



COASTLINEROP

1001 Presidio Square, Costa Mesa CA 92626

BOARD OF TRUSTEES

AGENDA

May 16, 2024

11:00 a.m. Closed Session

11:30 a.m. Open Session



TO: Board of Trustees

FROM: Brian Dozer

DATE: May 9, 2024

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

Enclosed are the agenda and supporting materials for the Thursday, May 16, 2024, meeting of the Coastline ROP Board of Trustees at the Presidio site at 1001 Presidio Square in Building B. Closed session will begin at 11 a.m. Open session is scheduled to begin promptly at 11:30 a.m. The Re-branding Committee meeting will begin immediately following the conclusion of the regular meeting.

I look forward to seeing you at the meeting.

Enclosure

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

**BOARD OF TRUSTEES
Thursday, May 16, 2024
11:00 a.m. Closed Session
11:30 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:**
 - Barbara Schulman, President _____
 - Lauren Brooks, Vice President _____
 - Lynn Davis, Clerk _____
 - Michelle Barto, Member _____

Coastline ROP:

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

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

- 4. CLOSED SESSION Discussion**
 - A. Public Employee Evaluation: Superintendent (Government Code §54957)
 - B. Public Employment: Director of Business Services (Government Code §54957)
 - C. Public Employee Evaluation: (Government Code §54957)
 - D. Public Employee Employment/Discipline/Dismissal/Release (Government Code §54957)

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

6. PLEDGE OF ALLEGIANCE

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

Motion by _____ Seconded by _____ Vote _____

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

INFORMATION ITEMS

- 9. SUPERINTENDENT’S REPORT – Brian Dozer**
- 10. EDUCATIONAL SERVICES’ UPDATE – Krista Schweers-Ganga**
- 11. Design Build Presentation – Ed Jasperson**

DISCUSSION/ACTION ITEMS

- 12. Board Meeting Date/Time Changes** **Discussion/Action**
Motion by _____ Seconded by _____ Vote _____
- 13. Contract for Director, Business Services** **Discussion/Action**
Recommend the Board approve the contract for Director, Business Services.
Motion by _____ Seconded by _____ Vote _____
- 14. Memorandum of Understanding with North Orange County ROP (NOCROP) for Business Services** **Discussion/Action**
Recommend the Board approve the Memorandum of Understanding between Coastline ROP and North Orange County ROP for business services.
Motion by _____ Seconded by _____ Vote _____
- 15. Memorandum of Understanding with CEO Leadership Alliance of Orange County (CLAOC)** **Discussion/Action**
Recommend the Board approve the Memorandum of Understanding between Coastline ROP and CLAOC to provide Career Exploration Experience (CEE) in Summer 2025.
Motion by _____ Seconded by _____ Vote _____
- 16. New Internship Sites – Recommend the Board approve new Internship sites.** **Discussion/Action**
Motion by _____ Seconded by _____ Vote _____
- 17. ROP Calendar for 2024-2025** **Discussion/Action**
Recommend the Board approve the ROP Calendar for 2024-2025.
Motion by _____ Seconded by _____ Vote _____
- 18. Field Trip Request – Newport Harbor High School** **Discussion/Action**
Recommend the Board approve the Field Trip Request for Newport-Harbor High School.
Motion by _____ Seconded by _____ Vote _____
- 19. Agreement with Urban Workshop for Summer 2024** **Discussion/Action**
Recommend the Board approve the agreement with Urban Workshop for Summer 2024.
Motion by _____ Seconded by _____ Vote _____
- 20. Memorandum of Understanding between Coastline ROP and Certifx Fingerprinting – Recommend the Board approve the MOU between Coastline ROP and Certifx Fingerprinting.** **Discussion/Action**
Motion by _____ Seconded by _____ Vote _____

RESOLUTION CONSENT CALENDAR

Action

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

It is recommended the Board approve:

- 21. Resolution #8/2023-2024: Authorization of Signatures - Bank Accounts
- 22. Resolution #9/2023-2024: Authorization of Signatures - Business Functions

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:

- 23. Minutes from April 18, 2024, Board of Trustees meeting
- 24. Ratification of purchase order and change order reports ending April 30, 2024
- 25. Ratification of check report ending April 30, 2024
- 26. MOU between Coastline ROP and University Lab Partners – Summer 2024
- 27. MOU between Coastline ROP and NMUSD – Gerald Rizza
- 28. MOU between Coastline ROP and Walgreens Experiential Learning Program
- 29. Retainer Agreement for Legal Services in 2024-2025 School Year
- 30. 2024-2025 vendor agreement for services
- 31. Contract Extension and Additional Funds for Interim CBO
- 32. Summer School personnel register
- 33. Personnel Register #9 – 2023-2024 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 34. Approval of travel and conference report

