervision.
- Facilitate, and assist teachers with technology-related software and applications to enhance and expand WBL activities across CTE Pathways.
- Engage in outreach to community organizations, Chambers of Commerce.
- Develop and maintain effective relationships with post-secondary institutions, businesses, departments and education, school districts, and other community partners.
- Develop WBL protocols and tools that can be accessed online/digitally.
- Develop and maintain an employer/labor database.
- Oversee WBL data collection and reporting in coordination with I. T.
- Schedule required work-based learning for State-mandated programs such as CNA, EMT, etc.
- Conduct presentations to high school and middle school parents.
- Support the creation and implementation of advisory meetings.
- Develop and facilitate opportunities for business and industry to learn about ROP programs.
- Expand the promotional strategies that reflect the mission of the ROP.
- Represent the ROP at community events.
- Participate in meetings, in-service activities, and staff conferences.
- Perform other duties as assigned

## **QUALIFICATION GUIDELINES**

### **Knowledge of:**

- Career Technical Education pathways and ROP programs.
- District curricular and instructional initiatives and strategies.
- Interpersonal skills, tact, patience, and courtesy.
- Oral and written communication skills.

### **Ability to:**

- Plan, organize, and administer district-wide programs and county-wide activities.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including computers and related software applications.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the creation and maintenance of a variety of reports and files related to assigned activities.

### **Education and Experience:**

#### **Required:**

Any combination equivalent to a bachelor's degree from an accredited college or university.

#### **Experience:**

Minimum of three (3) years of work experience in a school setting; or a minimum of three (3) years' experience working with community organizations.

#### **Other Requirements:**

Licenses: Possession of a valid California Motor Vehicle Operator's License

## **PHYSICAL ELEMENTS AND WORKING CONDITIONS**

The classification performs generally light work that involves sitting a major portion of the time but does require walking and standing for periods of time. Individuals may be required to lift, push and/or pull objects normally not to exceed thirty (30) pounds, but may involve heavier objects up to fifty (50) pounds.

Positions in the class require mobility to stand, stoop, bend and use arms to reach. Dexterity of hands and fingers to operate a computer keyboard and other office equipment is essential. This position requires accurate perceiving of sound, near and far vision, depth perception, and the providing of oral information and direction. The employee is regularly called upon to listen, hear and speak, to exchange information with staff, teachers, students, and the public.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

The noise level in this work environment is generally moderate indoors. At times the noise level could increase but will remain within an acceptable level.

TO: Brian K. Dozer  
FROM: Siteria Edwards  
DATE: April 7, 2022  
SUBJECT: Compensation Schedule Revision

Upon board approval of the Work-Based Learning/Outreach Specialist job description, the classified pay schedule of the compensation system will need to be revised.

**Recommendation:**

It is respectfully requested the Board of Trustees approve the revision to the classified pay schedule of the compensation system to include the grant-funded Work-Based Learning/Outreach Specialist position.



**COASTLINE**  
REGIONAL OCCUPATIONAL PROGRAM

**DRAFT**  
**COMPENSATION SYSTEM**

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

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

**PAY SCHEDULE INFORMATION**

**CLASSIFIED PAY SCHEDULE:**

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

**CLASSIFIED MANAGEMENT PAY SCHEDULE:**

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

**CERTIFICATED TEACHER PAY SCHEDULE:**

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

**CERTIFICATED SUPPORT PAY SCHEDULE:**

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

**LEADERSHIP PAY SCHEDULE:**

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



Revision Approved: 1/28/22



**DRAFT**

**CLASSIFIED PAY SCHEDULE**

| JOB TITLE   | PAY CLASSIFICATION | HOURLY RATE    |                | MONTHLY RATE   |                |
|---|--------------------|----------------|----------------|----------------|----------------|
|   |                    | (Min)          | (Max)          | (Min)          | (Max)          |
| Accounting Budgeting Specialist                               | 119                | \$21.07        | \$28.30        | \$3,652        | \$4,905        |
| Accounting Payroll Specialist                                 | 119                | \$21.07        | \$28.30        | \$3,652        | \$4,905        |
| Accounts Payable/Purchasing Specialist                        | 119                | \$21.07        | \$28.30        | \$3,652        | \$4,905        |
| Administrative Assistant                                      | 119                | \$21.07        | \$28.30        | \$3,652        | \$4,905        |
| Career Specialist   | 120                | \$21.60        | \$29.01        | na             | na             |
| College and Career Specialist                                 | 120                | \$21.60        | \$29.01        | na             | na             |
| Executive Assistant   | 127                | \$25.67        | \$34.48        | \$4,449        | \$5,977        |
| Facility Maintenance and Custodian Worker                     | 107                | \$15.68        | \$21.04        | na             | na             |
| Information Technology Specialist                             | 124                | \$23.84        | \$32.02        | \$4,132        | \$5,550        |
| Instructional Assistant                                       | 108                | \$16.06        | \$21.57        | na             | na             |
| K-12 SWP Pathway Coordinator (Grant Funded)                   | 131                | \$35.52        | \$47.60        | \$6,157        | \$8,251        |
| <b>WORK-BASED LEARNING/OUTREACH SPECIALIST (GRANT FUNDED)</b> | <b>130</b>         | <b>\$26.33</b> | <b>\$37.14</b> | <b>\$4,564</b> | <b>\$6,438</b> |
| Network Specialist  | 124                | \$23.84        | \$32.02        | \$4,132        | \$5,550        |
| Program Assistant   | 119                | \$21.07        | \$28.30        | \$3,652        | \$4,905        |
| Receptionist/Administrative Assistant                         | 103                | \$15.00        | \$19.07        | \$2,600        | \$3,305        |
| Receiving and Delivery Worker (Grant Funded)                  | 107                | \$15.68        | \$21.04        | na             | na             |
| Student Information Specialist                                | 119                | \$21.07        | \$28.30        | \$3,652        | \$4,905        |

**OTHER CLASSIFIED PAY INFORMATION**

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



**COASTLINE**  
REGIONAL OCCUPATIONAL PROGRAM

**CLASSIFIED MANAGEMENT PAY SCHEDULE**

| <b>JOB TITLE</b>             | <b>PAY CLASSIFICATION</b> | <b>MONTHLY RATE</b><br>(Min) (Max) |         | <b>ANNUAL SALARY</b><br>(Min) (Max) |          |
|------------------------------|---------------------------|------------------------------------|---------|-------------------------------------|----------|
| Manager, Technology Services | 510                       | \$6,158                            | \$8,252 | \$73,890                            | \$99,019 |



**CERTIFICATED TEACHER PAY SCHEDULE**

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

**CERTIFICATED PAY RATE INFORMATION**

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

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

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

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

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

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

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

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



**CERTIFICATED SUPPORT STAFF PAY SCHEDULE**

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



**COASTLINE**  
REGIONAL OCCUPATIONAL PROGRAM

**LEADERSHIP PAY SCHEDULE**

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

TO: Board of Trustees

FROM: Brian Dozer

DATE: April 14, 2021

SUBJECT: Memorandum of Understanding for CyberForward program

Coastline ROP once again has an opportunity to partner with CyberForward (formerly CISOSHARE), a leading provider of cybersecurity services in Orange County, to offer a summer program for students in our five partnering districts. CyberForward, a seven-week virtual course, will include instruction on the foundations of cybersecurity, a work-based learning experience, and will culminate in an internship with a local company. This unique opportunity will be open to 30 students this year. Of the students who completed the program last year, six were hired by CyberForward as interns. Mike Gentile, the founder, and CEO of CISOSHARE and CyberForward will teach the course. Additionally, CyberForward will host two virtual information sessions and one Career Exploration Webinar in May.

The ROP plans to use grant funds for the associated expenses.

It is respectfully requested the Board of Trustees approve the attached Memorandum of Understanding with CISOSHARE.

**Memorandum of Understanding Concerning the Establishment of a High School  
Cyber Security Education Program Partnership  
Between  
CYBERFORWARD  
and  
COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

**I. Purpose**

This Memorandum of Understanding (MOU) between CYBERFORWARD located at 1315 N. El Camino Real, San Clemente, CA 92672 and Coastline Regional Occupational Program (Coastline ROP) located at 1001 Presidio Square, Costa Mesa, CA 92801, collectively referred to as “Parties”, is to provide the cooperative framework for the CYBERFORWARD and Coastline ROP to develop initiatives and provide Cyber Security education and work-based learning experiences for high school students.

**II. Parties**

The parties to this MOU are CYBERFORWARD whose mission through the CyberForward program is to solve the cyber security resource shortage and bridge the skills gap by identifying and rapidly developing effective, job-ready, cyber security professionals; and Coastline ROP whose mission is to prepare students to be contributing members of their community by providing innovative career technical education focused on college and career readiness.

**III. Objectives**

The objective of the MOU is to establish a robust collaborative working partnership that fosters collaboration, between CYBERFORWARD’s Program and Coastline ROP to the extent that such coordination, collaboration and resource sharing is consistent with applicable laws, regulations, and policies, to support their respective missions and to achieve the parties’ common aim to provide career technical education and work-based learning opportunities to high school students in the field of Cyber Security.

**IV. Responsibilities of the Parties**

Per availability of resources, both parties shall be responsible for contributing to the objectives cited in this Agreement and shall contribute to this partnership, as appropriate.

**A. CYBERFORWARD's Responsibilities:**

1. Provide a license to use CyberForward training curriculum AND program delivery of 7 weeks (70 hours) to include:
  - a. Foundational Learning
  - b. Work-based Learning
  - c. Internship Project
2. Provide the Canvas and Zoom platform for the virtual program delivery.
3. Provide the appropriate instructor for the CyberForward training and deliver training for up to thirty (30) students
4. Collaborate with Coastline ROP to provide two (2) informational sessions to inform students, parents and faculty about the CyberForward program.
5. Collaborate with Coastline ROP to provide one (1) career exploration webinar to inform students on cyber security careers, skills needed, education paths and how to protect themselves online.

**B. Coastline ROP's Responsibilities:**

1. Student recruitment for the CyberForward information sessions, program participation and career exploration webinar.
2. Hire CyberForward instructor.
3. Collaborate with the CyberForward program in the delivery of the information sessions and webinar for the high school students.
4. Registration of students for the CyberForward program.
5. Student communication and notifications.
6. Administrative support.
7. Transcription of student grades and high school credits.

**V. Points of Contact**

CYBERFORWARD and Coastline ROP will designate Points of Contact (POCs) within their respective organizations to oversee and facilitate the implementation of this MOU.

**CYBERFORWARD POC:**

Name: Kolby Falco  
Email: [Kolby.falco@cyberfwd.com](mailto:Kolby.falco@cyberfwd.com)  
Phone: (509) 724-3734

**Coastline ROP POC:**

Name: Brian Dozer  
Email: [bdozer@coastlinerop.net](mailto:bdozer@coastlinerop.net)  
Phone: (714) 429-2222 – Office  
(949) 505-2889 - Cell

**VI. Periodic Review**

Representatives of CYBERFORWARD and Coastline ROP will review this MOU at the end of the CyberForward training program. This MOU shall remain in effect unless amended or terminated by the parties. Amendments must be agreed to by both parties. This MOU may be terminated at any time by either party upon thirty (30) days' notice to the other party.

**VII. Modification**

Amendments must be bilaterally executed in writing, signed by authorized representatives of both parties. No oral or unilateral amendments will be effective. Only terminations done in accordance with the terms of this agreement may be done unilaterally.

**VIII. Hold Harmless**

- a. CYBERFORWARD shall defend, indemnify, save and hold harmless the Coastline ROP and their respective officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees, that may arise out of any grossly negligent or intentional acts or omissions of any agent or employee of CYBERFORWARD. This shall include any acts of sexual abuse alleged against any agent or employee of CYBERFORWARD.
- b. The Coastline ROP shall defend, indemnify, save, and hold harmless CYBERFORWARD and its officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees that may arise out of any grossly negligent or intentional acts or omissions of any agent or employee Coastline ROP. This shall include any acts of sexual abuse alleged against any agent or employee of any Coastline ROP.

**IX. Other Provisions**

This MOU does not create a partnership or a joint venture and neither party has the authority to bind the other. Subject to the Freedom of Information Act (5 U.S.C. 552), decisions or disclosure of information to the public regarding project(s) and program(s) within this MOU will be made following consultation by the parties to this MOU.

**This MOU shall become effective on behalf of the parties by signature of the undersigned:**

DocuSigned by:  
*Mike gentile*  
E020422602D64F5...

3/30/2022

---

**Mike Gentile**  
CEO and Founder, CYBERFORWARD

---

**Date**

---

**Brian Dozer**  
Superintendent, Coastline ROP

---

**Date**

**EXHIBIT A  
SCOPE OF WORK  
CYBERFORWARD CYBER SECURITY SUMMER ACADEMY PROGRAM  
FOR  
COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

**PROGRAM OUTLINE:**

| <b>Program Phase</b>   | <b>What's Covered</b>   | <b>Number of Hours</b>     | <b>Students Served</b> |
|--|---|----------------------------|------------------------|
| Phase 1, Part 1 – Student Information Sessions   | Students will briefly be introduced to the cyber security field and the main occupations. They'll learn about the CyberForward Program.   | 1 (two 30-minute sessions) | Approx. 100+           |
| Phase 1, Part 2 – Career Exploration   | Students will learn more about cyber careers, the skills needed, education and career paths, safeguards to protect themselves and hear from industry professional(s).   | 1                          | Approx. 75-100+        |
| <i>At this point, students will decide if this career field is a fit for them or not. Those that want to continue in the program will complete an application.</i> |   |                            |                        |
| Phase 2 – Foundation   | Students will learn how the cyber security discipline operates as well as three junior level job roles and the tasks involved in each role.   | 20                         | Up to 30               |
| Phase 3 – Work-Based Learning  | Students will learn how to perform junior level tasks in the Policy Analyst, Third Party Assessor and Vulnerability Analyst roles. Students will perform mock work in real world scenarios and situations. They will also engage with cyber security staff about these roles and work on soft skills development. | 25                         | Up to 30               |
| 4 – Employer Engagement & Internship Project   | Students will engage with employers on cyber security career exploration and/or scenario-based project work.  | 25                         | Up to 30               |
| 5 – Paid Internship Opportunity  | Students that successfully complete the program will be given the opportunity to interview and, if selected, participate in a paid internship when available.   | TBD                        | TBD                    |

## **PROGRAM DETAILS:**

**Program Dates:** June 20 – August 5, 2022

- Information Sessions – April and May (Date TBD)
- Career Exploration Webinar – April (Date TBD)

**Duration:** 7 weeks; Monday – Thursday 9:00 am to 11:30 am (combination of synchronous and asynchronous)

**Location:** Virtual

### **Program Includes:**

- Marketing materials
- Student application, review and selection
- License to use CyberForward Training Curriculum
- Program delivery and instruction
- Learning Management System (Canvas) and/or Zoom platform for virtual program delivery
- Program administration and support
- Student certificates
- Employer engagement and coordination
- Any applicable software licensing costs throughout the program

## **TERMS & STUDENT CONFIDENTIALITY**

### **I. Financial Responsibilities**

Coastline ROP agrees to pay CYBERFORWARD \$38,000 for the delivery of the CyberForward program as outlined in the attached scope of work (Exhibit A). Any change must be specifically agreed to in writing by the signatories or the organizations they represent. Total amount due upon completion of the class.

### **II. Confidentiality, Record Keeping, and Information Sharing**

Both parties recognize that the confidentiality of student records are defined by provisions of state and federal law. The parties will adhere to these laws, including the Family Educational Rights and Privacy Act (FERPA), California Student *Online Personal Information Protection Act* (Cal. Educ. Code § 49073.1), and Children's Online Privacy Protection Act (COPPA, 15 U.S.C. §§ 6501–6506). CYBERFORWARD agrees to maintain best-practice record keeping that assures the privacy and confidentiality of all student data. Coastline ROP agrees to make a good-faith effort to obtain signed releases from students granting photo/video permission and/or to share educational data with CYBERFORWARD where appropriate.

### **III. Effective Date**

The terms of this MOU will become effective on the date of the last signature by the parties and will remain in effect until terminated by either party. The summer class will be offered June 20, 2022 – August 5, 2022.

TO: Board of Trustees

FROM: Brian Dozer

DATE: April 14, 2021

SUBJECT: K12 SWP Round 4 Sub-Agreement

Coastline ROP serves as the lead agency for the five-member districts in our JPA for the K12 Strong Workforce Program Round 4. The consortium was awarded \$995,252 for a performance period of January 1, 2022, through June 30, 2024. The funding is to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region.

It is respectfully requested the Board of Trustees approve the sub-agreement with the Rancho Santiago Community College District for Round 4 K12 Strong Workforce Program grant funds.

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
COASTLINE ROP**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 14th of March, 2022, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **Coastline ROP** (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the K12 Strong Workforce Program for Orange County, (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division (hereinafter “Prime Sponsor”), to sub-grant and contract with Local Educational Agencies to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

**ARTICLE I**

1. Statement of Work

SUBCONTRACTOR agrees to perform the work in the Scope of Work (*Exhibit A*) approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from January 1, 2022 through June 30, 2024.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$995,252 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is

incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advance payment of 70% (seventy percent) after the Agreement is fully executed, up to 20% (twenty percent) in progress payment upon submission of an invoice and accompanying documentation as required by the Regional Consortium and completion of all reports due at the time the invoice is submitted. The final 10% (ten percent) payment is contingent upon successful performance of the work, as approved by the PRIME SPONSOR. Payment shall not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment to RSCCD via e-mail to Sarah Santoyo (Santoyo\_Sarah@rsccd.edu) and Vanessa Palomares (Palomares\_Vanessa@rsccd.edu). The subject line of the invoice should be as follows: "INVOICE\_K12SWP\_PIF\_Subcontractor Name."

Refer to the Invoice Form and Instructions (Exhibit B) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

K12 Strong Workforce Program funding is project based with project submissions and reporting expenditures in NOVA. The SUBCONTRACTOR agrees to adhere to the reporting frequency as identified in Exhibit D: K12 Strong Workforce Program RFA-Appendix A: Grantee Requirements and Guidelines, p.31-32. Periodic fiscal and narrative progress reports of project progress may be requested by Rancho Santiago Community College District at any time.

SUBCONTRACTOR shall prepare and submit outcomes data as required by the legislation, Education Code §88828 (d)(8), and as referenced in Exhibit D: K12 Strong Workforce Program RFA –Appendix A: Grantee Requirements and Guidelines, p. 31. As per the legislation, failure to provide this data may result in termination of the grant.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications

SUBCONTRACTOR may make changes to any budget categories up to 10% (ten percent) of

the total award amount per line item without the approval of RSCCD so long as budget categories are not added or deleted, the total dollar amount of the Agreement is not affected, and the outcomes of the Agreement will not be materially affected. SUBCONTRACTOR may add or delete budget categories subject to the prior approval of RSCCD.

If the SUBCONTRACTOR wishes to make substantial changes to the scope of work, then a revised scope of work that describes the requested changes and their impact to the budget and outcomes must be submitted to RSCCD and approved by the PRIME SPONSOR. Substantial changes are those that would represent a significant deviation from the approved scope of work and would lead to different outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in methods of implementation (i.e., the means by which the approved scope of work is implemented) or movement between budget line items would not be considered substantial changes, and would not require prior approval.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR

agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused by the sole negligence or the willful misconduct of the non-indemnifying party or any of its agents or employees.

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the

PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

**RSCCD:**

**Primary Contact:**

Rancho Santiago Community College District  
Sarah Santoyo, Assistant Vice Chancellor, Educational Services  
2323 N. Broadway, Suite 201  
Santa Ana, CA 92706  
(714) 480-7466; Santoyo\_Sarah@rsccd.edu

**Fiscal Representative:**

Rancho Santiago Community College District  
Iris I. Ingram, Vice Chancellor, Business Services  
2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, Ingram\_Iris@rsccd.edu

**SUBCONTRACTOR:**

**Primary Contact:**

Name: Coastline Regional Occupational Program  
Title: Brian K. Dozer, Superintendent  
Address: 1001 Presidio Square  
Costa Mesa, CA 92626  
Phone: (714) 429-2222  
Email: bdozer@coastlinerop.net

**Fiscal Representative:**

Name: Coastline Regional Occupational Program  
Title: Sesar Morfin, Director, Business Services  
Address: 1001 Presidio Square  
Costa Mesa, CA 92626  
Phone: (714) 429-2220  
Email: smorfin@coastlinerop.net

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

**ARTICLE II**

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Education Code Title 3, Division 7, Part 54.5 Strong Workforce Program Section 88827-88833) as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the legal requirements regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: *Coastline ROP*

By:   
Name: Iris I. Ingram  
Title: Vice Chancellor  
Business Services  
Date: Mar 21, 2022

By: \_\_\_\_\_  
Name: Brian K. Dozer  
Title: Superintendent  
Date: April 21, 2022

Board Approval Date: March 14, 2022

95-2887481  
Employer/Taxpayer Identification Number (EIN)

TO: Board of Trustees

FROM: Brian Dozer

DATE: April 14, 2021

SUBJECT: Memorandum of Understanding with Sonychelle Marketing & Communications

One of my areas of focus as Superintendent is to create awareness of Coastline ROP and our CTE classes and pathways with businesses, parents, students, and community colleges. Through this, we will be able to increase enrollment in our programs, develop new courses and pathways, increase articulation and dual enrollment, and engage more businesses in our efforts, primarily through internships and sponsorships.

A key aspect of this is to develop a strategic marketing plan for the ROP that covers key areas such as a new website, daily social media posting, increased storytelling of the incredible student success stories we have, and to collaborate with our district marketing and communications counterparts.

Rather than create a new full-time position for Coastline ROP, we feel it is best to hire a consultant to work with our staff to do this important work. We have chosen Sonychelle Marketing & Communications as the principal for the company has a 10-year history of working with school districts and ROPs and thus an understanding of CTE and our unique challenges and opportunities.

The ROP plans to use Covid relief funds for the associated expenses.

It is respectfully requested the Board of Trustees approve the attached Memorandum of Understanding with Sonychelle Marketing & Communications.

Sonychelle Media & Communications LLC  
**APPENDIX A: PROJECT OVERVIEW – May 2022 – June 2023**  
**MARKETING SUPPORT SERVICES: CONSULTING, WEB DESIGN, SOCIAL MEDIA**  
**Coastline Regional Occupational Program**

**Sonychelle Media & Communications will engage in marketing support services to support Coastline ROP in implementing its strategic goals and objectives.**

**The Outcomes** of Sonychelle Media & Communications work with Coastline ROP Superintendent and Marketing Taskforce are to:

1. Conduct marketing needs assessment with district partners
2. Develop strategic marketing plan
4. Update marketing collateral and materials
6. Finalize brand guidelines
7. Create and publish monthly social media content calendar
8. Develop and launch new website

**CONSULTING WORKPLAN AND PROPOSED BUDGET**

| TIMELINE  | ACTIVITIES  | KEY PARTNERS              | HRS/ WEEK | TOTAL WEEKS | TOTAL COSTS |
|---|---|---------------------------|-----------|-------------|-------------|
| <b><i>Conduct marketing needs assessment with district partners</i></b> |   |                           |           |             |             |
| May 20, 2022  | -Co-plan meeting and presentation materials<br>-Meet virtually with district representatives<br>-Identify key needs of Districts<br>-Report findings/key learnings  | -Dozer<br>-DOs            | 4         | 1           | \$320       |
| <b><i>Develop strategic marketing plan</i></b>                          |   |                           |           |             |             |
| May 23 - Aug 1, 2022 (10 weeks/Counted as 6 weeks)                      | -Meet with Dozer/Task Force<br>-Gather and integrate information derived from stakeholders<br>-Assess needs and history<br>-Provide input/key insights<br>-Research and weigh marketing strategies<br>-Conceptualize delivery format<br>-Organize drafted Marketing Plan content for review | -Dozer<br>-Task Force     | 9         | 2           | \$1,440     |
| <b><i>Update marketing collateral and materials</i></b>                 |   |                           |           |             |             |
| Aug 1, 2022   | -Develop and design innovative creative materials for various   | -Dozer<br>-Budd<br>-Perez | 3         | 1           | \$240       |

|                                  |  |                  |   |              |                |
|----------------------------------|--|------------------|---|--------------|----------------|
|                                  | stakeholders, including brochures, flyers, templates, etc.   |                  |   |              |                |
| <b>Finalize brand guidelines</b> |  |                  |   |              |                |
| Jan 26, 2023                     | -Research and strategize fonts and colors<br>-Detail logo rules and restrictions<br>-Design and format brand guidelines into PDF | -Dozer<br>-Perez | 3 | 3            | \$720          |
|                                  |  |                  |   | <i>Total</i> | <i>\$2,720</i> |

## WEBSITE DEVELOPMENT

| TIMELINE                 | ACTIVITIES   |
|--------------------------|--|
| Dec 2022 – March 1, 2023 | -Work with Coastline ROP to curate content from the current website to build a new, reenvisioned and modernized website that serves various stakeholders: Parents, Students, Partners, Educators<br>-55-65 pages (current site specs) with ADA Compliancy review<br>-Fully responsive website to accommodate multiple device types (Desktop/Table/Mobile)<br>-Assumption: SMC will help ensure hosting and domain names do not expire, however, renewals will be billed separately and the responsibility of CROP to pay.<br>-Assumption: Site does not need specialized plugins |
|                          | Total   \$5,000  |

## SOCIAL MEDIA CONTENT DEVELOPMENT

| TIMELINE             | ACTIVITIES   |
|----------------------|--|
| May 2022 – June 2023 | -Plan and strategize content to align with Coastline ROP marketing efforts, plans, and initiatives.<br>-Design content utilizing a mixed media approach<br>-Coordinate collection of stories<br>-Publish 7-10 posts per week on CROP Instagram, Facebook, and LinkedIn through CROP Hootsuite account<br>-Replace cover art and update profile pages as needed<br>-Promote relevant hashtags<br>-Assumption: Client monitors engagement/Responds to comments |
|                      | Total   \$500 per month<br>\$6,000 annual  |

Sonychelle Media and Communications will invoice for monthly payments.

**TOTAL FEE: Not to exceed \$13,720 annually.**

Sonychelle Media & Communications LLC  
Sonya Ramirez  
7044 Sultana Avenue  
Fontana, CA 92336  
714-290-7745  
sonia@sonychelle.com

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
AGREEMENT FOR SERVICES**

THIS agreement made and entered into this 21<sup>st</sup> day of April, 2022, by and between Sonychelle Media & Communications, LLC hereinafter called the Contractor and Coastline Regional Occupational Program hereinafter called the District.

**WITNESSETH:** The parties do hereby contract and agree as follows: For all services which the Contractor is obligated to perform under the terms of the Agreement, the Contractor shall provide marketing support services to the District.

Marketing Support Services: Based on the enclosed Appendix A, marketing support services shall include consulting, web design, and social media services.

Agreement Period: The terms of this contract will begin on the effective date of April 21, 2022 and end June 30, 2023, and renewed by the option of the District.

Compensation: The District agrees to pay the Contractor for services satisfactorily rendered pursuant to this agreement in the amount specified within the enclosed Appendix A. Contractor shall bill the District monthly. Payment shall be mailed to 7044 Sultana Avenue, Fontana, CA 92336, or at such other place as Contractor may designate in writing.

IN WITNESS WHEREOF, the parties hereunto have subscribed to this Agreement, including all contract documents as indicated:

Certificate of Insurance

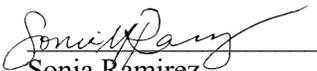
Worker's Compensation Certificate

The contract includes the terms and conditions as printed and set forth on the subsequent page, and the Contractor, by executing this Agreement, agrees to comply with such terms and conditions.

Originator: Brian K. Dozer

Sonychelle Media & Communications, LLC  
7044 Sultana Avenue  
Fontana, CA 92336

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

  
\_\_\_\_\_  
Sonia Ramirez

4/11/22  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian K. Dozer, Superintendent      Date

\_\_\_\_\_  
Sesar Morfin, Director      Date

## GENERAL TERMS & CONDITIONS

**MATERIALS:** The Contractor shall furnish, at their own expense, all labor, equipment, and other items necessary to complete the services to be provided pursuant to this agreement.

**SUBCONTRACTORS:** Subcontractors, if any, engaged by the Contractor for the service will be subject to the approval of the District. Contractor shall be held responsible for all operations of subcontractors and will require them to maintain adequate Worker's Compensation and Public Liability Insurance.

**DEFAULT BY CONTRACTOR:** Failure to comply with any of the terms and/or conditions of this contract will constitute default by the Contractor.

**CONTRACTOR SUPERVISION:** Contractor will provide competent supervision of personnel employed on the job, use of equipment, and quality of service.

**ASSIGNMENT OF CONTRACT AND/OR PURCHASE ORDER:** The supplier shall not assign or transfer by operation of law or otherwise and/or all of its rights, burdens, duties, or obligations without the prior written consent of the District.

**FORCE MAJEURE CLAUSE:** The parties to the Agreement will be excused from the performance there under during the time and to the extent that they are prevented from obtaining, delivering, or performing by an act of God, fire, strike, loss, or shortage of transportation facilities by the government, when satisfactory evidence thereof is presented to the District, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.

**HOLD HARMLESS:** The Contractor will hold harmless and indemnify the District, its officers and employees, from every claim or demand which may be reason of:

- a) Injury to person or property sustained by the supplier or by any person, firm, or corporation, employed directly or indirectly by him upon or in connection with his performance under this purchase order, however caused:
- b) Any injury to person or property sustained by any person, firm, or corporation, caused by any act, neglect, or default, or omission of the supplier or of any person, firm or corporation, directly or indirectly employed by him upon or in connection with his performance under the contract and/or purchase order, and, The Contractor, at his own expense or risk will defend any legal proceeding that may be brought against the District or the Board, its officers, and employees, on any such claim or demand, and satisfy any judgment that may be rendered against any of them.

### DUTY TO PROVIDE FIT WORKERS

- (a) Contractor shall at all times enforce strict discipline and good order among their employees and shall not employ any unfit person or anyone not skilled in work assigned to such person. It shall be the responsibility of Contractor to ensure compliance with this Article.
- (b) Any person in the employ of the Contractor whom District may deem incompetent, unfit, intemperate, troublesome or otherwise undesirable shall be excluded from the District site and shall not again be employed on it except with written consent of District.

**WORKER'S COMPENSATION:** In accordance with the provisions of Section 3700 of the California Labor Code, the Contractor and every subcontractor will be required to secure the payment of compensation to its employees. The Contractor will provide, during the life of this contract, Worker's Compensation Insurance for all of its employees engaged in work under this agreement.

**NON-DISCRIMINATION:** In the performance of the terms of this agreement, Contractor agrees that it will not engage in nor permit to engage in unlawful discrimination in employment of persons because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

**CANCELLATION:** The District or Contractor will have the right of cancellation, however all amounts owed to the Contractor shall become immediately due and payable. Contractor will complete any unfinished work.

**AGREEMENT CHANGES:** No changes or alterations to this agreement will be made without specific prior approval by the District; and in no event will the change or alteration exceed 10% of the agreement and/or purchase order.

**PAYMENT:** Unless otherwise specified, the Contractor will render invoices in duplicate for materials delivered or services performed under the agreement. The District will make payment for materials, or other services furnished under this agreement within a reasonable and proper time after acceptance thereof by the authorized District representative.

**DISTRICT DATA:** As between Contractor and District, all Data will remain the sole and exclusive property of the District. Access to the Data shall only be by Contractor's employees and/or subcontractors whose job function requires access. Except as specified in this agreement, Contractor may not access the Data for any other purpose without the express written consent of the District. Access to Data by any outside party shall only be in accordance with the terms of this agreement or where required by law. The Contractor agrees to utilize administrative, physical, and technical safeguards designed to protect the Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. Both parties recognize that the confidentiality of student records are defined by provisions of state and federal law. The parties will adhere to these laws, including the Family Educational Rights and Privacy Act (FERPA), California Student *Online Personal Information Protection Act* (Cal. Educ. Code § 49073.1), and Children's Online Privacy Protection Act (COPPA, 15 U.S.C. §§ 6501–6506).

**STATUS OF CONTRACTOR:** Contractor is and shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of the contract documents. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the District and Contractor or any of Contractor's agents or employees. Contractor assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment. Contractor, its agents and employees shall not be entitled to any rights or privileges of District employees and shall not be considered in any manner to be District employees. District shall be permitted to monitor the activities of the Contractor to determine compliance with the terms of the agreement.

TO: Board of Trustees

FROM: Brian Dozer

DATE: April 21, 2022

SUBJECT: Printers and Copiers

Our fleet of printers and copiers is aging and needs to be updated. After an analysis of our current provider (SoCal Office Technologies) and their service level and requesting an alternative proposal from Kyocera, we have selected Kyocera Document Solutions to provide our document and printing services. Attached you will find Kyocera's proposal. It has three parts:

1. Replacement, consolidation, and standardization of all printers (see *Coastline ROP Purchase Agreement for Signature* pdf from Kyocera). The purpose of standardizing our printers is to:
  - a. Streamline the process of service and maintenance
  - b. Minimize the amount of toner inventory required to keep on hand
  - c. Provide quality printers for teachers, students, and staff members
  - d. Add flexibility and simplicity to the management of our printer fleet
2. Consolidation and replacement of large copier printers at the Presidio site (see *Coastline ROP copier FMV lease 60 months no copies* pdf). Kyocera's lease agreement is with CFIT Bank, a division of First-Citizens Bank & Trust Company. The purpose of leasing four large copier printers is to:
  - a. Obtain equipment that can meet our needs at a reasonable price
  - b. Allow for updating copier printers every five years to ensure reliability and affordability
3. Maintenance and managed print services for all printers and large copier printers (see *Coastline ROP Service Contract*). By entering into this contract with Kyocera we will:
  - a. Ensure that all new equipment is regularly serviced
  - b. Provide easy access to toner, repair services, and printing supplies
  - c. Receive information on printer use and efficiency on a quarterly basis
  - d. Receive recommendations to increase efficiency and lower costs on a quarterly basis

It is respectfully requested the Board of Trustees approve the purchase agreement, copier lease, and service contract with Kyocera Document Solutions.





# Lease Agreement

This Lease Agreement (the "Lease") contains the terms of your agreement with us. Please read it carefully and ask us any questions you may have. The words **you, your** and **lessee** mean you, our customer. The words **we, us, our** and the **lessor**, mean CIT Bank, a division of First-Citizens Bank & Trust Company.

## Equipment Description

| Quantity | Description     |
|----------|-----------------|
| 3        | TASKalfa 4054ci |
| 1        | TASKalfa 8353ci |

| Equipment Address                         |
|---|
| 1001 Presido Square Costa Mesa, CA. 92626 |
| same                                      |

For additional equipment and accessories, attach addendum.

**Equipment Supplier Name, Address and Phone:** Kyocera Document Solutions West, LLC. 14101 Alton Parkway Irvine CA 92618

## End of Lease Purchase Option

If no box is checked or if more than one box is checked, the Fair Market Value Purchase Option will apply.

- Fair Market Value  
 \$1.00 Purchase Option  Other \_\_\_\_

## Term and Lease

Lease Payment \$1,139.17 (plus taxes, if applicable)

Term (Months) 60

Payment Frequency Monthly

Variable Payment Schedule if applicable:  
(Attach "Payment Schedule Addendum" if necessary)

\_\_\_\_ payments @ \_\_\_\_; followed by \_\_\_\_ payments @ \_\_\_\_ followed by \_\_\_\_ payments @ \_\_\_\_; followed by \_\_\_\_ payments @ \_\_\_\_; followed by \_\_\_\_ @ \_\_\_\_

Payments are due in Arrears

The following additional payments are due on the date you sign this agreement:

One-time Documentation Fee \$75.00 Payable with First Invoice  
Advanced Payment \$\_\_\_\_ due at Lease signing  
(including taxes, if applicable)

If more than one Lease Payment is required in advance, the additional amount will be applied at the end of the initial or any renewal term.

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT:** To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for (i) if you are a legal entity, your name, address, and other information that will allow us to identify you; (ii) if you are an individual, your name, address, and date of birth. We may also ask to see your driver's license or other identifying documents.

**LESSOR:** First-Citizens Bank & Trust Company  
10201 Centurion Parkway N. #100  
Jacksonville, FL 32256

\_\_\_\_\_  
Authorized Signature Date Signed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Print Title

## Lessee

Coastline Regional Occupation Program  
Lessee Legal Name

Lessee "Doing Business As" Name  
1001 Presido Square  
Billing Street Address  
Costa Mesa, CA. 92626  
Billing City, State, Zip  
Jeanne Bennett (714) 429-2227  
Billing Contact Name & Phone No.  
jbennett@coastlinerop.net  
Billing Contact e-mail address

Lessee Phone Number (if different from above)

## TERMS AND CONDITIONS BY SIGNING THIS LEASE:

(i) You acknowledge that you have read and understand the terms and conditions of this Lease including those on page 2 of this Lease; (ii) You agree that this Lease is a net lease that you cannot terminate or cancel, you have an unconditional obligation to make all payments due under this Lease, and you cannot withhold, set off or reduce such payments for any reason; (iii) You will use the Equipment only for business purposes; (iv) you acknowledge that if this Lease is replacing an existing Lease the new Payment may include the balance of that existing lease and result in a greater aggregate cost to you; and (v) You agree that by providing a telephone number to a cellular or other wireless device, you are expressly consenting to receiving communications from us, our affiliates and agents (for non-marketing purposes) at that number, including, but not limited to, prerecorded and artificial voice messages, text messages, and calls from automated telephone dialing systems; these calls may incur fees from your cellular provider; and this consent applies to each such telephone number you provide to us now or in the future.