Motion by _____ Seconded by _____ Vote _____

NEW BUSINESS

Information

ADJOURNMENT

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

Next Scheduled Meeting: June 20, 2024

2024 BOARD CALENDAR



January 18	(3 rd Thursday)	- Board Meeting
February 22 2:30 pm	(4 th Thursday)	- Board Meeting Textbook Inventory
March 14	(2 nd Thursday)	- Board Meeting Interim Budget Review 2023-24 Coastline ROP Priorities Update Closed: Strategic Priorities
April 5 1:00 pm	(1 st Friday)	Interim Budget Review
April 18 2:30 pm	(3 rd Thursday)	- Board Meeting
May 16 11:30 am	(3 rd Thursday)	- Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
June 20	(3 rd Thursday)	- Board Meeting Public Hearing for 2024-2025 Budget Adopt 2024-2025 Budget Authorize Superintendent to Approve Travel and Conferences 2024-2025 School Calendar Discussion of Superintendent's Evaluation Interagency Agreements Appendix A for 2024-2025 Closed: Strategic Priorities
July 30	(5 th Tuesday)	- Board Meeting
August 22	(4 th Thursday)	- Board Meeting Administrative Contract Extensions Board Input for 2024-2025 Coastline ROP Priorities
September 12	(2 nd Thursday)	- Board Meeting Superintendent's Evaluation 2023-2024 Unaudited Actuals Report Closed: Strategic Priorities
October 17	(3 rd Thursday)	- Board Meeting
November 14	(2 nd Thursday)	- Board Meeting
December 12	(2 nd Thursday)	- Organizational Meeting Audit Report Interim Budget Review Closed: Strategic Priorities

Meeting Time: 9:30 a.m.

Board approved: 12/14/23, revised 1/18/24, revised 2/22/24, revised 3/14/24, revised 4/19/24

TO: Board of Trustees

FROM: Brian Dozer

DATE: May 9, 2024

SUBJECT: Contract for Director, Business Services

Coastline ROP has selected a new Director, Business Services, effective May 17, 2024. It is respectfully recommended the Board of Trustees approve the contract for Director, Business Services from May 17, 2024, through June 30, 2027.

TO: Board of Trustees

FROM: Brian Dozer

DATE: May 9, 2024

SUBJECT: Memorandum of Understanding (MOU) with North Orange County ROP

Background and Rationale

The attached MOU is with NOCROP is for the reimbursement of fiscal support between March 2024 to August 2024. North Orange County ROP (NOCROP) provided valuable service to Coastline ROP after the sudden departure of Coastline ROP's chief business official in early 2024. Coastline ROP seeks to reimburse two NOCROP employees who worked additional hours outside of their regularly scheduled workday. Additionally, Coastline ROP wishes to continue additional hour services with support in developing a Chart of Accounts, clean-up of old accounts, training for staff, and additional hours for potential support in creating the 2024-25 annual budget.

Financial Implications

Total reimbursement is not to exceed \$11,881.44.

Recommendation

It is respectfully recommended that the Board of Trustees approve the Memorandum of Understanding between Coastline ROP and North Orange County ROP for reimbursement of financial support during staffing transitions in business services.



This Memorandum of Understanding (MOU) with North Orange County ROP is for the reimbursement of fiscal support between March 2024 to August 2024.

BACKGROUND AND SCOPE OF WORK: North Orange County ROP provided valuable service to Coastline ROP after the sudden departure of Coastline ROP’s chief business official in early 2024 in the areas of fiscal services management and other operational support in the preparation of our 2nd interim financial reports. Coastline ROP seeks to reimburse two employees who worked additional hours outside their regularly scheduled workday to support Coastline ROP: Dr. Michelle Owen, NOCROP Assistant Superintendent, Administrative Services, and Yani Segoro-Nguyen, Manager, Fiscal Services. As these employees cannot be hired under consultant contracts, Coastline ROP seeks NOCROP’s agreement to this MOU to bill Coastline ROP for the work performed as noted below.

Dr. Owen: forty-four (44) hours of work at her current hourly rate at NOCROP of \$121.32 (inclusive of benefits), for a total of \$5,338.08.

Yani Segoro-Nguyen: four (4) hours of work at her current hourly rate at NOCROP of \$59.67 (inclusive of benefits), for a total of \$238.68.