**ELECTRONIC TRANSMISSION AND COUNTERPARTS.** A fax or electronically transmitted signed version of this Lease, when received by us, shall be binding on you for all purposes as if originally signed. This Lease is not binding on us until we sign it. We may accept this Lease by signing, either manually or electronically. You agree that the only version of this Lease that is the original for all purposes is the version containing your fax or scanned signature and our signature. This Lease may be signed in counterparts each of which will be considered an original and all counterparts will be considered and constitute one and the same Lease. This Lease may be retained electronically and you agree that any such electronic version shall be fully enforceable without the need to produce an original; however we may request an original signature document.

## LESSEE SIGNATURE

**Coastline Regional Occupation Program**  
Lessee Legal Name

X \_\_\_\_\_ X \_\_\_\_\_  
Authorized Signature Date Signed

X \_\_\_\_\_  
Print Signer's Name

\_\_\_\_\_  
Print Signer's Title AND E-MAIL ADDRESS

\_\_\_\_\_  
Federal Tax ID Number

**1. LEASE; DELIVERY AND ACCEPTANCE.** You agree to lease the equipment described on the front of this lease agreement ("Lease")(collectively "Equipment") on the terms and conditions shown on the front and back of this lease. You agree to pay the Documentation Fee with your first Invoice and the Advanced Payment when you sign this Lease. You will arrange for the delivery of the Equipment to you. When you receive the Equipment, you agree to inspect it to determine if it is in good working order. This Lease will begin on the date any of the Equipment is delivered to you ("Inception Date"). The Equipment will be deemed irrevocably accepted by you upon the earlier of: (a) the delivery to us of a signed Delivery and Acceptance Certificate (if requested by us); or (b) 10 days after delivery of the Equipment to you if you previously have not given written notice to us of your non-acceptance ("Commencement Date"). The first Lease Payment is due thirty (30) days after the date you accept the Equipment. If you accept the Equipment in accordance with this Section 1, the remaining Lease Payments will be due on the day of each subsequent month (or such other time period stated on the front of this Lease) specified by us. **Each day between the Inception Date and the Commencement Date is an "Interim Rent Day". You shall pay us interim rent for each Interim Rent Day at 1/30th of the Lease Payment.** You will make all payments required under this Lease to us at such address as we may specify in writing. You authorize us to adjust the Lease Payment by not more than 15% if the actual Total Cash Price (which is all amounts we have paid in connection with the purchase, delivery and installation of the Equipment, including any trade-up and buyout amounts) differs from the estimated Total Cash Price. If any Lease Payment or other amount payable to us is not paid within 10 days of its due date, you will pay us a late charge not to exceed 7% of each late payment, (but in no event greater than maximum rate allowable under applicable law).

**2. NO WARRANTIES.** We are leasing the Equipment to you "AS-IS". **YOU ACKNOWLEDGE THAT WE DO NOT MANUFACTURE THE EQUIPMENT, WE DO NOT REPRESENT THE MANUFACTURER OR THE SUPPLIER, AND YOU HAVE SELECTED THE EQUIPMENT AND SUPPLIER BASED UPON YOUR OWN JUDGMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. YOU AGREE THAT REGARDLESS OF CAUSE, WE ARE NOT RESPONSIBLE FOR AND YOU WILL NOT MAKE ANY CLAIM AGAINST US FOR ANY DAMAGES, WHETHER CONSEQUENTIAL, DIRECT, SPECIAL, OR INDIRECT. YOU AGREE THAT NEITHER SUPPLIER NOR ANY SALESPERSON, EMPLOYEE OR AGENT OF SUPPLIER IS OUR AGENT OR HAS ANY AUTHORITY TO SPEAK FOR US OR TO BIND US IN ANY WAY.** To the extent transferable, we transfer to you for the term of this Lease any warranties made by the manufacturer or Supplier under a purchase contract.

**3. EQUIPMENT LOCATION; USE AND REPAIR; RETURN.** You may move the Equipment within the continental United States to one of your business locations provided you give us written notification of the move within 30 days of the move, and you agree that you will be liable for any increase in any personal property taxes as a result of that relocation. At your own cost and expense, you will keep the Equipment eligible for any manufacturer's certification, in compliance with all applicable laws and in good condition, except for ordinary wear and tear. You will not make any alterations, additions or replacements to the Equipment without our prior written consent. All alterations, additions and replacements will become part of the Equipment and our property at no cost or expense to us. We may inspect the Equipment at any reasonable time after advance notice to you. Without our prior written consent, you agree that you will not take the Equipment out of service and will not permit a third party to pay or provide funds to pay the amounts due hereunder. Unless you purchase the Equipment in accordance with a purchase option granted to you on the first page of this Lease, within 10 days of the expiration of this Lease, you will immediately deliver the Equipment to us in good condition and repair, except for ordinary wear and tear, to any place in the United States that we direct you in our return authorization in as good condition as when you received it, except for ordinary wear and tear. You will pay for all outstanding lease payments, late charges, insurance charges, and our estimated property taxes on the Equipment based upon the prior year's actual property tax, shipping and other expenses; you will insure the Equipment for its full replacement value during shipping. Unless we request return to us, you must retain physical possession of the Equipment through the end of the initial or any renewal lease term.

**4. TAXES AND FEES.** You are responsible for all sales and use (unless you provide us with an acceptable Sale/Use Tax exemption form), personal property or other taxes relating to the use or ownership of the Equipment, now or hereafter imposed, or assessed by any state, federal or local government or agency. You agree to pay when due, or reimburse us for all taxes, fines or penalties imposed upon the Equipment and, if we elect, you agree to pay us estimated property taxes either with each Lease Payment or at the end of the lease term. We will file all sales, use and personal property tax returns (unless we notify you otherwise in writing). We do not have to contest any taxes, fines or penalties; however, you may do so provided (a) you do so in your own name and at your expense, (b) the contest will not result in any sort of lien being placed on the Equipment or otherwise jeopardize our rights in any of the Equipment, (c) you pay us for any taxes we remit to the taxing authorities even though you may be contesting the taxes and indemnify and hold us harmless for any expenses, including legal expenses, we incur as a result of such contest. If we file such personal property tax reports, you will pay property taxes as invoiced by us.

**5. LOSS OR DAMAGE.** As between you and us, you are responsible for any loss, theft or destruction of, or damage to the Equipment (collectively "Loss") from any cause at all, whether or not insured, until it is delivered to us at the end of this Lease. You are required to make all Lease Payments even if there is a Loss. You must notify us in writing immediately of any Loss. Then, at our option, you will either (a) repair the Equipment so that it is in good condition and working order, eligible for any manufacturer's certification, or (b) pay us the amounts specified in Section 9(b) below.

**6. INSURANCE.** You are responsible for installing and keeping the Equipment in good working order. Except for ordinary wear and tear, you are responsible for protecting the Equipment from damage and loss of any kind. If the Equipment is damaged or lost, you agree to continue to pay the amounts due and to become due hereunder without setoff or defense. During the term of this Agreement, you agree that you will (1) insure the equipment against all loss or damage naming us as loss payee; (2) obtain liability and third party property damage insurance naming us as an additional insured; and (3) deliver satisfactory evidence of such coverage with carriers, policy forms and amounts acceptable to us. All policies must provide that we be given thirty (30) days written notice of any material change or cancellation. If you do not provide evidence of acceptable insurance, we have the right, but no obligation, to obtain insurance covering our interest in the Equipment for the lease term, and renewals. Any insurance we obtain will not insure you against third party or liability claims and may be canceled by us at any time. In the event we obtain the above-described insurance, you will be required to pay us an additional amount each month for the insurance premium and an administrative fee. You agree that we, or one of our affiliates, may make a profit in connection with the insurance we obtain. The cost may be more than the cost of obtaining your own insurance. You agree to cooperate with us, our insurer and our agent in the placement of coverage and with claims. If you later provide us with evidence that you have obtained acceptable insurance, we will cancel the insurance we obtained. The insurance we obtain (1) will not name you as an insured, additional insured, or loss payee; (2) will not provide you with liability insurance; (3) may not pay any claim that you make; (4) will not pay any claim made against you; and (5) may be cancelled by us at any time.

**7. TITLE; RECORDING.** Unless you are given a \$1.00 purchase option, we are the owner of and will hold title to the Equipment. However, if you are given a \$1.00 purchase option, you agree that this transaction is a lease intended for security and you grant us a first priority security interest in the Equipment (including any replacements, substitutions, additions, attachments and proceeds). You will keep the Equipment free of all liens and encumbrances. **YOU AUTHORIZE US TO FILE FINANCING STATEMENTS COVERING THE EQUIPMENT.**

**8. DEFAULT.** Each of the following is a "Default" under this Lease: (a) you fail to pay any Lease Payment or any other payment within 30 days of its due date; (b) you do not perform any of your other obligations under this Lease or in any other agreement with us or with any of our affiliates and this failure continues for 30 days after we have notified you of it; (c) you become insolvent, you dissolve, you assign your assets for the benefit of your creditors, you sell, transfer or otherwise dispose of all or substantially all of your assets, or you enter (voluntarily or involuntarily) any bankruptcy or reorganization proceeding; (d) without our prior written consent, which will not be unreasonably withheld or delayed, you merge or consolidate with any other entity and you are not the survivor of such merger or consolidation; (e) if any of the Equipment is located at a host facility, a breach under the terms of your host agreement; (f) if a letter of credit has been issued in conjunction with this Lease, a non-renewal of such letter of credit; or (g) any guarantor of this Lease dies, does not perform its obligations under the guaranty, or becomes subject to one of the events listed in this Section 8.

**9. REMEDIES:** If a Default occurs, we may do one or more of the following (a) we may cancel or terminate this Lease and any or all other agreements that we have entered into with you; (b) we may require you to immediately pay us, as compensation for loss of our bargain and not as a penalty, a sum equal to (i) the present value of all unpaid Lease Payments for the remainder of the term plus, the present value of our anticipated residual interest in the Equipment, each discounted at the lesser of (1) the rate implicit in the Lease, or (2) 4% per year, plus (ii) past due interest at the rate of 18% per annum, plus (iii) all other amounts due and to become due under this Lease; (c) we may require you to deliver the Equipment to us as set forth in Section 3; (d) we or our agent may peacefully repossess the Equipment without court order and you will not make any claims against us for damages, trespass, or any other reason; and (e) we may exercise any other right or remedy available at law or in equity. **In the event of a dispute arising out of this Lease, the prevailing party shall be entitled to its reasonable collection costs and attorney fees and costs incurred in enforcing or defending this Lease (including those attorney fees and costs incurred post-judgment).** If we take possession of the Equipment, we may sell or otherwise dispose of it with or without notice, at a public or private sale, and apply the net proceeds (after we have deducted all costs related to the sale or disposition of the Equipment) to the amounts that you owe us. You will remain responsible for any amounts that are due after we have applied such net proceeds. You agree that if notice of sale is required by law to be given, 10 days notice shall constitute reasonable notice. If we delay or fail to enforce any of our rights under this Lease, we will still be entitled to enforce those rights at a later time.

**10. FINANCE LEASE STATUS.** You agree that this Lease will be considered a "finance lease" as that term is defined in Article 2A of the Uniform Commercial Code. By signing this Lease, you agree that either (a) you have reviewed, approved, and received a copy of the purchase contract or (b) that we have informed you of the identity of the Supplier, that you may have rights under the purchase contract, and that you may contact the supplier for a description of those rights. **TO THE EXTENT PERMITTED BY APPLICABLE LAW, YOU WAIVE ANY AND ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A.**

**11. ASSIGNMENT. YOU MAY NOT ASSIGN, SELL, TRANSFER OR SUBLEASE THE EQUIPMENT OR YOUR INTEREST IN THIS LEASE, WITHOUT OUR PRIOR WRITTEN CONSENT, WHICH CONSENT WILL NOT BE UNREASONABLY WITHHELD.** We may, without notifying you, sell, assign, or transfer this Lease and our rights in the Equipment. You agree that the new owner will have the same rights and benefits that we have now under this Lease but not our obligations, which we will remain responsible for. The rights of the new owner will not be subject to any claim, defense or set-off that you may have against us or the supplier.

**12. PURCHASE OPTION; AUTOMATIC RENEWAL.** If no Default has occurred and is continuing under this Lease, you will have the option at the end of the initial or any renewal term to purchase all (but not less than all) of the Equipment at the Purchase Option price shown on the front of this Lease, plus any applicable taxes and if the purchase occurs after the redemption date for any personal property taxes on the Equipment you agree to pay us the estimated property tax based upon the prior year's actual property tax. Unless the Purchase Option price is \$1, you must give us at least 90 days but no more than 180 days written notice before the end of the initial lease term, or 30 days prior to the end of any renewal term, that you will either purchase or return the Equipment to us. If you do not give us such written notice or, having given such notice, if you do not purchase or deliver the Equipment in accordance with the terms of this Lease, this Lease will automatically renew for an initial 3 month renewal term and thereafter for successive one month terms unless and until you give us the 30 day notice and either purchase or deliver the Equipment to us. Each month during such renewal term(s) the Lease Payment will remain the same. If your payment frequency is monthly your payments during renewal remain the same. If your payment frequency is other than monthly, then your renewal payments shall be the monthly equivalent of your periodic payment amount. We may cancel an automatic renewal term by sending you 10 days prior written notice. If the Fair Market Value Purchase Option has been selected, we will use our reasonable judgment to determine the Equipment's Fair Market Value as configured, in place, and installed. You agree that Fair Market Value is the amount that may reasonably be expected for the installed Equipment in an exchange between a willing buyer and a willing seller, including costs to make the Equipment fully operational. If you do not agree with our determination of the Equipment's Fair Market Value, the Fair Market Value will be determined at your expense by an independent appraiser mutually acceptable to you and us. Upon payment of the Purchase Option price, we shall transfer our interest in the Equipment to you "AS-IS, WHERE-IS" without any representation or warranty whatsoever and this Lease will terminate.

**13. INDEMNIFICATION.** You are responsible for any losses, damages, penalties, claims, suits and actions (collectively "Claims"), whether based on a theory of strict liability or otherwise caused by or related to or in any manner arising from the Equipment. You agree to reimburse us for and if we request, to defend us against, any Claims, except Claims caused by our willful misconduct. You agree that your obligations under this Section 13 and Section 4 shall survive the termination of this Lease for Claims arising during the term of this Lease.

**14. CREDIT INFORMATION; FINANCIAL STATEMENTS. YOU AUTHORIZE US OR ANY OF OUR AFFILIATES TO OBTAIN CREDIT BUREAU REPORTS, AND MAKE OTHER CREDIT INQUIRIES THAT WE DETERMINE ARE NECESSARY.** You agree to provide us copies of your balance sheet, income statement and other financial reports as we may reasonably request.

**15. SOFTWARE.** The Products provided hereunder may include certain Software imbedded, or loaded on the Equipment, that you agree to use consistent with the underlying software license. You acknowledge that such Software enhances the value of the Products. You agree to not remove any software without our written consent. Except as expressly modified by this Section 15, all the terms and conditions of this Lease shall apply to the Software including, without limitation, Section 2.

**16. DATA SECURITY.** Some or all of the items of Equipment returned to us at any time may contain sensitive information or data belonging to your organization, or your customer/clients/patients, that is stored, recorded, or in any way contained within or on the Equipment. Before the Equipment is returned to us or our agents, you will, at your sole cost and expense, permanently destroy, delete and remove all such information and data that is stored, recorded or in any way contained within or on the Equipment, to the extent that further recovery of any of such data and information is not possible. We have absolutely no responsibility to remove such data and disclaim any liability for any data or information that you fail to so destroy, delete, and remove. All hard drives and other data retention components must function as originally installed after data removal.

**17. MISCELLANEOUS. (a) Choice of Law.** This Lease and any claims, controversies, disputes or causes of action (whether in contract, tort or otherwise) shall be governed construed, and enforced in accordance with Federal law and the laws of the State of California (without regard to the conflict of laws principles of such state). The Parties consent to the jurisdiction of any court located within the State of California, and waive any objection relating to improper venue or forum non conveniens. **(b) Jury Trial. BOTH PARTIES EXPRESSLY WAIVE TRIAL BY JURY AS TO ALL ISSUES ARISING OUT OF OR RELATED TO THIS LEASE. (c) Entire Agreement.** The Lease constitutes the entire agreement between you and us and supersedes all prior agreements. **(d) Enforceability.** If any provision of this Lease is unenforceable, illegal or invalid, the remaining provisions shall continue to be effective. **(e) Amendment.** This Lease may not be modified or amended except by a writing signed by you and us, either manually or electronically. You agree however, that we are authorized, without notice to you, to supply missing information or correct obvious errors in the Lease, such as serial numbers, or correct typographical, immaterial, or obvious errors in this Lease provided that such change does not materially alter your obligations under this Lease. **(f) Notice.** All notices shall be in writing and shall be delivered to the appropriate party personally, by private courier, by facsimile transmission, or by mail, postage prepaid, at its address shown herein or to such other address as directed in writing by such party. **(g) Usury.** It is the express intent of both of us not to violate any applicable usury laws or to exceed the maximum amount of interest permitted to be charged or collected by applicable law, and any thereafter excess payment will be applied to the Lease Payments in inverse order of maturity, and any remaining excess will be refunded to you. **(h) Prepayment.** Prepayment or early termination is not permitted except at such time and on such terms and conditions as Lessor may agree in writing. **(i) NSF.** We may also charge you \$25.00 for each returned check or if an ACH debit is not honored by your bank. **(j) Restrictive Endorsements.** You agree that any restrictive endorsement (such as "payment in full", "final payment" or otherwise) on any check submitted in payment for this Lease shall have no force and effect and that we may cash the check and apply the proceeds without prejudice to our rights under this Lease. **(k) Purchase Orders.** You agree that any purchase orders issued by you in conjunction with this Lease are issued solely for your administrative purposes and no terms or conditions contained in the purchase order will change or modify the terms and conditions of this Lease.



|            |              |              |
|------------|--------------|--------------|
| Sales Rep  | Steve Zaldin |              |
| P.O. #     |              |              |
| Contract # |              |              |
| Begin Date |              | Renewal Date |

**Maintenance Agreement**

|  |                           |    |       |  |                           |  |  |   |  |  |  |
|--|---------------------------|----|-------|--|---------------------------|--|--|---|--|--|--|
| <b>Ship To</b>   |                           |    |       | <b>Bill To</b>   |                           |  |  |   |  |  |  |
| Coastline ROP  |                           |    |       | same   |                           |  |  |   |  |  |  |
| 1001 Presido Square  |                           |    |       |  |                           |  |  |   |  |  |  |
| Costa Mesa   |                           | CA | 92626 |  |                           |  |  |   |  |  |  |
| Contact Name   | Jeanne Bennett            |    |       | Contact Name   | Jeanne Bennett            |  |  |   |  |  |  |
| Phone/Fax  | (714) 979-1955            |    |       | Phone/Fax  | (714) 979-1955            |  |  |   |  |  |  |
| E-mail   | jbennett@coastlinerop.net |    |       | E-mail   | jbennett@coastlinerop.net |  |  |   |  |  |  |
| <input checked="" type="checkbox"/> <b>All-Inclusive Maintenance and Supplies</b>  |                           |    |       | <input type="checkbox"/> <b>Basic Maintenance Services</b>   |                           |  |  | <input type="checkbox"/> <b>Managed Print Services Agreement</b>  |  |  |  |
| <b>Includes</b> - Toner, Drums or Photoconductors, Filters, Parts, Preventative Maintenance & Labor<br><b>Excludes</b> - Paper, Staples, Labels or Transparencies<br><b>*NETWORK SUPPORT IS NOT INCLUDED</b> |                           |    |       | <b>Includes</b> - Parts & Labor Only<br><b>Excludes</b> - Supply Units, Paper, Staples, Labels or Transparencies, Fuser, Maintenance Kits<br><b>*NETWORK SUPPORT IS NOT INCLUDED</b> |                           |  |  | <b>Includes</b> - Toner, Parts, Maintenance Kits, Account Review<br><b>Excludes</b> - Paper, Staples, Labels or Transparencies<br><b>*NETWORK SUPPORT IS NOT INCLUDED</b> |  |  |  |

**Equipment Covered Under Agreement**

| Model                      | Serial # | Equipment ID# | Begin Meter |
|----------------------------|----------|---------------|-------------|
| TASKalfa 4054ci            |          |               |             |
| TASKalfa 4054ci            |          |               |             |
| TASKalfa 8353ci            |          |               |             |
| ECOSYS M6635cidn (30 each) |          |               |             |
| ECOSYS P3155dn (2 each)    |          |               |             |
| (see Schedule A)           |          |               |             |

**Contract Pricing**

|                          |         |          |          |     |  |                      |                 |
|--------------------------|---------|----------|----------|-----|--|----------------------|-----------------|
| Base Billing Cycle is    | Monthly | Base of  | \$382.50 | for |  | B&W Images           | 5,000           |
|                          |         | and      |          | for |  | Color Images         | 7,000           |
| Qty Out of Area Machines |         | \$ 15.00 | \$ -     |     |  | <b>Total Payment</b> | <b>\$382.50</b> |

|                          |           |                         |        |                      |
|--------------------------|-----------|-------------------------|--------|----------------------|
| Overage Billing Cycle is | Quarterly | Rate on Kyocera devices | 0.0091 | Black & White Images |
|                          |           |                         | 0.054  | Color Images         |

| Tier Level                  | Base Covered | Rate                      | Cost | Color Tiered Level          |
|-----------------------------|--------------|---------------------------|------|-----------------------------|
| Tier 1                      |              |                           | \$ - | Tiered Color Level 1 Images |
| Tier 2                      |              |                           | \$ - | Tiered Color Level 2 Images |
| Tier 3                      |              |                           | \$ - | Tiered Color Level 3 Images |
| Other                       |              | <b>Total Tiered Color</b> | \$ - |                             |
| Rate on non-Kyocera devices |              |                           | N/A  | Black & White Images        |
|                             |              |                           |      | Color Images                |

**Notes On Special Terms:**

**Customer Acceptance**

This agreement consisting of the Terms and Conditions appearing above and on the reverse side are hereby approved and accepted by the respective Parties. See reverse for additional terms.

**Authorized Signature** **Kyocera Document Solutions Representative**

|                   |             |                   |             |
|-------------------|-------------|-------------------|-------------|
| <b>Signature</b>  | <b>Date</b> | <b>Signature</b>  | <b>Date</b> |
|                   |             |                   |             |
| <b>Print Name</b> |             | <b>Print Name</b> |             |
|                   |             | Steve Zaldin      |             |

KYOCERA Document Solutions West  
 14101 Alton Pkwy  
 Irvine, CA 92618  
 Tel: 800-990-9591

## TERMS AND CONDITIONS

### 1. GENERAL SCOPE OF COVERAGE

This Agreement covers the labor, material and parts for repairs necessitated by normal use of the devices listed on the front side and any attached Schedule (the "Devices"), subject to the limitations set forth below. The All-Inclusive Maintenance Services and Managed Print Services includes toner, developer, MK kits and photoreceptor drums in amounts consistent with manufactures published yields and servicing intervals. Freight charges may be charged, and additional supplies will be billed at the Standard Service Rates. Basic Maintenance Service includes labor and non-consumable repair parts only.

### 2. SERVICE CALLS

Service calls will be made during normal business hours and at the installation addresses, both of which are shown on the front side of this Agreement. Travel and labor time for service call after normal hours, on weekend and holidays, if and when available, will be charged at overtime rates in effect at the time the service call is made.

### 3. LIMITATIONS AND EXCLUSIONS

Kyocera's obligation for service and maintenance shall be limited to only those listed Devices. All-Inclusive Maintenance Services and Managed Print Services do not include paper, staples, labels, or transparencies. Basic Maintenance Service does not include toner, developer, imaging units, photoreceptor drums, MK kits, paper, staples, labels or transparencies.

The following services events are not covered under this Agreement and will be invoiced to the Customer at Kyocera's Standard Service Rates. Service calls resulting from:

- a) A malfunction of, or damage caused by, peripheral equipment not listed in the Agreement.
- b) The use of paper and toner or other supplies not meeting Kyocera's specifications.
- c) User error or failure to perform operator maintenance as defined in the operator manuals.
- d) Electrical or mechanical work external to the Devices and/or system.
- e) Repair or replacement of network printing, scanning, faxing functions affected by updates or modifications of the Customer's network.
- f) Repair or replacement of peripheral equipment such as Fiery controllers, coin vending equipment, etc., unless added and charged as separate line item in the Agreement.
- g) Operator negligence, misuse, accidents, acts of God, natural disasters, improper storage, and unusual physical or electrical stress.

### 4. TERM

This annual Agreement shall become effective upon Kyocera's receipt of a signed Agreement and/or payment of the initial annual maintenance charge and shall renew for another annual term upon the anniversary date of the contract. Either party may cancel this Agreement with written notice to the other party 30 days prior to the end of the initial term or any renewal term.

### 5. RENEWAL TERM

The initial annual charge for maintenance under this Agreement shall be the amount set forth on the front side. The annual maintenance charge with respect to any renewal term will be the charge in effect at the time of renewal. Kyocera may raise the annual Service Agreement charge by up to 15% for any new annual renewal term. Such charges to be assessed on a pro-rated basis. Alternatively, Kyocera shall have the right to cancel the service for those Devices.

### 6. CUSTOMER METER READING AND REPORTING OBLIGATIONS

Customer agrees to provide Kyocera with accurate and timely meter readings at the end of each applicable billing period through the use of Kyocera Fleet System ("KFS") software during the Initial Term and all subsequent Renewal Terms. The Maintenance Pricing is based on the use of KFS Software. A higher Maintenance Price or an additional service fee may be charged if the Customer elects not to use the KFS Software. If Customer fails to provide Kyocera with timely meter readings, then Kyocera can estimate meter reading and bill Customer base upon Customer's prior usage.

### 7. TONER USAGE

In All-Inclusive Maintenance Services and Managed Print Services, Kyocera will provide toner in amounts proportionate to Customers contracted page volume. If Customers usage requires excessive amounts of toner, Kyocera will conduct a usage analysis to determine the root cause and share the analysis with Customer. If findings reveal inordinately high toner saturation due to customers specific applications, Kyocera may charge a higher contract rate to offset the excessive toner coverage. Toner stored at Customers location remains the property of Kyocera. Kyocera reserves the right to conduct a physical inventory of stored toner during normal business hours.

### 8. EQUIPMENT RECONDITIONING

If in its sole discretion, Kyocera determines a shop reconditioning is necessary to keep the Devices unit(s) in working condition, Kyocera will provide the Customer with an estimate of needed repairs, which will be in addition to the charges payable under this Agreement. If the Customer does not authorize such reconditioning, Kyocera may discontinue service of the Devices unit(s) under this Agreement or may refuse to cover the unit(s) upon the expiration of the Agreement. Thereafter, service will be available on a "Per Call" basis at the then current published labor rates plus any parts or supplies required during the service call.

### 9. RELOCATION AND ADDITION OF DEVICES

Customer is required to immediately notify Kyocera upon installation of any additional equipment and/or movement of covered Devices at Customer's site. Customer shall be responsible for service and freight charges connected with the movement or relocation of Devices. For MPS Agreements, if Devices are moved outside Kyocera's authorized service area, Kyocera shall have the option to charge an additional amount to have the Devices serviced in the new location. If additional equipment is installed and Kyocera deems equipment serviceable, such equipment shall automatically be added to Schedule A, and shall be considered Devices for all purposes under this Agreement.

### 10. CHARGES

Customer agrees to pay the total of all charges for maintenance, service, and repair during the initial term and any renewal term within 30 days of the date of Kyocera invoice for such charges. Alterations, attachments, or specification changes may require an increase in maintenance charges and Customer agrees to pay such charges promptly when due. If the Customer does not pay all charges for maintenance or parts, promptly when due: Kyocera may (a) refuse to service the equipment, or (b) furnish service on a C.O.D. "Per Call" basis at Kyocera Standard Service Rates. Overdue accounts will be charged a late payment fee, of the lesser of, 1.5% per month or the maximum allowed by law. A fee of \$25.00 will be charged for all returned checks. Customer shall be responsible for all costs and attorney fees associated with collection efforts, if any.

### 11. MISCELLANEOUS

- a) **Limitation of Liability.** In no event shall Kyocera be liable to Customer or any other party for any lost profits or special, incidental, or consequential damages arising out of or in connection with this Agreement.
- b) **Freight and Delivery Charges.** Kyocera may charge the Customer a freight or delivery charge for deliveries or shipments, which shall not exceed 10% of the invoice amount for the products in the applicable delivery or shipment.
- c) **Laws.** This Agreement and any amendments thereto shall be governed in accordance with the laws of the State where the services are being provided.
- d) **Assignment.** This Agreement may not be assigned by Customer without Kyocera's written consent.
- e) **Taxes.** Customer shall be responsible for and pay any and all taxes, including sales taxes, related to services under this Agreement.
- f) **Delays.** Kyocera will not be liable for any failure to perform which may be attributable to the inability to obtain raw materials, parts or supplies through usual and regular sources, delays in carriers, acts of God, governmental actions, or any other causes beyond its reasonable control.

KYOCERA Document Solutions West  
14101 Alton Pkwy  
Irvine, CA 92618  
Tel: 800-990-9591

[kyoceradocumentsolutions.us](http://kyoceradocumentsolutions.us)

TO: Board of Trustees

FROM: Brian K. Dozer

DATE: April 21, 2022

SUBJECT: Consulting Services

This memo and attached agreement are a follow-up to the original board-approved consulting services agreement arranged for retired superintendent Carol Hume to serve as a consultant to superintendent Dr. Brian Dozer.

Executive Order N-3-22 waived limitations for retirees from public employment to return to work and earn compensation without impacting their retirement benefits through March 31, 2022. The original consulting agreement was thus end-dated on March 31, 2022. At the time of the first consulting agreement, it was noted that additional paperwork and a resolution would be required should the Board of Trustees wish to continue the agreement beyond March 31, 2022.

On February 25, 2022, Governor Newsom issued Executive Order N-4-22 that allows for the continuation of suspensions of Executive Order N-3-22 for retirees that met the requirements of those provisions prior to March 31, 2022, through the remainder of the 2021-2022 school year. The attached outlines the terms to continue the consulting agreement, including the rate of pay and terms of service, through the end of the school year, June 30, 2022. The primary scope of the consulting work with Ms. Hume will be strategy and budgeting.

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

Continuation of  
Consulting Agreement with Carol Hume

This AGREEMENT is hereby entered into this first day of April 2022 and is a continuation of the consulting agreement that was approved on January 28, 2022, by and between the Coastline Regional Occupational Program, 1001 Presidio Square, Costa Mesa, California 92626, hereinafter referred to as ROP, and Mrs. Carol Hume. ROP and Carol Hume are collectively referred to as the Parties.

1. SCOPE OF WORK: Carol Hume shall provide consulting services in the areas of governance, human resources, and operational support to the Superintendent on an as-needed basis or as directed by the Board President. Specifically, Carol Hume shall work with incoming Superintendent Dr. Brian Dozer in furtherance of these tasks.
2. TERM: Carol Hume shall continue providing the services under this AGREEMENT as previously agreed to and will diligently perform as required, and shall complete performance by June 30, 2022, unless terminated earlier by either party for any reason upon 10 days written notice.
3. COMPENSATION: ROP agrees to pay Carol Hume for services satisfactorily rendered pursuant to this AGREEMENT at the rate of One Hundred Dollars (\$100.00) per hour, not to exceed a total cost of Five Thousand Dollars (\$5,000.00). Carol Hume shall bill ROP monthly. Payment shall be mailed to 6192 Christy Dr., Huntington Beach, California 92647.
4. COMPLIANCE WITH APPLICABLE LAWS: Carol Hume's services must meet the approval of the ROP and shall be subject to the ROP's general right of inspection to secure the satisfactory completion thereof.
5. NOTICE: All notices under this AGREEMENT shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed certified mail, return receipt requested, with postage prepaid. Service shall be considered complete when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The notice address may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the Parties are as follows:

ROP:

Attention: Superintendent  
1001 Presidio Square

CONSULTANT:

Mrs. Carol Hume  
6192 Christy Dr.

Costa Mesa, CA 92626

Huntington Beach, CA 92647

- 6. HOLD HARMLESS: Carol Hume agrees to, and shall, hold harmless and indemnify the ROP, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever which may be incurred by reason of:
  - A. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, or expense sustained by Carol Hume in connection with the services called for in this AGREEMENT except for liability for damages referred to above which result from the sole negligence or willful misconduct of the ROP, its officers, employees, or agents.
  - B. Any injury to, or death of, persons or damage to property sustained by any persons, firm, or corporation, including the ROP, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off ROP property, except for liability for damages which result from the sole negligence or willful misconduct of the ROP, its officers, employees, or agents.
- 7. ENTIRE AGREEMENT/AMENDMENT: This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated and may be amended only by a written amendment executed by both parties to the AGREEMENT.

IN WITNESS WHEREOF, the Parties approve this AGREEMENT.

CONSULTANT:

COASTLINE REGIONAL  
OCCUPATIONAL PROGRAM

By: \_\_\_\_\_  
Carol Hume

By: \_\_\_\_\_  
Lynn Davis

Title: \_\_\_\_\_

Title: Board President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
REGULAR BOARD MEETING  
Minutes  
March 9, 2022**

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

Present Members

Lynn Davis  
Michelle Barto  
Diana Carey  
Suzie Swartz  
Lauren Brooks

Other

|               |                 |                 |               |
|---------------|-----------------|-----------------|---------------|
| Brian Dozer   | Michael Sciacca | James Piccola   | Layah Salazar |
| J. S. Coke    | Kim Thomason    | Siteria Edwards | Noa Elkayam   |
| Sesar Morfin  | Grant Litfin    | Krista Ganga    |               |
| Debbie Ludwig | Jeanne Bennett  | Chris Thiessen  |               |
| Ulises Garcia | Julia Budd      | Daniel Callihan |               |

**CLOSED SESSION**

There were no items to report out of the closed session.

**ADOPTION OF AGENDA**

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

**SUPERINTENDENT'S REPORT**

Brian Dozer began his report by stating he continues to feel honored to be the Superintendent of such a fine organization. Every day he finds a few more pieces of the puzzle snap into place and sees more of the complete picture of the important work being done. He continues to be thankful for the incredible support provided by the ROP staff.

WASC preparation and planning are almost complete. Final edits on the WASC self-study survey are being made, and it will be submitted on Monday, March 14. The virtual visits scheduled on April 27-29 are being finalized. Dr. Dozer recognized and thanked J. S. Coke, Director of Educational Services, for all his hard work leading the efforts on this.

Last week, the California Department of Education revised the recommended amounts of the CTEIG 7A grant requests for most applicants. The amount for Coastline ROP and the five partnering districts was reduced slightly to \$994,000. This is a decrease of \$20,000. The State Board of Education is meeting today to approve the recommendations.

Mr. Coke, Julia Budd, K12 Pathway Coordinator, and Dr. Dozer attended the Educating for Careers conference from February 27 through March 1. The keynotes were exceptional, and collectively they attended about 20 different sessions on topics ranging from engaging middle school students to work-based learning, marketing to social capital, and a state of the state of funding overview. They returned with many ideas and will be using those and the new relationships they established to build new opportunities for students.

Dr. Dozer has met in person with each of the district superintendents. His key takeaway from those meetings is just how dedicated to students they are. This week Dr. Dozer has begun attending Board of Trustee meetings for each district. On March 7, Dr. Dozer spoke at Tustin's Board Meeting. He will wrap those up by the end of April. Once the WASC self-study has been submitted, Mr. Coke and Dr. Dozer will begin conducting site visits and meetings with steering committee members. Ms. Budd and Dr. Dozer will be scheduling meetings with the CTE Deans of each of the local community colleges to discuss increased collaboration.

This year, the annual CAROCP meeting and legislative visits trip to Sacramento originally converted to virtual again due to construction and COVID concerns. However, it may be getting pushed back to May 9 in person in Sacramento. We are currently reaching out to the legislators whose meetings had been scheduled on March 22 to determine if the meetings can be moved to May 9. Dr. Dozer will report back on those at the April board meeting.

Mr. Coke and Dr. Dozer have had several calls with the CEO Leadership Alliance on potential learning opportunities for students. They expect at least two and potentially four opportunities starting this summer in AI, cloud computing, and health sciences with them and companies such as Intel, Ingram Micro, Amazon, and Edwards Lifesciences. Additionally, they expect to execute the affiliation agreement with Cyberforward for another course this summer.

Lastly, a marketing and social media task force has launched. The first step is to map out a timeline of activity for the next year to address items such as a social media calendar, conducting marketing needs assessments internally and with the districts, development of a strategic marketing plan, hiring a marketing contractor for website and social media development, and a potential logo competition for students. This will be a key piece of efforts to raise awareness of Coastline ROP, the great work being done, and CTE in general with three targets: students, parents, and businesses.

Dr. Dozer thanked the Board of Trustees for the faith placed in him. He is excited about the future of Coastline ROP and its impact on students.