Additionally, we wish to secure the services of NOCROP to create a new Chart of Accounts and clean up Business Plus old accounts for Coastline ROP, including staff training, up to a maximum of forty-four (44) hours, plus an additional (10) hours for potential support in creating the 2024-25 annual budget, should services be needed between May 20, 2024 and August 15, 2024, for the following NOCROP employees:

Dr. Michelle Owen: Up to fifty (50) hours of work at her current hourly rate at NOCROP of \$121.32 (inclusive of benefits), for a maximum of \$6,066.00, plus benefits.

Yani Segoro-Nguyen: Up to four (4) hours of work at her current hourly rate at NOCROP of \$59.67, for a maximum of \$238.68, plus benefits.

The total reimbursement is not to exceed \$11,881.44.

IN WITNESS WHEREOF, the Parties approve this AGREEMENT.

North Orange County ROP

COASTLINE ROP

By: _____
Chester Jeng, DDS, JD, LLM
Title: Board President

By: _____
Barbara Schulman
Title: Board President

Date: _____

Date: _____

TO: Board of Trustees

FROM: Brian Dozer

DATE: May 9, 2024

SUBJECT: Memorandum of Understanding (MOU) with CEO Leadership Alliance of Orange County

Background and Rationale

The attached MOU is with the CEO Leadership Alliance of Orange County (CLAOC) to establish a partnership between CLAOC and Coastline ROP to provide the Career Exploration Experience (CEE) to high school juniors and seniors between July 1, 2024, through July 31, 2025. The program will be open to any Coastline ROP district student. As noted in the MOU,

- CLAOC will provide the CEE program to 100 high school juniors and seniors.
- Students will be placed at CLAOC member companies in career pathways aligned with their Career Technical Education (CTE) pathways.

Financial Implications

Total cost for the program is \$70,000, paid for by CTEIG grant funding. There is no financial impact for Coastline ROPs general fund.

Recommendation

It is respectfully recommended that the Board of Trustees approve the Memorandum of Understanding between Coastline ROP and CLAOC to provide CEEs in Summer 2025.

MEMORANDUM OF UNDERSTANDING

Between CEO Leadership Alliance Orange County (CLAOC) and Coastline Regional Occupational Program (CROP)

This Memorandum of Understanding (MOU) is entered into on May 6, 2024, between the CEO Leadership Alliance Orange County (CLAOC), represented by Mark Percy, President and CEO and the Coastline Regional Occupational Program (CROP), represented by Brian Dozer, Superintendent.

Purpose: The purpose of this MOU is to establish a partnership between CLAOC and CROP to provide the Career Exploration Experience (CEE) to high school juniors and seniors between July 1, 2024, through July 31, 2025.

Scope of Work

- CLAOC will provide the CEE program to 100 high school juniors and seniors.
- Students will be placed at CLAOC member companies in career pathways aligned with their Career Technical Education (CTE) pathways.
- Students will participate on Tuesdays through Thursdays from 1:00 pm to 4:00 pm.
- Students will intern two days a week for 4 hours a day at CLAOC member companies.

Responsibilities

CLAOC Responsibilities:

- Coordinate the CEE program.
- Place students at CLAOC member companies.
- Provide weekly programming on career preparedness.
- Conduct fingerprinting and background checks for all CLAOC staff involved in the CEE.
- Pay \$500 stipend to students upon successful completion of the CEE including issuing the payments.
- Provide an affidavit to CROP that CLAOC certifies that no criminal records were found prohibiting CLAOC staff from interacting with students with names and positions.
- Identify the name and title of the primary CLAOC staff responsible for supervising students
- Immediately notify CROP of when changes to staff involved in student supervision occur
- Coordinate communications and scheduling with CLAOC member companies.
- Assist the CLAOC member company in designing the internship experience.

CROP Responsibilities:

- Provide workers' compensation for participating students.
- Handle student sign-ups and registration.
- Provide a single point of contact to interface with CLAOC.

Service Area and Demographics:

Coastline ROP JPA (CROP) serves an average of 4,156 students, predominantly high schoolers (99.5%), with adult students making up only 0.5%.

Operating under a partnership with Irvine, Newport-Mesa, Saddleback Valley, and Tustin Unified School Districts. Within these districts the ROP serves 16 comprehensive high schools, 4 continuation schools and 5 alternative schools.

Demographics include:

White (41%), followed by Hispanic (28%) and Asian (18%) students. The exceptions to this distribution are seen in Newport-Mesa USD, Irvine USD, and Tustin USD, which have a higher number of Hispanic or Asian students compared to Saddleback Valley USD. The English Learner (EL) population at Coastline ROP is 1%, whereas its partner districts' EL populations range from 9% to 20%. The gender distribution of ROP students is 52% male, 46% female, and 2% other, similar to the demographics of the school district partners.