## **EDUCATIONAL SERVICES' REPORT**

On February 24, Suzanne Williamson's digital media arts students from Mission Viejo High School were the first high school group to be hosted on a field trip to Volcom's design headquarters in Costa Mesa. They learned about internship opportunities and met the global design director while watching designers at work. Their design director reviewed student work and provided feedback. Congratulations to Shay Patel, Thomas Eldridge, Aden Verona, Alex Baugh, and Elizabeth Nembhard for being recognized for their designs by the Volcom Design Team.

Last summer, Coastline ROP offered a cybersecurity class called CyberForward in partnership with CisoShare. Six ROP students who participated in that class last summer are now interning with CisoShare: They are:

- Marcos Negrete- Estancia
- Andrew Taylor- Ocean View
- Haley Bae- Ocean View
- Aleksei Sushko- Trabuco Hills
- Michael Collins- Trabuco Hills
- Anthony Tran- Fountain Valley

The Medical Nursing Careers Internship students returned to Hoag Hospital this week for the first time in two years for their internship rotations. Their teacher, Dr. Azita Ghaderifard, who is also the school nurse at University High School in Irvine, is excited to be their mentor.

Mr. Coke introduced Mr. Chris Thiessen and his video production students from Trabuco Hills High School, Daniel Callihan, Layah Salazar, and Noa Elkayam, who shared their experiences with the Board.

**AB 361 – BROWN ACT AMENDMENT**

There was no action taken.

**BOARD MEETING DATE/TIME CHANGES**

There was no action taken.

**SECOND INTERIM BUDGET**

It was moved by Member Brooks, seconded by Member Swartz, to approve a positive certification for the second interim budget, as presented, with appropriate criteria and standards. Motion carried 5-0.

**NEW COURSE APPROVAL**

It was moved by Member Swartz, seconded by Member Brooks, to approve a new course outline for Body Systems and Disorders. Motion carried 5-0.

**RESOLUTION CONSENT CALENDAR**

It was moved by Member Swartz, seconded by Member Brooks, to approve the resolution consent calendar as presented. The roll call vote follows:

Ayes: Member Davis, Barto, Swartz, Carey, and Brooks

- Resolution #8/2021-2022: Budget Adjustment
- Resolution #9/2021-2022: Budget Transfer

**CONSENT CALENDAR**

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

- Minutes from the February 17, 2022, Board of Trustees meeting
- Ratification of purchase order report ending February 28, 2022
- Ratification of check report ending February 28, 2022
- Agreement for audit services with Christy White, Inc.
- Labor Market Study Independent Contractor Agreement
- Renewal invoice for Crisis Go, Inc.
- Field trip request for Culinary Arts students from Newport Harbor High School to attend the California Restaurant Association ProStart Cup Culinary Arts Competition in Long Beach, CA, March 6 – March 8, 2022
- Field trip request for Baking & Pastry, Culinary Arts students from Newport Harbor High School to attend the FCCLA State Leadership Conference and Competition in Riverside, CA, April 23 – April 26, 2022
- Internship Sites
- Pitney Bowes lease renewal agreement

## **ADJOURNMENT**

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

The meeting adjourned at 11:15 a.m.

---

Clerk/Secretary

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 04/21/2022**

**FROM 03/01/2022 TO 03/31/2022**

| <u>PO NUMBER</u> | <u>VENDOR</u>      | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                      |
|------------------|--------------------|-----------------|-----------------------|-----------------------|---|
| R95C0556         | AMAZON             | 15.18           | 15.18                 | 0100465 4310          | Williamson/CG MV CTEIG-6 / INSTRUCTIONAL                |
| R95C0557         | AMAZON             | 668.01          | 93.52                 | 0109462 4320          | Campos/Constr Tech AB EST C6 / Instructional            |
|                  |                    |                 | 287.24                | 0119061 4320          | Campos/BITA 1 EST C6 / Instructional Supplies-Noncons   |
|                  |                    |                 | 193.72                | 0119160 4320          | Campos/BITA 2 EST C-6 / Instructional Supplies-Noncons  |
|                  |                    |                 | 93.53                 | 0119260 4320          | Campos/BITA 3 EST C-6 / Instructional Supplies-Noncons  |
| R95C0558         | OFFICE DEPOT       | 229.17          | 229.17                | 016019057 4330        | Mainsite/Schl Adm F2700 COVID / Office                  |
| R95C0559         | AMAZON             | 103.97          | 103.97                | 01910910 4330         | Mainsite/School Admin F2700 / Office Supplies-Consumabl |
| R95C0560         | BUILDER'S BOOK INC | 1,113.40        | 363.93                | 0119061 4210          | Campos/BITA 1 EST C6 / OTHER BOOKS - Instr              |
|                  |                    |                 | 749.47                | 0119061 4310          | Campos/BITA 1 EST C6 / INSTRUCTIONAL SUPPLIES           |
| R95C0561         | AMAZON             | 1,468.60        | 64.64                 | 0100363 4310          | Murphy/Broadcast News C6 PHS / INSTRUCTIONAL            |
|                  |                    |                 | 67.87                 | 0100364 4310          | Murphy/Broadcast News AB C6 PHS / INSTRUCTIONAL         |
|                  |                    |                 | 1,291.92              | 0102361 4490          | Murphy/Art of TV PHS C6 / NON CAP EQUIP - OTHER         |
|                  |                    |                 | 44.17                 | 0119960 4310          | Murphy/Interm Vid/Film C6 PHS / INSTRUCTIONAL           |
| R95C0562         | 4IMPRINT           | 3,237.89        | 3,237.89              | 016019100 4310        | All Instruction COVID Relief / INSTRUCTIONAL SUPPLI     |
| R95C0563         | MICRO CENTER A/R   | 205.71          | 205.71                | 016019069 4310        | Tiongco/Media Arts EST COVID / INSTRUCTIONAL            |
| R95C0564         | APPLE COMPUTER INC | 2,841.56        | 2,841.56              | 0100468 4430          | Waldner/Computer Graph PHS C6 / NON-CAP EQUIP/Comp      |
| R95C0565         | APPLE COMPUTER INC | 5,222.53        | 946.83                | 0100363 4430          | Murphy/Broadcast News C6 PHS / NON-CAP EQUIP/Comp       |
|                  |                    |                 | 787.84                | 0100364 4320          | Murphy/Broadcast News AB C6 PHS / Instructional         |
|                  |                    |                 | 3,446.92              | 0102361 4430          | Murphy/Art of TV PHS C6 / NON-CAP EQUIP/Comp &          |
|                  |                    |                 | 40.94                 | 0119960 4310          | Murphy/Interm Vid/Film C6 PHS / INSTRUCTIONAL           |
| R95C0566         | AED SUPERSTORE     | 2,165.79        | 2,165.79              | 016019078 4310        | All CPR - COVID RELIEF / INSTRUCTIONAL SUPPLIES         |
| R95C0567         | AMAZON             | 608.05          | 608.05                | 016019057 4330        | Mainsite/Schl Adm F2700 COVID / Office                  |
| R95C0568         | AMAZON             | 224.28          | 224.28                | 0119662 4310          | Moreno/Media Art Intrm EST C6 / INSTRUCTIONAL           |
| R95C0569         | AMAZON             | 16.15           | 8.08                  | 01059022 4310         | Short-Baker/CNA LHHS / INSTRUCTIONAL SUPPLIES           |
|                  |                    |                 | 8.07                  | 01059050 4310         | Murillo/CNA OVHS / INSTRUCTIONAL SUPPLIES               |

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 04/21/2022**

**FROM 03/01/2022 TO 03/31/2022**

| <u>PO NUMBER</u> | <u>VENDOR</u>             | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u>                                | <u>ACCOUNT NUMBER</u>  | <u>PSEUDO / OBJECT DESCRIPTION</u>  |
|------------------|---------------------------|-----------------|--|--|---|
| R95C0570         | ASTRO HQ LLC              | 154.45          | 154.45   | 0119662 4320   | Moreno/Media Art Intrm EST C6 / Instructional   |
| R95C0571         | APPLE COMPUTER INC        | 1,780.03        | 144.49<br>1,457.53<br>16.06<br>161.95                | 0168219 4331<br>0168219 4430<br>0168220 4331<br>0168220 4430                                 | Krege/Program Asst-SS SWP 3 / Office<br>Krege/Program Asst-SS SWP 3 / NON-CAP EQUIP/Comp<br>Krege/ProgrAsst-Instr Sup SWP3 / Office<br>Krege/ProgrAsst-Instr Sup SWP3 / NON-CAP EQUIP/Comp  |
| R95C0573         | DOCUSIGN INC LOCKBOX      | 1,500.00        | 875.00<br>625.00                                     | 01780960 5895<br>01999990 9330   | Centralized Data Processing / OTH CONTR<br>Revenue 0105 (6350) / PREPAID EXPENSES   |
| R95C0574         | OFFICE DEPOT              | 92.50           | 92.50  | 01780940 4330  | Information Technology F-7700 / Office Supplies-Consumable  |
| R95C0575         | AMAZON                    | 475.07          | 475.07   | 016019057 4330   | Mainsite/Schl Adm F2700 COVID / Office  |
| R95C0576         | AMAZON                    | 21.96           | 21.96  | 0105960 4310   | Murillo/CNA OVHS CTEIG 6 / INSTRUCTIONAL  |
| R95C0580         | B & H PHOTO               | 417.53          | 104.38<br>104.38<br>208.77                           | 0100260 4310<br>0100465 4310<br>0101160 4310   | Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL<br>Williamson/CG MV CTEIG-6 / INSTRUCTIONAL<br>Williamson/Mult Comm Des MV C6 / INSTRUCTIONAL   |
| R95C0581         | APPLE COMPUTER INC        | 3,975.98        | 515.05<br>1,672.28<br>461.17<br>1,327.48             | 016019076 4331<br>016019076 4430<br>016019090 4331<br>016019090 4430                         | Coke/Dir, Edu Srvc COVID / Office Supplies-Nonconsumable<br>Coke/Dir, Edu Srvc COVID / NON-CAP EQUIP/Comp &<br>Ganga/Admin EDU Srvc COVID / Office<br>Ganga/Admin EDU Srvc COVID / NON-CAP EQUIP/Comp   |
| R95C0582         | AMAZON                    | 280.40          | 280.40   | 01742684 4330  | Asrar/Career Specialist UNI / Office Supplies-Consumable  |
| R95C0583         | NORTHERN TOOL & EQUIPMENT | 565.69          | 27.48<br>68.69<br>80.83<br>202.02<br>53.34<br>133.33 | 0108960 4310<br>0108960 4320<br>0117864 4310<br>0117864 4320<br>0117960 4310<br>0117960 4320 | Sulliv/Auto Tech Intern LH C6 / INSTRUCTIONAL<br>Sulliv/Auto Tech Intern LH C6 / Instructional Supplies-Non<br>Sullivan/Auto Tech MLR 1 LH C6 / INSTRUCTIONAL<br>Sullivan/Auto Tech MLR 1 LH C6 / Instructional<br>Sullivan/Auto Tech MLR 2 LH C6 / INSTRUCTIONAL<br>Sullivan/Auto Tech MLR 2 LH C6 / Instructional |
| R95C0585         | AMAZON                    | 46.28           | 41.65<br>4.63  | 0168219 4330<br>0168220 4330   | Krege/Program Asst-SS SWP 3 / Office Supplies-Consumable<br>Krege/ProgrAsst-Instr Sup SWP3 / Office   |

**COASTLINE R.O.P.**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 04/21/2022

FROM 03/01/2022 TO 03/31/2022

| <u>PO NUMBER</u> | <u>VENDOR</u>                 | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                         |
|------------------|-------------------------------|-----------------|-----------------------|-----------------------|--|
| R95C0586         | AMAZON                        | 44.88           | 44.88                 | 0117864 4310          | Sullivan/Auto Tech MLR 1 LH C6 / INSTRUCTIONAL             |
| R95C0587         | SHI INTERNATIONAL CORP        | 2,345.48        | 2,345.48              | 016019057 4430        | Mainsite/Schl Adm F2700 COVID / NON-CAPEQUIP/Consumable    |
| R95C0590         | STAPLES BUSINESS ADVANTAGE    | 225.42          | 225.42                | 0109462 4310          | Campos/Constr Tech AB EST C6 / INSTRUCTIONAL               |
| R95C0591         | MICRO CENTER A/R              | 415.76          | 200.28                | 016019057 4330        | Mainsite/Schl Adm F2700 COVID / Office                     |
| R95C0592         | MICRO CENTER A/R              | 140.06          | 215.48                | 016019057 4331        | Mainsite/Schl Adm F2700 COVID / Office                     |
| R95C0593         | AMAZON                        | 642.15          | 140.06                | 016019091 4331        | Bennett/Mgr Tech Services COVI / Office                    |
| R95C0594         | AMAZON                        | 148.46          | 59.25                 | 016019074 4330        | Dozer/Superintendent COVID / Office Supplies-Consumable    |
| R95C0595         | MCKESSON GENERAL MEDICAL CORP | 159.47          | 407.28                | 016019074 4331        | Dozer/Superintendent COVID / Office                        |
| R95C0596         | SNAP ON TOOLS                 | 13,873.89       | 175.62                | 016019091 4331        | Bennett/Mgr Tech Services COVI / Office                    |
| R95C0597         | SNAP ON TOOLS                 | 869.35          | 74.23                 | 016019090 4330        | Ganga/Admin EDU Srvc COVID / Office                        |
| R95C0598         | NETWORK SOLUTIONS             | 1,314.70        | 74.23                 | 016019092 4330        | Budd-B/SWP K12 COVID / Office Supplies-Consumable          |
| R95C0599         | ZAZZLE.COM                    | 18.54           | 139.86                | 0105960 4310          | Murillo/CNA OVHS CTEIG 6 / INSTRUCTIONAL                   |
| R95C0600         | SLACK                         | 298.00          | 19.61                 | 0118538 4310          | Boca/Med Cars Hlth Sys OVHS C6 / INSTRUCTIONAL             |
| R95C0603         | MICRO CENTER A/R              | 304.76          | 2,358.56              | 0108960 6490          | Sulliv/Auto Tech Intern LH C6 / NEW EQUIP ALL OTHER        |
|                  |                               |                 | 6,936.95              | 0117864 6490          | Sullivan/Auto Tech MLR 1 LH C6 / NEW EQUIP ALL             |
|                  |                               |                 | 4,578.38              | 0117960 6490          | Sullivan/Auto Tech MLR 2 LH C6 / NEW EQUIP ALL             |
|                  |                               |                 | 103.59                | 0108960 4320          | Sulliv/Auto Tech Intern LH C6 / Instructional Supplies-Non |
|                  |                               |                 | 44.20                 | 0108960 5685          | Sulliv/Auto Tech Intern LH C6 / OTHER EQUIPMENT            |
|                  |                               |                 | 304.69                | 0117864 4320          | Sullivan/Auto Tech MLR 1 LH C6 / Instructional             |
|                  |                               |                 | 130.00                | 0117864 5685          | Sullivan/Auto Tech MLR 1 LH C6 / OTHER EQUIPMENT           |
|                  |                               |                 | 201.07                | 0117960 4320          | Sullivan/Auto Tech MLR 2 LH C6 / Instructional             |
|                  |                               |                 | 85.80                 | 0117960 5685          | Sullivan/Auto Tech MLR 2 LH C6 / OTHER EQUIPMENT           |
|                  |                               |                 | 1,314.70              | 01780960 5895         | Centralized Data Processing / OTH CONTR                    |
|                  |                               |                 | 18.54                 | 01760933 4330         | Dozer/Superintendent / Office Supplies-Consumable          |
|                  |                               |                 | 298.00                | 01780960 5889         | Centralized Data Processing / INTERNET-BASED               |
|                  |                               |                 | 223.96                | 016019057 4330        | Mainsite/Schl Adm F2700 COVID / Office                     |

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 04/21/2022**

**FROM 03/01/2022 TO 03/31/2022**

| <u>PO NUMBER</u> | <u>VENDOR</u>                 | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                       |
|------------------|-------------------------------|-----------------|-----------------------|-----------------------|--|
| R95C0603         | *** CONTINUED ***             |                 | 80.80                 | 016019057 4331        | Mainsite/Schl Adm F2700 COVID / Office                   |
| R95C0604         | BATTERY-VENDOR.COM            | 85.11           | 85.11                 | 016019074 4330        | Dozer/Superintendent COVID / Office Supplies-Consumables |
| R95C0605         | SOFTCHOICE CORPORATION        | 5,564.95        | 5,564.95              | 016019999 9330        | COVID-19 Relief Fund REV / PREPAID EXPENSES              |
| R95C0606         | AMAZON                        | 113.26          | 113.26                | 0119460 4310          | Misch/Auto Tech Intro WBHS C6 / INSTRUCTIONAL            |
| R95C0607         | SURVEYMONKEY                  | 384.00          | 64.00                 | 016019057 5890        | Mainsite/Schl Adm F2700 COVID / OTHER CONTRACTS          |
|                  |                               | 336.14          | 320.00                | 016019999 9330        | COVID-19 Relief Fund REV / PREPAID EXPENSES              |
| R95C0609         | AMAZON                        |                 | 168.07                | 0100260 4310          | Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL                |
| R95C0610         | AMAZON                        | 366.33          | 168.07                | 0101160 4310          | Williamson/Mult Comm Des MV C6 / INSTRUCTIONAL           |
|                  |                               |                 | 183.16                | 016019090 4320        | Ganga/Admin EDU Srvs COVID / Instructional               |
|                  |                               |                 | 183.17                | 016019093 4320        | Budd-B/SWP Coord 3 COVID / Instructional                 |
| R95C0611         | ENGINEERSUPPLY                | 436.39          | 292.38                | 0100465 4320          | Williamson/CG MV CTEIG-6 / Instructional                 |
|                  |                               |                 | 144.01                | 0101160 4320          | Williamson/Mult Comm Des MV C6 / Instructional           |
| R95C0612         | ZOOM VIDEO COMMUNICATIONS INC | 126.49          | 126.49                | 016019057 5888        | Mainsite/Schl Adm F2700 COVID / Internet -               |
| R95C0613         | THE MISSION INN HOTEL & SPA   | 1,517.94        | 1,517.94              | 0108463 5825          | Van Der Merwe/Culin Arts OV C6 / CONTR SVCS - FIELD      |
| R95X0572         | LAFFEN, TERESA                | 300.00          | 300.00                | 0107860 5290          | Laffen/DSC TUSD CTEIG-6 TUSD / MILEAGE NON               |
| R95X0577         | NEWPORT URGENT CARE           | 160.00          | 160.00                | 0105962 5892          | Short-Baker/CNA LHHS C6 / PHYSICAL                       |
| R95X0578         | CALICO BUILDING SERVICES      | 10,000.00       | 10,000.00             | 016019095 5590        | Mainsite Operations-COVID Reli / CUSTODIAL SERVICE       |
| R95X0579         | VERIZON WIRELESS              | 151.28          | 136.15                | 0168219 4310          | Krege/Program Asst-SS SWP 3 / INSTRUCTIONAL              |
|                  |                               |                 | 15.13                 | 0168220 4310          | Krege/ProgrAsst-Instr Sup SWP3 / INSTRUCTIONAL           |
| R95X0584         | KINGSBURY, ASHLEY             | 100.00          | 100.00                | 0108461 5290          | Kingsbury/Culinary Art NHHS C6 / MILEAGE NON             |
| R95X0588         | INGARDIA BROS PRODUCE INC     | 2,932.86        | 399.99                | 0106763 4310          | Mulle/Baking and Pastry CHS C6 / INSTRUCTIONAL           |
|                  |                               |                 | 838.58                | 0107761 4310          | Mullen/Culin Arts ADV CHS C6 / INSTRUCTIONAL             |
|                  |                               |                 | 770.74                | 0108464 4310          | Mullen/CA CHS InBell C6 / INSTRUCTIONAL SUPPLIES         |
|                  |                               |                 | 923.55                | 0108465 4310          | Mullen/Culinary Arts AB CHS C6 / INSTRUCTIONAL           |