Payment Structure

CROP agrees to pay CLAOC a total of \$70,000 (\$700 per student) for the participation of 100 students in the Career Exploration Experience (CEE) program. This payment will be made in quarterly increments beginning in Q3 of 2024, as follows:

1. Q3 (September 30, 2024) \$14,000
2. Q4 (December 31, 2024) \$14,000
3. Q1 (March 30, 2025) \$14,000
4. Q2 (June 30, 2025) \$14,000
5. Q3 (August 31, 2025) \$14,000

Payment for each quarter will be made within 30 days following the end of the quarter.

Duration: This MOU shall commence on the date of signature and continue until the completion of the CEE program on August 31, 2025.

CONFIDENTIALITY: The parties recognize the need to maintain personally identifiable information (PII), and protected health information (PHI) in a private and confidential manner. Information shall only be shared in strict accordance with established Hope Builders policies and procedures and state and federal laws.

The parties acknowledge that the existence and the terms of this MOU and any oral or written information exchanged between the parties in connection with the preparation and performance this MOU are regarded as confidential information. Each party shall maintain confidentiality of all such confidential information, and without obtaining the written consent of the other party, shall not disclose any relevant confidential information to any third parties, except for the information that: (a) is or will be in the public domain (other than through the receiving party's unauthorized disclosure); or (b) is under the obligation to be disclosed pursuant to the applicable laws or regulations, or orders of the court or other government authorities.

Disclosure of any confidential information by the staff members or agencies hired by any party shall be deemed disclosure of such confidential information by such party and shall be held liable for breach of this MOU.

MINIMUM INSURANCE REQUIREMENTS: The CROP shall obtain and maintain the policies of insurance or equivalent program of self-insurance and limits as shown below for the duration of this MOU. The insurance coverages and limits of liability shown are the minimum insurance requirements in this MOU. Should the CROP maintain insurance policies with broader coverage and limits of liability that exceed these minimum coverage and limits requirements those broader coverages and higher limits shall be deemed to apply for the benefit of CLAOC and those coverages and limits shall become the required minimum limits of insurance and coverage in all sections of this MOU.

CLAOC shall obtain and maintain the policies of insurance or equivalent program of self-insurance and limits as shown below for the duration of this MOU. The insurance coverages and limits of liability shown are the minimum insurance requirements in this MOU. Should CLAOC maintain insurance policies with broader coverage and limits of liability that exceed these minimum coverage and limits requirements those broader coverages and higher limits shall be deemed to apply for the benefit of the CROP and those coverages and limits shall become the required minimum limits of insurance and coverage in all sections of this MOU.

1. Commercial General Liability, using a standard ISO CG 00 01 occurrence form, including operations, products and completed operations and contractual liability with limits not less than \$1,000,000 per occurrence, \$1,000,000 General Aggregate and \$1,000,000 Products-Completed Operations Aggregate for bodily injury, personal injury, and property damage.
(a) The Commercial General Liability Coverage shall include the following endorsements:

(i) CLAOC, its Board, officers, agents, volunteers and employees shall be included as Additional Insureds either by specific endorsement naming these parties or a blanket additional insured endorsement applicable “when required by written MOU or MOU.”

(ii) Workers’ Compensation including statutory coverage as required by the State of California and including Employers’ Liability with limits not less than \$1,000,000 each accident; \$1,000,000 policy limit bodily injury by disease; \$1,000,000 each employee bodily injury by accident.

2. If CLAOC has access to or will be receiving any personal or private information about the CROP or its students, personnel, students, volunteers or parents or any other third party:

(a). Cyber Liability Insurance with limits not less than \$50,000 for each occurrence or event with an annual aggregate of \$50,000

(i) The policy shall at a minimum cover claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network

security.

(ii) The policy shall protect the CROP for breach response costs as well as regulatory fines and penalties for the full policy limits.

3. If CLAOC may be providing services on its or the Agencies facilities during the time that the Agencies students could be present, CLAOC shall provide specific coverage for Abuse or Molestation with limits not less than \$1,000,000 per occurrence either by separate policy or by an endorsement to User's Commercial General Liability coverage.

Should any of the insurance policies contain either a deductible or self-insured retention, CLAOC shall be responsible to pay that deductible or self-insured retention and the CROP shall not be responsible to pay these costs. Notwithstanding the above, and this shall in no way alleviate CLAOC's responsibility to pay such deductible or retention, nor limit, alter or amend the requirements that CLAOC shall to the fullest allowable by law, indemnify, defend and hold harmless the CROP, CLAOC shall ensure that all policies shall recognize the erosion of the retention or deductible from other sources.