**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS BY FUND**

BOARD OF TRUSTEES      04/21/2022

FRO    03/01/2022    TO 03/31/2022

| <u>PO<br/>NUMBE</u> | <u>VENDOR</u>              | <u>PO<br/>TOTAL</u> | <u>CHANGE<br/>AMOUNT</u> | <u>ACCOUNT<br/>NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                 |
|---------------------|----------------------------|---------------------|--------------------------|---------------------------|--|
| R95C0539            | AMAZON                     | 70.01               | -1.61                    | 01057017 4310             | Ghader/Med Nurs Car Intern ROP / INSTRUCTIONAL     |
| R95C0542            | AMAZON                     | 24.29               | +1.68                    | 0105760 4310              | Gha/Med Nurs Cars Inter CHS C6 / INSTRUCTIONAL     |
| R95C0546            | ZAZZLE.COM                 | 18.35               | +14.58                   | 016019070 4310            | Smith/EMT CHS COVID / INSTRUCTIONAL SUPPLIES       |
| R95C0547            | AMERICAN HEART ASSOCIATION | 6,350.12            | -23.82                   | 016019078 4310            | All CPR - COVID RELIEF / INSTRUCTIONAL SUPPLIES    |
| R95C0548            | OFFICE DEPOT               | 28.79               | -140.09                  | 016019078 5889            | All CPR - COVID RELIEF / INTERNET-BASED            |
| R95C0549            | AMAZON                     | 279.93              | -35.84                   | 016019078 4310            | All CPR - COVID RELIEF / INSTRUCTIONAL SUPPLIES    |
| R95C0550            | AMAZON                     | 32.20               | +10.77                   | 0102363 4310              | Thiessen/Art of TV/Video TH C6 / INSTRUCTIONAL     |
| R95C0552            | STAPLES BUSINESS ADVANTAGE | 66.11               | -2.82                    | 0106062 4310              | Milgram/Sports Medicine TH C6 / INSTRUCTIONAL      |
| R95C0554            | AMAZON                     | 177.74              | -40.52                   | 01660000 4330             | Instructional Support / Office Supplies-Consumable |
| R95X0073            | SMART & FINAL              | 5,067.14            | +6.57                    | 0106062 4310              | Milgram/Sports Medicine TH C6 / INSTRUCTIONAL      |
| R95X0180            | DEPT OF JUSTICE            | 1,092.96            | +1,100.01                | 0106763 4310              | Mulle/Baking and Pastry CHS C6 / INSTRUCTIONAL     |
| R95X0229            | DEPT OF JUSTICE            | 831.04              | -838.58                  | 0107761 4310              | Mullen/Culin Arts ADV CHS C6 / INSTRUCTIONAL       |
| R95X0365            | HOME DEPOT                 | 6,995.83            | -770.74                  | 0108464 4310              | Mullen/CA CHS InBell C6 / INSTRUCTIONAL SUPPLIES   |
|                     |                            |                     | -923.55                  | 0108465 4310              | Mullen/Culinary Arts AB CHS C6 / INSTRUCTIONAL     |
|                     |                            |                     | +68.96                   | 01059022 5850             | Short-Baker/CNA LHHS / FINGERPRINTING - BCKGRND    |
|                     |                            |                     | -68.96                   | 01764930 5850             | Edwards, S / HR Administrator / FINGERPRINTING -   |
|                     |                            |                     | +1,346.88                | 0119061 4310              | Campos/BITA 1 EST C6 / INSTRUCTIONAL SUPPLIES      |
|                     |                            |                     | +888.94                  | 0119160 4310              | Campos/BITA 2 EST C-6 / INSTRUCTIONAL SUPPLIES     |
|                     |                            |                     | +457.93                  | 0119260 4310              | Campos/BITA 3 EST C-6 / INSTRUCTIONAL SUPPLIES     |
|                     |                            |                     | <b>+1,049.79</b>         |                           |  |

**Fund 01 Total:**

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS BY FUND**

BOARD OF TRUSTEES 04/21/2022

FRO 03/01/2022 TO 03/31/2022

| <u>PO</u><br><u>NUMBER</u> | <u>VENDOR</u> | <u>PO</u><br><u>TOTAL</u> | <u>CHANGE ACCOUNT</u><br><u>AMOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u> |
|----------------------------|---------------|---------------------------|---|------------------------------------|
|----------------------------|---------------|---------------------------|---|------------------------------------|

Total Account Amount: +1,049.79

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

Check Report 03/01/22-03/31/22

---

Fund 1            General

Total Checks: \$189,113.10

Submitted By:

Recommended for  
Board Ratification By

  
Accounts Payable Specialist

  
Director of Business Services

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 3/1/2022 to 3/31/2022

| Check | Payee ID | Payee Name                     | Reference       | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
|-------|----------|--------------------------------|-----------------|------|------------|-------------|------|--------|--------------|
| 95    | 00031472 | ABI-FADEL, VINA                | OOPE-022422ABIF | OH   | 03/02/2022 |             | MW   | IS     | 91.19        |
| 95    | 00031473 | ACSA                           | 5946.BOZER      | OH   | 03/02/2022 |             | MW   | IS     | 635.40       |
| 95    | 00031474 | AMERICAN 3B SCIENTIFIC         | SI22163432      | OH   | 03/02/2022 |             | MW   | IS     | 1,528.69     |
| 95    | 00031475 | ANATOMY WAREHOUSE              | INV-1100271     | OH   | 03/02/2022 |             | MW   | IS     | 640.00       |
| 95    | 00031476 | APPRECIATION AT WORK           | 28643           | OH   | 03/02/2022 |             | MW   | IS     | 1,162.00     |
| 95    | 00031477 | ATKINSON ANDELSON LOYA RUUD &  | 643583          | OH   | 03/02/2022 |             | MW   | IS     | 320.25       |
| 95    | 00031478 | B & H PHOTO                    | 199070769       | OH   | 03/02/2022 |             | MW   | IS     | 1,370.98     |
| 95    | 00031479 | CAMPBELL, MICHAEL              | NC3-REIMBURSE   | OH   | 03/02/2022 |             | MW   | IS     | 1,506.44     |
| 95    | 00031480 | COKE, JOHN S.                  | OOPE-022322COK  | OH   | 03/02/2022 |             | MW   | IS     | 110.95       |
| 95    | 00031481 | HENRY SCHEIN INC.              | 16852374        | OH   | 03/02/2022 |             | MW   | IS     | 358.80       |
| 95    | 00031482 | INGARDIA BROS PRODUCE INC      | 07203558        | OH   | 03/02/2022 |             | MW   | IS     | 169.76       |
| 95    | 00031483 | KEENAN AND ASSOCIATES          | 268699          | OH   | 03/02/2022 |             | MW   | IS     | 1,500.00     |
| 95    | 00031484 | LUDWIG, DEBBIE                 | OOPE-021622LUD  | OH   | 03/02/2022 |             | MW   | IS     | 22.28        |
| 95    | 00031485 | MCKESSON GENERAL MEDICAL CORP  | 38739237        | OH   | 03/02/2022 |             | MW   | IS     | 957.09       |
| 95    | 00031486 | MEDCO SUPPLY COMPANY           | IN94701932      | OH   | 03/02/2022 |             | MW   | IS     | 2,686.34     |
| 95    | 00031487 | ORANGE COUNTY BUSINESS COUNCIL | 0010924-IN      | OH   | 03/02/2022 |             | MW   | IS     | 5,000.00     |
| 95    | 00031488 | READYREFRESH BY NESTLE         | 12B0027000850   | OH   | 03/02/2022 |             | MW   | IS     | 153.16       |
| 95    | 00031489 | SECURE LIVE SCAN               | 12126           | OH   | 03/02/2022 |             | MW   | IS     | 375.00       |
| 95    | 00031490 | SHI INTERNATIONAL CORP         | B14707985       | OH   | 03/02/2022 |             | MW   | IS     | 2,558.68     |
| 95    | 00031491 | THE BRAND HABIT LLC            | 1665            | OH   | 03/02/2022 |             | MW   | IS     | 229.88       |
| 95    | 00031492 | VAN DER MERWE, ROCHELLE        | OOPE-21622VAND  | OH   | 03/02/2022 |             | MW   | IS     | 167.48       |
| 95    | 00031493 | AMAZON                         | 993955835733    | OH   | 03/07/2022 |             | MW   | IS     | 8,530.24     |
| 95    | 00031494 | INGARDIA BROS PRODUCE INC      | 07183902        | OH   | 03/07/2022 |             | MW   | IS     | 414.79       |
| 95    | 00031495 | SMART & FINAL                  | 5001-JANUARY    | OH   | 03/07/2022 |             | MW   | IS     | 850.52       |
| 95    | 00031496 | VAN DER MERWE, ROCHELLE        | OOPE-030122VAN  | OH   | 03/07/2022 |             | MW   | IS     | 77.46        |
| 95    | 00031497 | BUDD, JULIA                    | EDU2022-BUDD    | OH   | 03/10/2022 |             | MW   | IS     | 91.08        |
| 95    | 00031498 | COASTLINE ROP REVOLVING CASH F | 1037/100469     | OH   | 03/10/2022 |             | MW   | IS     | 23.99        |
| 95    | 00031499 | COKE, JOHN S.                  | EDU2022-COKE    | OH   | 03/10/2022 |             | MW   | IS     | 163.46       |
| 95    | 00031500 | DOZER, BRIAN                   | EDU2022-DOZER   | OH   | 03/10/2022 |             | MW   | IS     | 690.61       |
| 95    | 00031501 | F & M Credit Card              | 2/2/22-3/2/2    | OH   | 03/10/2022 |             | MW   | IS     | 10,865.39    |
| 95    | 00031502 | MULLEN, MAGGIE                 | OOPE-030122MUL  | OH   | 03/10/2022 |             | MW   | IS     | 39.04        |
| 95    | 00031503 | SADDLEBACK VALLEY USD          | 83RI0615        | OH   | 03/10/2022 |             | MW   | IS     | 191.24       |
| 95    | 00031504 | SCHWEERS-GANGA, KRISTA         | CAASC-02/08/22  | OH   | 03/10/2022 |             | MW   | IS     | 10.00        |
| 95    | 00031505 | B & H PHOTO                    | 198753335       | OH   | 03/16/2022 |             | MW   | IS     | 2,144.24     |

User: LLOPE - Laura J Lopez  
 Report: BK3005: Consolidated Check Register  
 Page: 1  
 Current Date: 04/01/2022  
 Current Time: 15:26:58

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 3/1/2022 to 3/31/2022

| Check | Payee ID | Payee Name                     | Reference        | Subs Check Date | Cancel Date | Type | Status | Check Amount |
|-------|----------|--------------------------------|------------------|-----------------|-------------|------|--------|--------------|
| 95    | 00031506 | BUILDER'S BOOK INC             | 3000037          | OH 03/16/2022   |             | MW   | IS     | 1,124.62     |
| 95    | 00031507 | CALIFORNIA TACTIC PATROL       | 189              | OH 03/16/2022   |             | MW   | IS     | 1,500.00     |
| 95    | 00031508 | CERTIFIED TRANSPORTATION SERVI | 01-182621        | OH 03/16/2022   |             | MW   | IS     | 551.05       |
| 95    | 00031509 | CORODATA RECORDS MANAGEMENT IN | RS4778130        | OH 03/16/2022   |             | MW   | IS     | 121.38       |
| 95    | 00031510 | CRISISGO INC.                  | 0003427          | OH 03/16/2022   |             | MW   | IS     | 1,055.00     |
| 95    | 00031511 | DEPT OF JUSTICE                | 565806           | OH 03/16/2022   |             | MW   | IS     | 480.00       |
| 95    | 00031512 | HUME, CAROL LYNN               | 1                | OH 03/16/2022   |             | MW   | IS     | 425.00       |
| 95    | 00031513 | INGARDIA BROS PRODUCE INC      | 07223605         | OH 03/16/2022   |             | MW   | IS     | 783.29       |
| 95    | 00031514 | INTERMEDIA.NET INC             | 2203077107       | OH 03/16/2022   |             | MW   | IS     | 864.06       |
| 95    | 00031515 | KATHCO PRODUCTS                | 107906           | OH 03/16/2022   |             | MW   | IS     | 288.86       |
| 95    | 00031516 | KINGSBURY, ASHLEY              | OOPE-031022KING  | OH 03/16/2022   |             | MW   | IS     | 294.06       |
| 95    | 00031517 | LUDWIG, DEBBIE                 | OOPE-030822LUD   | OH 03/16/2022   |             | MW   | IS     | 42.15        |
| 95    | 00031518 | MEDCO SUPPLY COMPANY           | IN94883731       | OH 03/16/2022   |             | MW   | IS     | 961.54       |
| 95    | 00031519 | MICRO CENTER A/R               | 11768515         | OH 03/16/2022   |             | MW   | IS     | 205.71       |
| 95    | 00031520 | MULLEN, MAGGIE                 | OOPE-031022MUL   | OH 03/16/2022   |             | MW   | IS     | 313.67       |
| 95    | 00031521 | NORTHERN OC SELF WC AGENCY     | 259550           | OH 03/16/2022   |             | MW   | IS     | 20,503.00    |
| 95    | 00031522 | OCCUPATIONAL HEALTH CENTERS OF | 74558310         | OH 03/16/2022   |             | MW   | IS     | 33.00        |
| 95    | 00031523 | OFFICE DEPOT                   | 230685879001     | OH 03/16/2022   |             | MW   | IS     | 28.79        |
| 95    | 00031524 | POST ALARM SYSTEMS             | 1461810          | OH 03/16/2022   |             | MW   | IS     | 59.61        |
| 95    | 00031525 | RAINBOW DISPOSAL CO INC        | 0605-000862114   | OH 03/16/2022   |             | MW   | IS     | 275.96       |
| 95    | 00031526 | SHI INTERNATIONAL CORP         | B14813123        | OH 03/16/2022   |             | MW   | IS     | 55,483.55    |
| 95    | 00031527 | SMART & FINAL                  | 11301-NOVEMBER   | OH 03/16/2022   |             | MW   | RV     | 47.16        |
| 95    | 00031528 | TIME WARNER CABLE              | 126309101030222  | OH 03/16/2022   |             | MW   | IS     | 1,892.12     |
| 95    | 00031529 | TUSTIN AWARDS INC              | 49295            | OH 03/16/2022   |             | MW   | IS     | 31.13        |
| 95    | 00031530 | VAN DER MERWE, ROCHELLE        | OOPE-030922VAN   | OH 03/16/2022   |             | MW   | IS     | 109.99       |
| 95    | 00031531 | VILLAFUERTE, NICOLE            | 01/04-02/08/22   | OH 03/16/2022   |             | MW   | IS     | 114.72       |
| 95    | 00031532 | ABI-FADEL, VINA                | OOPE-031122VINA  | OH 03/21/2022   |             | MW   | IS     | 44.19        |
| 95    | 00031533 | BENNETT, JEANNE                | OOPE-031422BEN   | OH 03/21/2022   |             | MW   | IS     | 515.05       |
| 95    | 00031534 | CLC                            | 03/01-31/22 ID T | OH 03/21/2022   |             | MW   | IS     | 50.00        |
| 95    | 00031535 | DOCUSIGN INC Lockbox           | INV29939521      | OH 03/21/2022   |             | MW   | IS     | 1,500.00     |
| 95    | 00031536 | EXXON MOBIL                    | 0942203-FEB/MAR  | OH 03/21/2022   |             | MW   | IS     | 203.48       |
| 95    | 00031537 | HOME DEPOT                     | 9072031          | OH 03/21/2022   |             | MW   | IS     | 1,614.30     |
| 95    | 00031538 | INGARDIA BROS PRODUCE INC      | 07229493         | OH 03/21/2022   |             | MW   | IS     | 151.75       |
| 95    | 00031539 | KINGSBURY, ASHLEY              | OOPE-031522KING  | OH 03/21/2022   |             | MW   | IS     | 398.09       |

User: LJOPE - Laura J Lopez  
 Report: BK3005: Consolidated Check Register  
 Page 2  
 Current Date: 04/01/2022  
 Current Time: 15:26:58

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 3/1/2022 to 3/31/2022

| Check | Payee ID | Payee Name | Reference                      | Subs             | Check Date | Cancel Date | Type | Status | Check Amount |
|-------|----------|------------|--------------------------------|------------------|------------|-------------|------|--------|--------------|
| 95    | 00031540 | V9509400   | LAFFEN, TERESA                 | 2/1/22-3/24/22   | OH         | 03/21/2022  | MW   | IS     | 105.80       |
| 95    | 00031541 | V9502040   | METROPOLITAN LIFE INSURANCE CO | 03/01-31/22 SUPP | OH         | 03/21/2022  | MW   | IS     | 586.84       |
| 95    | 00031542 | V9501385   | NEWPORT URGENT CARE            | 1250             | OH         | 03/21/2022  | MW   | IS     | 295.00       |
| 95    | 00031543 | V9500797   | OCSBA                          | OCSBA/ACSA 2022  | OH         | 03/21/2022  | MW   | IS     | 110.00       |
| 95    | 00031544 | V9501350   | REEP FOR BENEFITS              | 03/01-31/22 TALK | OH         | 03/21/2022  | MW   | IS     | 39,731.30    |
| 95    | 00031545 | V9501472   | SCHWEERS-GANGA, KRISTA         | OOPE-031422GAN   | OH         | 03/21/2022  | MW   | IS     | 20.72        |
| 95    | 00031546 | V9502162   | SOCAL OFFICE TECHNOLOGIES      | IN2492918        | OH         | 03/21/2022  | MW   | IS     | 1,900.51     |
| 95    | 00031547 | V9500722   | STAPLES BUSINESS ADVANTAGE     | 3501983458       | OH         | 03/21/2022  | MW   | IS     | 66.12        |
| 95    | 00031548 | V9502271   | VAN DER MERWE, ROCHELLE        | OOPE-031522VAN   | OH         | 03/21/2022  | MW   | IS     | 88.82        |
| 95    | 00031549 | V9500422   | VERIZON WIRELESS               | 9901060156       | OH         | 03/21/2022  | MW   | IS     | 157.49       |
| 95    | 00031550 | V9505546   | VISION SERVICE PLAN            | 03/01-31/22 RETI | OH         | 03/21/2022  | MW   | IS     | 764.79       |
| 95    | 00031551 | V9502425   | DOZER, BRIAN                   | OOPE-032222DOZ   | OH         | 03/28/2022  | MW   | IS     | 54.66        |
| 95    | 00031552 | V9502060   | KINGSBURY, ASHLEY              | OOPE-032322KING  | OH         | 03/28/2022  | MW   | IS     | 288.26       |
| 95    | 00031553 | V9502264   | MULLEN, MAGGIE                 | OOPE-032222MUL   | OH         | 03/28/2022  | MW   | IS     | 359.58       |
| 95    | 00031554 | V9502419   | SUN PAC STORAGE CONTAINERS INC | 3653335          | OH         | 03/28/2022  | MW   | IS     | 6,315.20     |
| 95    | 00031555 | V9502181   | ABI-FADEL, VINA                | OOPE-032522VINA  | OH         | 03/30/2022  | MW   | IS     | 109.12       |
| 95    | 00031556 | V9502060   | KINGSBURY, ASHLEY              | 03/07-08/22      | OH         | 03/30/2022  | MW   | IS     | 72.54        |
| 95    | 00031557 | V9501321   | KREGER, RACHEL                 | OOPE-032422KRE   | OH         | 03/30/2022  | MW   | IS     | 43.78        |
| 95    | 00031558 | V9502443   | PICCOLA, JAMES                 | OOPE-031722PICC  | OH         | 03/30/2022  | MW   | IS     | 74.48        |
| 95    | 00031559 | V9502271   | VAN DER MERWE, ROCHELLE        | OOPE-032522VAN   | OH         | 03/30/2022  | MW   | IS     | 157.03       |
| 95    | 00031560 | V9501754   | VILLAFUERTE, NICOLE            | 2/9-3/11/22      | OH         | 03/30/2022  | MW   | IS     | 108.35       |

**Issued:** 189,065.94  
**Reversed:** 47.16  
**95 Bank Total:** 189,113.10

**Grand Total:** 189,113.10

**SAN JOAQUIN COUNTY OF EDUCATION**

**INVOICE**



Troy Brown, Ed. D., Superintendent  
 P.O. Box 213030  
 Stockton, Ca 95213-9030

|                               |
|-------------------------------|
| INVOICE:<br>211975            |
| INVOICE DATE: 3/28/2022       |
| CUSTOMER'S P.O. NO.:<br>Check |

TO: Coastline ROP  
 Brian Dozer  
 1001 Presidio Square  
 Costa Mesa CA 92626

| QUANTITY | DESCRIPTION   | UNIT PRICE | AMOUNT     |
|----------|---|------------|------------|
| 1        | <b>Coastline ROP</b><br>EDJOIN Account Fees - One Year Term, see service agreement for details. | \$1,200.00 | \$1,200.00 |

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.

|               |            |
|---------------|------------|
| <b>TOTAL:</b> | \$1,200.00 |
|---------------|------------|

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 | \$1,200.00  |
|                                   | <b>20.0</b> |

TO: Board of Trustees  
FROM: Brian Dozer  
DATE: April 21, 2022  
SUBJECT: Ontario Refrigeration

There are some issues with the air conditioning and airflow in the offices at the Presidio Site. While reviewing vendors and obtaining quotes to address these issues, we also received quotes for regular maintenance and preventive services. It has been determined that Ontario Refrigeration is best suited to meet our HVAC requirements. Their approach to regular preventive maintenance and solutions for current problems are in line with Coastline ROP's needs.

As part of our lease agreement with NMUSD, ROP must invest a certain dollar amount into property maintenance at the Presidio Site and this investment counts towards that requirement. Additionally, the special HVAC projects can be paid for with Covid 19 relief funds.

It is respectfully recommended the Board approve the agreement with Ontario Refrigeration for HVAC maintenance and projects moving forward.

|   |  |                              |
|---|--|------------------------------|
| <b>Registered Quotation Number</b><br>PC12914 | <b>Presentation Date</b><br>January 31, 2022 | <b>Page Number</b><br>1 of 7 |
|---|--|------------------------------|

**AGREEMENT BETWEEN:**

Coastline ROP  
1001 Presidio Square  
Costa Mesa, CA 92626

hereinafter Customer

**AND**

**Ontario Refrigeration Service, Inc.**  
3303 Harbor Blvd.. Suite D8  
Costa Mesa, CA 92626

hereinafter Ontario

SERVICES AS DESCRIBED HEREIN WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):

Coastline ROP  
1001 Presidio Square  
Costa Mesa, CA 92626

The Service Program coverages, equipment inventory, and attached supplements constitute the rights and obligations of both Customer and Ontario. This agreement is subject to the Additional Agreement Terms and Conditions on the reverse side of this page.

**CUSTOMIZED SERVICE PROGRAM**

Agreement coverage will commence on \_\_\_\_\_

The total Service Agreement price is \$2,780.00 per year. This agreement is payable \$ 695.00 per quarter in advance on the effective date of \_\_\_\_\_

This agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Ontario which is not expressed herein. This Agreement shall continue in effect for one (1) year unless either party gives written notice to the other of intention to terminate the Agreement thirty (30) days prior to the desired termination date. The Agreement may be renewed for subsequent one (1) year terms upon mutual agreement of the Customer and Ontario.

**Customer**

**Ontario Refrigeration Service, Inc.**

CCL #315638

\_\_\_\_\_  
Signature (Authorized Representative)

\_\_\_\_\_  
Signature (Sales Associate) Humberto Colon

\_\_\_\_\_  
Name (Print/Type)

\_\_\_\_\_  
Signature Phil Talleur

**President**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Additional Agreement Terms and Conditions

1. Ontario has agreed to service only the equipment listed in the Inventory of Equipment portion of this Agreement. If, upon initial inspection, Ontario determines repairs are required, an estimate will be prepared for Customer's approval. If Customer elects not to have repairs done, Ontario may, at its option, remove the unsatisfactory equipment from this Agreement and adjust the price accordingly or cancel this Agreement. As reasonably necessary to perform the service work, Customer shall provide Ontario access to all equipment and workareas and shall allow Ontario to start and stop any equipment. All scheduled service shall be performed during Ontario's normal working hours.
2. Ontario warrants its workmanship to be free from defect for a period of ninety (90) days from the date said work is completed. If Ontario's workmanship proves to be defective within said thirty days, Ontario will repair or replace its work, at Ontario's option, and at no cost to Customer, provided, Customer has given Ontario written notice of said defect within 35 days of the date the defective work was originally performed. If any replacement item or materials should prove to be defective, Ontario shall assign to Customer the benefits of any manufacturer's warranty to the fullest extent any such warranty may be assigned by Ontario. Removal and replacement of any equipment or materials covered under a manufacturer's warranty will be at Customer's expense and at Ontario's then current rates.
3. The price stated on page 1 is an annual price that will be billed to Customer in periodic installments. Said annual price reflects a cash discount of five percent that is contingent upon Customer's prompt payment of all invoices in check or cash. Customer agrees to pay all invoices within thirty (30) days of the receipt of the invoice. Ontario shall have the right to stop all work under this Agreement to the extent any invoice concerning the work described on page 1 has not been paid in full within thirty (30) days of receipt of the invoice.
4. The annual Agreement price is subject to adjustment on each anniversary date of this Agreement to reflect increases in the cost of labor, materials, and related costs. Any extra work, including troubleor emergency calls made at Customer's request which indicate a condition not covered by this Agreement, will result in an extra charge to Customer at Ontario's prevailing rates for its time and material.
5. It is understood and agreed that Ontario has **NO** responsibility for performing, completing or paying for any of the following items:
  - a. Moving, modifying, or altering the building structure in any manner in order to carry out its obligations under this Agreement;
  - b. Identifying, abating, handling, encapsulating or removing any hazardous substance or material, except any refrigerant specially identified on page 1 for removal by Ontario;
  - c. Indemnifying Customer from any liability or damage related to Ontario's work, except for such liability or damage caused by the sole negligence or willful misconduct of Ontario or its employees;
  - d. All taxes or other governmental charges relating to the Services, transfer, use, ownership, servicing or possession of any equipment relating to or covered by this Agreement.
  - e. Loss or damage resulting from unavailability of equipment, component parts, or materials, regardless of reason, lack of access to the premises, inadequate system design, vandalism, negligence of Customer or its agents or employees, or the requirements of governmental, regulatory, or insurance agencies;
  - f. Repair or replacement of items normally not maintainable such as main power service, electrical conduit and wiring, heat exchangers, cabinets, storage tanks, tube bundles, duct work, piping, coils, boiler shell, and structural supports.
  - g. Design of the system, obsolescence, safety tests directed or required by any agency, company, person or organization, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, inadequate electrical power or failure, burned out main or branch fuses, low water pressure, selection of domestic hot water temperatures, or other causes beyond Ontario's control.
6. (a) To the fullest extent permitted by law, Customer shall indemnify, defend and hold harmless Ontario and its employees from and against all claims, damages, losses, and expenses arising from the sole negligence or willful misconduct of Customer or its employees under this Agreement, except that Customer shall not have any obligation to indemnify Ontario from such claims, damages, losses, and/or expenses that are attributable to the sole negligence or willful misconduct of Ontario or its employees.  
(b) To the fullest extent permitted by law, Ontario shall indemnify, defend and hold harmless Customer and its employees from and against all claims, damages, losses, and expenses arising from the sole negligence or willful misconduct of Ontario or its employees under this Agreement, except that Ontario shall not have any obligation to indemnify Customer from such claims, damages, losses, and/or expenses that are attributable to the sole negligence or willful misconduct of Customer or its employees.
7. In the event of any breach of contract by Ontario or damage or loss attributable to the negligent or willful misconduct of Ontario or one or more of its agents or employees, or any damage or loss for which Ontario might be held strictly liable, Ontario agrees to be responsible for such damage or loss. Customer also agrees that Ontario is not responsible for any loss or damages of Customer, or increased cost(s) for Ontario to perform this Agreement, where any such loss, damage or increased cost is attributable to Acts of God or other circumstances not reasonably foreseeable by the parties at the time they entered into this Agreement.
8. In the event of legal action to enforce the terms of this Agreement, or any provisions herein, the successful and prevailing party shall be entitled to recover its reasonable attorney's fees and expert witness fees and expenses, in addition to any other relief to which that party may be entitled, at law or in equity. Any legal action concerning any rights and liabilities relating to, or arising from, this Agreement or the work being performed under this Agreement, must be filed within one (1) year of the date of the event giving rise to any such claim under this Agreement.
9. Customer acknowledges that Ontario's employees are valuable assets to Ontario and Customer agrees that it will not hire any employee of Ontario for a period of 180 days after completion of the work described in this Agreement.
10. Any notice that is required to be given under this Agreement must be in writing and sent via certified or registered mail to the address set forth on the first page of this Agreement for the party intended to receive notice.
11. Ontario shall, at Ontario's expense, obtain and keep in force during the term of this Agreement, a policy of Combined Single Limit Bodily Injury and Property Damage Insurance, naming Customer and the Newport-Mesa Unified School District as additional insureds with Ontario against any liability arising out of the services pursuant to this Agreement. Such insurance shall be a combined single limit policy in the amount of not less than One Million Dollars (\$1,000,000). The limits of such insurance shall not, however, limit the liability of Ontario. All certificates of insurance shall provide for thirty (30) days written notice to Customer of any cancellations, changes in coverage or failure to renew. Ontario shall also provide and maintain Workers' Compensation Insurance for all employees providing services pursuant to this Agreement, furnish Customer with a Certificate of Insurance indicating the extent of the coverage, and shall provide for thirty (30) days written notice to Customer of any cancellations, changes in coverage or failure to renew.
12. This document represents the entire agreement between Ontario and Customer and supersedes any prior or contemporaneous oral and written communications or agreements. This Agreement can only be modified in a writing that is signed by both parties. Any purchase order or other document hereafter issued by Customer shall only be for purposes of identification and/or billing and shall not serve to modify this Agreement in any respect.

| Registered Quotation Number | Presentation Date | Page Number |
|-----------------------------|-------------------|-------------|
| PC12914                     | January 31, 2022  | 2 of 7      |

Under our **CUSTOMIZED SERVICE PROGRAM**, Ontario shall provide the Customer with a guaranteed performance based agreement entailing every aspect of professional preventive and predictive maintenance services. The program begins with a detailed equipment inventory by component. This inventory is entered into our computer data bank of maintenance tasking as recommended, at minimum, by the equipment manufacturer. This tasking is then supplemented by our Ontario's experience of equipment operation and service requirements in the state of California since 1958. The program is further customized with the Customer's individual application(s), operating run-time, and specific needs of the Customer's occupants. Included in the program for the attached Inventory of Equipment is the following:

### **SYSTEM(S) OPERATIONAL ANALYSIS**

Inspections in the form of non-destructive testing, vibration and noise monitoring, chemical analysis, and routine visual inspections will be performed to ensure that the system(s) are in proper operating condition and to identify any potential system(s) failures. As customized for your system(s), the following inspections typify these services as applicable:

#### **Visually Inspect the Following:**

- fan assemblies
- belts & sheaves
- motor mounts & vibration pads
- electrical connections & contactors
- heating & cooling coils
- filter media & racks
- sight glass condition
- bearings
- spray nozzles & pans
- igniter & flame assembly
- heat exchangers
- compressor sections
- condensing sections
- heating sections
- humidifiers & strainers
- seals & packaging
- condensate drains & pans
- flame composition
- flue stack assembly

#### **Physically Check and/or Test the Following:**

- lubrication requirements
- oil sump, heaters & temperatures
- starter operation
- water flows
- motor operating conditions
- suction & discharge pressures
- flow switch operation
- control interlocks
- damper operation
- external interlocks
- motor voltage & amperages
- refrigerant charges
- system(s) leaks
- oil & fluid levels
- pressure & temperatures
- outside air intakes
- refrigerant pump down
- crankcase heaters

| Registered Quotation Number | Presentation Date | Page Number |
|-----------------------------|-------------------|-------------|
| PC12914                     | January 31, 2022  | 3 of 7      |

## PREDICTIVE & PREVENTIVE MAINTENANCE

Preventive Maintenance working in tandem with Predictive Maintenance is performed to detect early signs of deteriorating performance and to predict potential system(s) failures. These services diagnose and solve equipment problems often before they occur. Preventive Maintenance is performed on an ongoing basis and is scheduled with little or no equipment downtime with its primary objective aimed at system(s) durability, reliability, efficiency, and safety. As customized for your system(s), the following tasks typify these services as applicable:

### Calibration:

- temperature controls
- operating & safety controls
- humidity & pressure controls
- transmitter & receiver gauges
- economizer controls

### Adjustment:

- purge system(s)
- superheat
- damper & valve linkages
- unloaders
- belt tensions; replace annually
- fan RPMs
- chemical feed equipment
- gas pressure regulators
- combustion air ratios
- set points
- igniter & flame rod assembly
- sump floats

### Alignment:

- belt sheaves
- pulleys
- coil fins
- belt drives

### Vibration:

- damper linkages
- fan bearings
- axial vane drives
- pumps
- motors

### Secure and Tighten:

- motor terminals
- control terminals
- piping clamps
- line fittings
- mounting hardware
- electrical connections
- equipment panels
- motor mounts
- vibration pad nuts & bolts
- damper sections

### Cleaning:

- control devices
- electrical contactors
- condenser coils (with water)
- evaporator coils (as required)
- fan blades & impellers
- pilot & burner orifices
- ignitors
- condensate pans
- tower basins
- sumps & floats
- baffles & fill
- nozzles & passages
- equipment areas
- burner orifices

### Painting and Surface Preparation:

- as required, to help prevent corrosion and deterioration of exterior equipment surfaces.

| Registered Quotation Number | Presentation Date | Page Number |
|-----------------------------|-------------------|-------------|
| PC12914                     | January 31, 2022  | 4 of 7      |

**PROGRAM ADMINISTRATION**

Ontario will be responsible to administer, monitor and update all aspects of the service provided under this agreement. A complete set of documents will be generated, including computerized maintenance task schedules, inventory records, and all other documentation required for establishing operating trends and further corrective measures. Detailed Service and/or Maintenance Reports will be left with Customer after every service visit. Ontario will act on the Customer's behalf to provide any documentation the EPA may require regarding compliance with the Clean Air Act.

| Registered Quotation Number | Presentation Date | Page Number |
|-----------------------------|-------------------|-------------|
| PC12914                     | January 31, 2022  | 5 of 7      |

The following equipment/system(s) shall be covered as previously described under the Service Program.

| Qty                  | Equipment/Component Description | Model        | Manufacturer | Capacity HP/Ton/BTU | Location/ Unit ID |
|----------------------|---------------------------------|--------------|--------------|---------------------|-------------------|
| 3                    | Package Unit                    | WCC036F100AA | American St  | 3 ton               | Build E           |
| 1                    | Package Unit                    | GPH1430M41AB | Goodman      | 3.5 ton             | Build F           |
| 1                    | Package Unit                    | RQNL-B030JK  | Rheem        | 3 ton               | Build F           |
| 1                    | Package Unit                    | WCH036C100BA | Trane        | 3 ton               | Build F           |
| 1                    | Package Unit                    | GPH1430M41AB | Goodman      | 3 ton               | Build A           |
| 1                    | Package Unit                    | RQNL-B030JK  | Rheem        | 3 ton               | Build A           |
| 1                    | Split System                    | AOU30CLX1    | Fujitsu      | 2.5 ton             | Build A           |
| 1                    | Wall mount AC unit              | WH421-A10VX4 | Bard         | tbd                 | P2                |
| 1                    | Wall mount AC unit              | WH421-A10VX4 | Bard         | tbd                 | P3                |
| **End of Inventory** |                                 |              |              |                     |                   |

This agreement is subject to the Additional Agreement Terms and Conditions on the reverse side of page one.

| Registered Quotation Number | Presentation Date | Page Number |
|-----------------------------|-------------------|-------------|
| PC12914                     | January 31, 2022  | 6 of 7      |

Ontario shall provide labor and material for the scheduling of filter and belt service as follows:

| Equipment Description      | Filter Media Type/<br>Belt | Qty | Filter Dimensions/<br>Belt Size | Inspections/<br>Changes Per Year |
|----------------------------|----------------------------|-----|---------------------------------|----------------------------------|
| Package Unit               | Pleated MERV8              | 4   | 24x12x1                         | 4                                |
| Package Unit               | Pleated MERV8              | 5   | 20x22x1                         | 4                                |
| Wall Mount Unit            | Pleated MERV8              | 2   | 24x24x1                         | 4                                |
| **End of Filters & Belts** |                            |     |                                 |                                  |

This agreement is subject to the Additional Agreement Terms and Conditions on the reverse side of page one.

| Registered Quotation Number | Presentation Date | Page Number |
|-----------------------------|-------------------|-------------|
| PC12914                     | January 31, 2022  | 7 of 7      |

This is not an inspection agreement under which the equipment listed is merely inspected, oiled and adjusted on a quarterly basis.