INDEMNIFICATION: To the fullest extent permitted by law, CROP shall defend, indemnify and hold harmless CLAOC, and its officials, agents, volunteers and employees ("indemnified parties") from and against claims, damages, losses and expenses, including but not limited to attorney fees, arising out of CROP's performance under this MOU, regardless of whether such claim, damage, loss or expense is caused in part by an indemnified party. This includes, but is not limited to, claims, damages, losses and expenses arising from injury to, loss of, theft of or unauthorized access to personally identifiable information or documents containing such information, as most broadly defined under state or federal law; or any actual or alleged failure to comply with any provision of law. However, CROP shall not be obligated to indemnify an indemnified party for liability to the extent it is established by final adjudication that such indemnified party contributed to the liability via willful misconduct or sole negligence for which that indemnified party is legally responsible. CROP shall, if requested by the CLAOC, defend using counsel approved by CROP in its sole discretion. CROP's obligations under this indemnity contract shall survive the completion or termination of the project.

To the fullest extent permitted by law, CLAOC shall defend, indemnify, and hold harmless CROP, and its officials, agents, volunteers and employees ("indemnified parties") from and against claims, damages, losses and expenses, including but not limited to attorney fees, arising out of CLAOC's performance under this MOU, regardless of whether such claim, damage, loss or expense is caused in part by an indemnified party. This includes, but is not limited to, claims, damages, losses, and expenses arising from injury to, loss of, theft of or unauthorized access to personally identifiable information or documents containing such information, as most broadly defined under state or federal law; or any actual or alleged failure to comply with any provision of law. However, CLAOC shall not be obligated to indemnify an indemnified party for liability to the extent it is established by final adjudication that such indemnified party contributed to the liability via willful misconduct or sole negligence for which that indemnified party is legally responsible. CLAOC shall, if requested by the CROP, defend

using counsel approved by CROP in its sole discretion. CLAOC's obligations under this indemnity contract shall survive the completion or termination of the project

TERMINATION ON NOTICE: Either party may terminate this MOU any time upon 30 days' written notice to the other party.

TERMINATION FOR BREACH: If either party materially breaches any of its obligations under this MOU, the nonbreaching party may provide the breaching party with written notice of the breach. If the breaching party fails to cure the breach within fifteen (15) days after receipt of such notice, the nonbreaching party may terminate this MOU upon delivery to the breaching party of a written notice to that effect, with the termination effective upon delivery of such notice to the breaching party. The nonbreaching party may in its reasonable discretion determine whether the breach has been cured.

If the MOU terminates, the parties will cooperate in the transition of activities and will use reasonable efforts to minimize interruption and any adverse impacts of the termination.

DISPUTES Nonbinding Mediation. The Parties agree that any and all disputes, claims or controversies arising out of or relating to this MOU (collectively, a "Claim"), must be submitted to JAMS or Judicate West, or their successor (the "Mediation Provider"), for mediation, prior to the initiation of any proceeding. Either Party may commence mediation by providing a written request for mediation to the Mediation Provider and to the other Party. The written request for mediation must set out the subject of the dispute and the relief requested. The Parties will cooperate with the selected Mediation Provider and with one another in selecting a mediator from the Mediation Provider's panel of neutrals and in scheduling the mediation proceedings. The Parties will participate in the mediation in good faith. The Parties will share equally in the cost of the mediation. All offers, promises, conduct, and statements, whether oral or written, made in the course of the mediation by any of the Parties, their agents, employees, experts, and attorneys, and by the mediator or any Mediation Provider employees, are confidential, privileged and inadmissible for any purpose, including impeachment, in any action, judicial reference or other proceeding involving the Parties, provided that evidence that is otherwise admissible or discoverable is not rendered inadmissible or non-discoverable as a result of its use in the mediation.

Arbitration. All Claims that are not resolved by mediation must be submitted to arbitration. Either Party may initiate arbitration proceedings with respect to the matters submitted to mediation at any time after the initial mediation session or at any time 60 days or more after the date of filing the written request for mediation, whichever occurs first ("Earliest Initiation Date"). Arbitration must be conducted by JAMS or Judicate West, unless otherwise agreed by the Parties, in the County where the parties are located. The costs and expenses of the arbitration, including without limitation, attorneys' fees, shall be borne by the Parties in the manner determined by the arbitrator.

Any legal action taken under this MOU, including without limitation for (i) entry of judgment upon any arbitration award or (ii) adjudication of any controversy, claim or dispute arising from a breach or alleged breach of this paragraph may be heard or tried only in the courts of the

State and County in which the parties are located or the Federal District Court with jurisdiction over that County.