This Agreement includes a computerized preventative maintenance program under which Ontario technicians perform necessary maintenance on the equipment according to its age, size, and run-time in order to ensure proper system operation and efficiency. This results in fewer equipment failures, increased equipment life, and maximum energy savings.

This agreement is subject to the Additional Agreement Terms and Conditions on the reverse side of page one.

TO: Board of Trustees

FROM: Brian Dozer

DATE: April 21, 2022

SUBJECT: Alarm System

As part of our ongoing effort to enhance security at the Presidio Site, we determined there is a need to update our current alarm system. This will promote the safety and security of students, staff members and visitors on our campus by adding one more camera (to cover student picnic tables), glass break sensors, and updating indoor motion and door sensors. All equipment and monitoring services will be provided by Verkada.

Covid 19 relief funds will be used for the one-time costs of the security system and the ongoing costs will be paid out of the general fund. The ongoing costs of monitoring services provided by Verkada represent savings over the current provider.

It is respectfully recommended the Board approve the purchase of the security camera, glass break sensors, and updated indoor motion and door sensors as well as the new monitoring contract.



Pricing Proposal  
Quotation #: 21557730  
Created On: 2/2/2022  
Valid Until: 4/29/2022

---

## Coastline Regional Occupational Program

---

---

## Senior Inside Account Executive

---

### Jeanne Bennett

1001 Presidio Square  
Costa Mesa, CA 92626  
United States  
Phone: (714) 979-1955  
Fax:  
Email: [jbennett@coastlinerop.net](mailto:jbennett@coastlinerop.net)

### Nick Voelker

290 Davidson Ave.  
Somerset, NJ 08873  
Phone: 732.652.0263  
Fax: 732.652-3099  
Email: [Nick\\_Voelker@shi.com](mailto:Nick_Voelker@shi.com)

All Prices are in US Dollar (USD)

| Product  | Qty | Your Price | Total      |
|--|-----|------------|------------|
| 1 CF81-E Outdoor Fisheye Camera, 512GB, 30 Days Max<br>Verkada - Part#: CF81-30E-HW<br>Contract Name: PEPPM - Verkada<br>Contract #: PEPPM - Verkada | 1   | \$1,499.25 | \$1,499.25 |
| 2 3-Year Camera License<br>Verkada - Part#: LIC-3Y<br>Contract Name: PEPPM - Verkada<br>Contract #: PEPPM - Verkada                                  | 1   | \$410.50   | \$410.50   |
| 3 L-Bracket Mount<br>Verkada - Part#: ACC-MNT-3<br>Contract Name: PEPPM - Verkada<br>Contract #: PEPPM - Verkada                                     | 1   | \$96.75    | \$96.75    |
| 4 BH61 Wireless Hub<br>Verkada - Part#: BH61-HW<br>Contract Name: PEPPM - Verkada<br>Contract #: PEPPM - Verkada                                     | 5   | \$749.25   | \$3,746.25 |
| 5 3-Year Wireless Alarm Hub License<br>Verkada - Part#: LIC-BH-3Y<br>Contract Name: PEPPM - Verkada<br>Contract #: PEPPM - Verkada                   | 5   | \$449.25   | \$2,246.25 |
| 6 BR31 Wireless Door Sensor<br>Verkada - Part#: BR31-HW<br>Contract Name: PEPPM - Verkada<br>Contract #: PEPPM - Verkada                             | 22  | \$149.25   | \$3,283.50 |
| 7 BR34 Wireless Glass Break Sensor<br>Verkada - Part#: BR34-HW<br>Contract Name: PEPPM - Verkada<br>Contract #: PEPPM - Verkada                      | 18  | \$149.25   | \$2,686.50 |

|   |   |    |            |            |
|---|---|----|------------|------------|
| 8 | BR32 Wireless Motion Sensor<br>Verkada - Part#: BR32-HW<br>Contract Name: PEPPM - Verkada<br>Contract #: PEPPM - Verkada                              | 16 | \$149.25   | \$2,388.00 |
| 9 | TFL- Labor to Run cable and install 1 Camera, 5 Hubs, 22 Doors Sensors, 18 Glass break Sensors and 16 Motion Sensors<br>Verkada - Part#: Installation | 1  | \$7,125.00 | \$7,125.00 |

|          |             |
|----------|-------------|
| Subtotal | \$23,482.00 |
| Shipping | \$650.00    |
| *Tax     | \$1,664.33  |
| Total    | \$25,796.33 |

\*Tax is estimated. Invoice will include the full and final tax due.

**Additional Comments**

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

*The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.*

TO: Board of Trustees  
FROM: J. S. Coke  
DATE: April 1, 2022  
SUBJECT: Premier Ambulance

Premier Ambulance has expressed interest in serving as an internship site for our Emergency Medical Technician students. Their company requests the addition of three clauses to our affiliation agreement. The Orange County Department of Education legal division has reviewed the request and advised the ROP that the language is appropriate. They have also indicated that the additions may simply be an addendum to our standard affiliation agreement which is included for the Board's reference.

It is respectfully recommended that the Board of Trustees approve the addendum to the Premier Ambulance affiliation agreement.

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**  
1001 Presidio Square, Costa Mesa, Ca 92626

**AGREEMENT TO USE CLASSROOM FACILITIES WITHIN THE COMMUNITY**  
**A JOINT VENTURE NON-FINANCIAL AGREEMENT**

The Coastline Regional Occupational Program and \_\_\_\_\_

located at \_\_\_\_\_  
as the Management of the Community Classroom Facilities, mutually agree that:

All career preparation instruction and internship held at the above address shall be known as a Community Classroom and shall be conducted pursuant to Education Codes 51769, 46300, 52372, 52372.1, and Sections 10090-10092 of Title 5, and shall be in accordance with the Individualized Training Plan, which includes specific performance objectives and a statement of expected time required for attainment of each objective.

All students of the Coastline Regional Occupational Program enrolled in \_\_\_\_\_ conducted in the community classroom shall be under the immediate supervision and control of an instructor of the Coastline Regional Occupational Program who holds a valid California Teaching Credential authorizing the subject to be taught. (See definition of immediate supervision on reverse side.)

No student enrolled in career preparation instruction and internship shall replace an employee of the community classroom management or cause the employee hours to be reduced, nor shall the student's training activities preclude the hiring of additional employees. Trainees involved in a community classroom activity shall not receive monetary compensation by either company or Coastline Regional Occupational Program during the student's participation.

Coastline Regional Occupational Program community classroom trainees are covered by the school system's workers' compensation insurance.

Neither the Coastline Regional Occupational Program, nor the Management of the Community Classroom Facilities, shall discriminate against any student on the basis of race, color, national origin, sex or handicap, in making available opportunities in career preparation instruction and internship.

All Joint Venture Agreements are subject to review by the Coastline Regional Occupational Program Governing Board and shall be in effect until terminated or amended by mutual written consent of the parties and/or may be terminated upon sixty (60) days notice in writing by either party.

Coastline ROP has permission to recognize this partnership on their website and social media outlets, including but not limited to use of business name, logo and/or trademark and pictures.

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

COMPANY REPRESENTATIVE/MANAGER

  
\_\_\_\_\_  
BRIAN K. DOZER, SUPERINTENDENT

Name: Josh Dean

Please Print  
Signature: Josh Dean

ROP INSTRUCTIONAL PROGRAM MANAGER

Address: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

Email: \_\_\_\_\_

Zip Code

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

## **COMMUNITY CLASSROOM GUIDELINES**

### **Definition and Purpose**

A community classroom is a site or a series of physical locations, public or private, in which career preparation training programs are conducted. A community classroom extends students' learning opportunities by utilizing sites and facilities other than those of the public schools.

### **Immediate Supervision/Certificated Instruction**

For purposes of community classroom training described in Section 52372.1, "immediate supervision" means pupil participation in an unpaid internship experience. The supervisor of the training site and certificated ROP personnel share the responsibility for the supervision of the internship experience which is outlined in a training agreement and individualized training plan.

### **Roles for Others**

There may be persons designated within the community classroom location who will help provide the students with tools, instructional materials, procedures, safety equipment, and training experiences. These persons cannot assume the certificated instructor's responsibilities for directing and monitoring the learning process of each student.

### **Individual Training Plan**

Each student must have a written individualized training plan describing specific skills the student will be expected to learn.

### **Student/Instructor Interaction**

The instructor shall visit students at community classroom sites at least once every ten hours to observe training activities. Dates, times, and observations are to be recorded by the instructor on individualized training plans. The student shall be rotated to learn other competencies as proficiency is attained.

### **Employment vs. Training**

A student who is hired by a company designated as a community classroom shall not continue to train at that site in the same training area where he/she is employed.

### **Regular Employees vs. Students**

No student may displace or reduce the number of work hours of a paid employee, nor shall the student's training activities preclude the hiring of new paid employees. However, it is appropriate for students to train under close observation of a qualified paid employee.

### **Workers' Compensation**

Students enrolled in career preparation classes held in the community are considered to be employees of the school system. Workers' compensation and liability insurance coverage is provided only during scheduled training hours when a credentialed instructor is on duty.

### **No Employment Guarantee**

The student cannot be guaranteed a job at the conclusion of the training period.

**ADDENDUM TO AFFILIATION AGREEMENT  
PREMIER AMBULANCE and COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

When signed by both parties, this addendum shall accompany the "Agreement to Use Classroom Facilities Within the Community – A Joint Venture Non-Financial Agreement," commonly referred to as the "Affiliation Agreement."

**1. Indemnity for Third Party and Student Claims**

Coastline Regional Occupational Program will save, defend, indemnify, and hold agency and agency's elected officials, officers, employees, agents, and volunteers free and harmless with respect to all and all claims, suits, liabilities, costs, and actions arising out of the agency's provision of and each student participation in the clinical experience. This indemnity shall survive and remain enforceable after the expiration or termination of the affiliation agreement. However, this indemnity is not intended to cover claims against the agency arising solely out of the agency's own negligence or intentional conduct.

**2. Scope of Indemnification**

Coastline Regional Occupational Program will save, defend, indemnify, and hold agency and agency's elected officials, officers, employees, agents, and volunteers free and harmless with respect to all and all claims, suits, liabilities, costs, and actions arising out of the agency's provision of and each student participation in the clinical experience and or any exposure to the pre-hospital environment including actions brought by patients/clients of agency where it is alleged that any student's participation adversely impacted a patient/client outcome or condition. The risks include but are not limited to automobile accidents, assault, and injury from lifting, high-speed driving, exposure to infectious/contagious diseases such as hepatitis, HIV, TB, malpractice, and measles. This indemnity shall survive and remain enforceable after the expiration or termination of the affiliation agreement. However, this indemnity is not intended to cover claims against the agency arising solely out of the agency's own negligence or intentional conduct.

**3. Defense Obligation**

In any action which Coastline Regional Occupational Program is obligated to provide the agency with defense, Coastline Regional Occupational Program shall at its cost and expense, fully and diligently defend the agency against any claims brought, investigations undertaken, or actions filed which concern claims for which agency is entitled to indemnification under two previous paragraphs.

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

**PREMIER AMBULANCE**

\_\_\_\_\_  
Brian K. Dozer, Superintendent

*Josh Dean*  
\_\_\_\_\_  
Print Name: Josh Dean

Date: \_\_\_\_\_

Date: 3/23/22

TO: Board of Trustees  
FROM: J. S. Coke  
DATE: April 1, 2022  
SUBJECT: Field Trip Request

Rochelle Van Der Merwe, Culinary Arts Instructor at Ocean View High School, would like to take three of her students on a field trip to the FCCLA State Leadership Conference in Riverside on April 23-26, 2022. This field trip was approved by the Huntington Beach Union High School District Board of Trustees on March 29, 2022.

Attached is the field trip authorization form for review and approval.

It is respectfully recommended the Board approve this field trip.

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

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 3

Destination(s) of Trip: Riverside Convention Center, 3637 5th Street, Riverside, CA 92501

Purpose(s) of Trip: FCCLA State Leadership Conference and Competition

Departure Date: April 23, 2022

Departure Time: 12:00 noon

Return Date: April 26, 2022

Return Time: 6:00 p.m.

Participating Class(es): Culinary Arts

Funding: CTEIG

ROP Costs: Aprox. \$2,300.00

Instructor(s) in Charge: Rochelle Van Der Merwe

Number of Chaperones including instructor(s): 2

Transportation: Please select one

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

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

Date approved by district Board: 3/29/2022  
(Only applies to out-of-state or overnight field trips)

Administrator: 

Date: 4/4/22

Director: 

Date: 4-1-22

Approved by Board of Trustees (if necessary)

Clerk/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

E6153(1)

TO: Board of Trustees

FROM: J. S. Coke

DATE: April 7, 2022

SUBJECT: Field Trip Requests

Ashley Kingsbury, Culinary Arts Instructor at Newport Harbor High School, would like to take five students to the National Restaurant Association ProStart Invitational, May 3 thru May 9, 2022, in Washington DC. Attached is the field trip authorization form for review and approval.

This trip is pending approval by the Newport-Mesa Unified School District Board of Education on April 19, 2022.

It is respectfully recommended the Board approve this field trip.

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

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 5

Destination(s) of Trip: Washington Hilton, 1919 Connecticut Avenue, NW Washington, DC 20009

Purpose(s) of Trip: Students will compete in the National ProStart Invitational competition

Departure Date: May 3, 2022

Departure Time: 11:00 p.m.

Return Date: May 9, 2022

Return Time: 3:00 p.m.

Participating Class(es): Culinary Arts

Funding: Habit Burger & NMUSD

ROP Costs: \$1,500.00  
(Meals & Substitutes)

Instructor(s) in Charge: Ashley Kingsbury and Sarah Pilon

Number of Chaperones including instructor(s): 2

Transportation: Please select one

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

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

Date approved by district Board: Pending NMUSD Board of Education approval on April 19, 2022  
(Only applies to out-of-state or overnight field trips)

Administrator: Krista Schweers-Ganga

Date: 4/7/22

Director: J. Sloke

Date: 4/7/22

Approved by Board of Trustees (if necessary)

Clerk/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

E6153(1)

# COASTLINE REGIONAL OCCUPATIONAL PROGRAM

**TO:** Board Members  
**FROM:** J. S. Coke  
**DATE:** April 7, 2022  
**SUBJECT:** New Internship Sites

---

**Animal Health Care Internship**  
Wetlands and Wildlife Care Center  
21900 Pacific Coast Highway  
Huntington Beach, CA 92646

**Emergency Medical Technician**  
Viewpoint Ambulance  
1381 North Miller Street  
Anaheim, CA 92806

**Pharmacy Technician Internship**  
Dong Nai Pharmacy  
9081 Bolsa Avenue, Unit 108  
Westminster, CA 92683

Optimal Wellness Pharmacy  
4200 Trabuco Road, # 190  
Irvine, CA 92620

Walgreens Pharmacy  
3000 South Bristol Street  
Santa Ana, CA 92704

**Retail Sales & Merchandising Internship**  
Crown Ace Hardware  
9045 Adams Avenue  
Huntington Beach, CA 92646

BOARD UPDATE  
April 6, 2022  
EMPLOYEE PERSONNEL REGISTER NO. 7 – 2021-2022

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

**RESIGNATION:**

Name: Alexandria Guembes  
Position: College and Career Specialist  
Program: Student Services  
Location: Woodbridge High School  
Effective: April 1, 2022

Name: Laura Lopez  
Position: Accounts Payable/Purchasing Specialist  
Program: Business Services  
Location: Presidio Site  
Effective: April 4, 2022

Name: Karlee Riggs  
Position: College and Career Specialist  
Program: Student Services  
Location: Tustin High School  
Effective: March 21, 2022

Name: Maressa Sellers  
Position: Teacher  
Program: Costume Design  
Location: Huntington Beach High School  
Effective: June 17, 2022

Name: Jennifer Sweet  
Position: Career Specialist  
Program: Student Services  
Location: Estancia High School  
Effective: March 28, 2022

**STIPEND:**

Name: Linda Doone  
Position: Accounting Budgeting Specialist  
Program: Business Services  
Location: Presidio Site  
**Begin Date** Effective: April 1, 2022  
**End Date** Effective: Upon placement of the Accounts Payable/Purchasing Specialist

Name: Rosalba Lorenzo De Kovatch  
Position: Accounting Payroll Specialist  
Program: Business Services  
Location: Presidio Site  
**Begin Date** Effective: April 1, 2022  
**End Date** Effective: Upon placement of the Accounts Payable/Purchasing Specialist

|                   |            |  |
|-------------------|------------|--|
|                   | Name:      | Karen Tracy  |
|                   | Position:  | Receptionist/Administrative Assistant                        |
|                   | Program:   | Educational Services   |
|                   | Location:  | Presidio Site  |
| <b>Begin Date</b> | Effective: | April 1, 2022  |
| <b>End Date</b>   | Effective: | Upon placement of the Accounts Payable/Purchasing Specialist |

  
\_\_\_\_\_  
Brian K. Dozer

Coastline Regional Occupational Program  
Travel/Conference Report  
Board Meeting  
April 21, 2022

| <b>Name</b>  | <b>Date(s)</b> | <b>Destination</b> | <b>Purpose</b>                               | <b>Amount</b>   |
|--|----------------|--------------------|--|-----------------|
| Brian Dozer, Superintendent<br>Presidio Campus                     | Apr. 20        | Irvine, CA         | OCSBA/ACSA Region 17<br>Joint Dinner Meeting | \$55.00         |
| J. S. Coke, Director of<br>Educational Services<br>Presidio Campus | Apr. 20        | Irvine, CA         | OCSBA/ACSA Region 17<br>Joint Dinner Meeting | 55.00           |
| Brian Dozer, Superintendent<br>Presidio Campus                     | May 9          | Irvine, CA         | ACSA Administrator<br>of the Year Dinner     | 57.00           |
| J. S. Coke, Director of<br>Educational Services<br>Presidio Campus | May 9          | Irvine, CA         | ACSA Administrator<br>of the Year Dinner     | 57.00           |
| <b>Total</b>   |                |                    |  | <b>\$224.00</b> |