FULL AGREEMENT: This MOU represents the complete and exclusive statement between the CROP and CLAOC, and supersedes any and all other MOUs, oral or written, between the Parties. In the event of a conflict between the terms of this MOU and any attachments hereto, the terms of this MOU shall prevail. This MOU may not be modified except by written instrument signed by the CLAOC and by an authorized representative of CROP. The Parties agree that any terms or conditions of that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate CROP or the CLAOC. Each party to this MOU acknowledges that no representations, inducements, promises or MOUs, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein.

Governing Law: This MOU shall be governed by and construed in accordance with the laws of the State of California.



Mark Percy
President and CEO

Brian Dozer
Superintendent

TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: May 16, 2024

SUBJECT: New Internship Sites

Automotive Technology Internship

Danny's Auto Service
205 N. Fairview Street, Unit D
Santa Ana, CA 92703

Old Anvil Speed Shop
1420 N. Glassell St.
Orange, CA 92867

JMS Automotive, Inc.
219 East First Street
Santa Ana, CA 92701

Culinary Arts Internship

Tacos & Co
18092 Culver Drive
Irvine, CA 92612

TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: May 16, 2024

SUBJECT: ROP Calendar for 2024-2025

Background and Rationale

After a thorough review of the 2024-2025 school year calendars for our partner districts, we have prepared the attached calendar for the ROP. It considers the varying starting and ending dates along with holidays, staff development days, and recesses.

Financial Impact

There are no financial implications.

Recommendation

It is respectfully recommended that the Board of Trustees approve this Memorandum of Understanding.

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
2024-2025 SCHOOL CALENDAR**

July 4, 2024 (Thursday).....	Independence Day
August 7, 2024 (Wednesday)	Opening Staff Meeting
August 20, 2024 (Tuesday)	Opening of Fall Semester
September 2, 2024 (Monday)	Labor Day
November 11, 2024 (Monday).....	Veterans' Day Observed
November 25-27, 2024 (Monday - Wednesday).....	No Classes
November 28-29, 2024 (Thursday-Friday).....	Thanksgiving Recess
December 13, 2024 (Friday).....	Mid-Year Staff Meeting
December 23, 2024 – January 3, 2025.....	Winter Recess
(Office closed 12/23-27, 1/1-3)	
January 20, 2025 (Monday).....	Martin Luther King Jr. Day
January 17, 2025 (Friday).....	End of Fall Semester
January 21, 2025 (Tuesday).....	Opening of Spring Semester
February 10, 2025 (Monday).....	Lincoln's Birthday
February 17, 2025 (Monday).....	President's Day
April 7-11, 2025 (5 days).....	Spring Recess – Presidio Campus Classes
(ROP Office Open)	
May 7, 2025 (Wednesday).....	Student Showcase
May 16, 2025 (Friday)	End-of-Year Staff Meeting
May 26, 2025 (Monday).....	Memorial Day
June 4, 2025 (Wednesday).....	End of Spring Semester
June 19, 2025.....	Juneteenth

**COMPARISON WITH CALENDARS OF THE PARTNER DISTRICTS
Pertinent Dates 2024-2025**

	Irvine	Newport-Mesa	Saddleback Valley	Tustin	Presidio
Open Fall Classes	8/20	8/19	8/14	8/14	8/20
Labor Day	9/2	9/2	9/2	9/2	9/2
Fall Recess			10/3		
Veterans' Day	11/11	11/11	11/11	11/11	11/11
Staff Development Day	8/19, 10/14, 3/3	8/12-16, 11/1	8/12-13, 11/1, 1/27	8/9, 8/12, 3/24	8/8, 10/4 or 5, 3/7 or 3/8
Thanksgiving	11/27-29	11/27-29	11/25-29	11/25-29	11/25-29
Winter Recess	12/23-1/3	12/23-1/3	12/23-1/3	12/23-1/3	12/23-1/3
Classes Reconvene	1/6	1/6	1/6	1/6	1/6
King's Birthday	1/20	1/20	1/20	1/20	1/20
End Fall Classes	1/17	12/19	12/20	12/19	1/17
Semester Break	1/21	12/20		12/20	
Open Spring Classes	1/22	1/6	1/6	1/6	1/21
Lincoln's Birthday			2/17	2/14	2/10
Washington's Birthday			2/18		
Feb/President's Recess	2/17	2/17-21	2/19-2/21	2/17	2/17
Spring Recess	3/31-4/4	4/7-11	4/14-4/18	3/17-21, 3/24	4/7-11
Memorial Day	5/26	5/26	5/26	5/26	5/26
End Spring Classes	6/6	6/5	6/5	5/30	6/3
Last Day for Faculty	6/6	6/6	6/5	5/30	6/3

All districts and ROP – 180 student days

Board approved:

**PRESIDIO SITE HOLIDAYS
2024-2025**

Independence Day (Thursday)	July 4, 2024
Labor Day (Monday)	September 2, 2024
Veteran's Day (Monday)	November 11, 2024
Thanksgiving Day (Thursday)	November 28, 2024
Thanksgiving Day after (Friday)	November 29, 2024
*Office Closed (Monday)	December 23, 2024
Christmas Eve (Tuesday)	December 24, 2024
Christmas Day (Wednesday)	December 25, 2024
Admissions Day (Thursday)	December 26, 2024
Spring Holiday (Friday)	December 27, 2024
**Office Closed (Monday)	December 30, 2024
New Year's Eve (Tuesday)	December 31, 2024
New Year's Day (Wednesday)	January 1, 2025
**Office Closed (Thursday & Friday)	January 2-3, 2025
MLK Birthday (Monday)	January 20, 2025
Lincoln's Birthday (Monday)	February 10, 2025
President's Day (Monday)	February 17, 2025
Memorial Day (Monday)	May 26, 2025
Juneteenth (Thursday)	June 19, 2025

* Office closed due to one extra day in the 2024-25 calendar
**Office closed – Must use vacation or non-duty (if applicable).

TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: May 16, 2024

SUBJECT: Field Trip Request – Newport Harbor High School

Background and Rationale

Ashley Kingsbury, Culinary Arts instructor at Newport Harbor High School, would like to take 35 students to the FCCLA Leadership Conference in Riverside, California. The event is April 27-30, 2024. Students will attend workshops with industry professionals, compete, and collaborate with other student groups. Attached is the field trip authorization form for review and approval.

This trip was approved by the Newport-Mesa Unified School District Board of Education on April 2, 2024.

Financial Impact

NMUSD paid for students' transportation and lodging. Other costs total \$791.00 and are covered by CTEIG funds.

Recommendation

It is respectfully recommended the Board of Trustees approve this field trip.

Coastline Regional Occupational Program Field Trip Authorization Form

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 35

Destination(s) of Trip: Riverside, California

Purpose(s) of Trip: FCCLA Leadership Conference

Departure Date: 4/27/2024

Departure Time: 12:00 pm

Return Date: 4/30/2024

Return Time: 2:30 pm

Participating Class(es): ROP Foods, ROP Baking & Pastry, ROP Culinary Arts

Funding: NMUSD ROP

ROP Costs: N/A

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

Number of Chaperones including instructor(s): 3

Transportation: Please select one

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

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

Date approved by district Board: 4/02/2024

(Only applies to out-of-state or overnight field trips)

Administrator:  _____

Date: 5/2/24

Director:  _____

Date: 5/2/24

Approved by Board of Trustees (if necessary)

Clerk/Secretary: _____

Date: _____

TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: May 16, 2024

SUBJECT: Agreement with Urban Workshop for Summer 2024

Background and Rationale

The Irvine Unified School District would like to offer a summer course in the Information and Communications Technology sector, focusing on cutting-edge skills such as robotics and 3D printing. Developed by Urban Workshop in Costa Mesa, a leading community-based workshop and maker space known for its comprehensive tool and technology training, this eight-week course will provide students with 24 hours of intensive, hands-on training. This program equips them with valuable technological proficiencies that are increasingly essential in today's economy. This initiative reflects our commitment to enhancing educational offerings and preparing students for future opportunities in the technology and engineering fields.

Financial Impact

The course costs will be covered by K12-Strong Workforce Program grant funds designated for the Irvine Unified School District.

Recommendation

It is respectfully recommended that the Board of Trustees approve this quote.



QUOTE #: 832

Title: 2024 Summer program for ~20+ students 16-18 Years old

To: Coastline ROP

Attn: Kasey Eckels

Date: 3/9/2024

SCOPE OF SERVICES

Provide a custom-made hands-on STEM program for 20+ students age 16 to 18 years old. Program to run approx. 24 hours in duration (8 sessions x 3 hours each) during the summer 2024. Class topics will include:

- Intro to robotics course (4 Sessions)
- 3D Printer Course (4 Sessions and includes printer each student gets to keep and take home)

Materials included for each student: Arduino boards, Misc. wiring and connectors, 3d printed robot hand parts, hinge components, Ender3 3D Printer.

TIMELINE

Commence on or about June 2024 and run for 8 weeks.

FACILITIES AND AMENITIES

All workspace and tools will be provided for use during the program. Transportation not provided.

COST (Based on 20 students)

Intro To Robotics Course (\$356 per student)	\$7,120.
3D Printer Course (\$680 per student)	\$13,600.
SubTotal	\$20,720.
<u>Group Discount 30%</u>	<u>-\$6,216.</u>
Total	\$14,504

Will be invoiced 100% upon approval, net 15 days

Regards,
Steven Trindade

Quote Accepted:

Customer Signature: _____

Date: _____

(Upon quote acceptance, a contract will be provided outlining event specifics and terms and conditions.)

TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: May 16, 2024

SUBJECT: Memorandum of Understanding with Certifix Fingerprinting

Background and Rationale

As mandated by SB531, the Regional Occupational Program (ROP) is required to collect fingerprinting and background information on our internship partners. To ensure compliance and improve cost efficiency, we propose purchasing fingerprinting equipment from Certifix and performing these checks in-house. This will eliminate the need for third-party mobile services, which currently charge a \$35 fee per check.

Additionally, the equipment can be used for necessary background checks in courses such as Certified Nursing Assistant (CNA) and Pharmacy Technician, further justifying the investment by saving money across multiple areas of our operations. This approach not only meets legislative requirements but also enhances our control over these essential security processes.

Financial Impact

The equipment costs \$5,200 plus a one-time fee of \$1,600 for the Gold Package. Each transaction to the DOJ will be \$10.00. The CTEIG grant will cover the initial costs. The overall financial impact will be a net savings over time for Coastline ROP.

Recommendation

It is respectfully recommended that the Board of Trustees approve this Memorandum of Understanding.



Coastline ROP

INITIALIZING
READY
CAPTURING
CAPTURED
ACCEPTED
REJECTED

To: Krista Schweers Ganga
Coastline ROP
kganga@coastlinerop.org
7144292242

Prepared by: Ismael Saucedo

Certifix Live Scan
ismael@certifixlivescan.com
(657) 254-5757

System Overview

CScan Fingerprint Capture

We offer the CScan software and hardware as the core solution for Live Scan fingerprint capture. CScan is a low cost, simple and intuitive live scan fingerprinting system.

CScan operates on secured networks as required by state governments and has built-in safeguards to ensure for total security as well as convenience. Trained operators can easily navigate our software creating and submitting fingerprint applicant transactions with ease and confidence. CScan is compliant with all state and federal government certification and compliance requirements.

System Features

The entire CScan Live Scan fingerprint system weighs less than 6lbs and can capture high-quality rolled and flat fingerprints. The software automatically guides the operator to enter the individual descriptive information and to capture fingerprints. The fingerprint capture algorithm includes image quality checks, sequence verification and image compression to ensure the accurate capture of each of the individual's fingerprints.

Key features of CScan include:

- State and federal certified hardware and software
- Intuitive and easy-to-use user interface
- Automated, real-time image quality and sequence checking
- Automated fingerprint capture
- Automatic calibration
- Acknowledgment of transmission
- Transaction history reports
- Automated state and federal database updates
- ID card reading software

Certifications and User Reviews






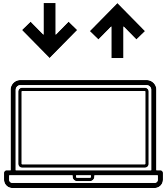


Certifix Live Scan is approved as a vendor by the California Department of Justice (DOJ). Our software and system meet or exceed the standards set by the Department of Justice, the National Institute of Standards and Technology (NIST), and the Federal Bureau of Investigation (FBI) and is trusted by 1000+ organizations in the Private and Public sector.

The FBI has certified that our product meets the specifications listed in Appendix F of the FBI's Next Generation Identification Systems Image Quality Specifications.



Program Overview

Cal DOJ & FBI Approved




<p>Equipment</p> <p>You will receive a state-of-art and proprietary fingerprint system.</p> 	<p>Installation</p> <p>CScan is a plug-and-play solution that includes on-site installation and test record submission to Cal DOJ.</p> 	<p>Remote Training</p> <p>All training is included and provided by a dedicated account manager.</p> 
<p>Support</p> <p>Available for remote support Monday-Friday: 8am to 6pm, Saturday: 9am to 3pm PST.</p> 	<p>Maintenance</p> <p>Software maintenance includes regular IT checks, hardware cross ship, and remote software and PC support.</p> 	<p>Transmission</p> <p>All fingerprint transactions are securely transmitted to the California DOJ and are monitored for potential errors or delays.</p> 
<p>Updates</p> <p>Regular software and DOJ table updates are included at no additional cost.</p> 	<p>Warranty</p> <p>All purchases come with an initial year hardware warranty.</p> 	

Service Packages

	Gold	Silver	Bronze
Equipment Discount off MSRP	\$3,600 off retail price	\$2,400 off retail price	\$1,200 off retail price
Transaction Fee*	\$10 per transaction	\$7 per transaction	\$2.50 per transaction
Maintenance Program	No monthly fee	\$35 per month	\$50 per month
DOJ Configuration	✓	✓	✓
Software Updates	✓	✓	✓
Virtual Training	✓	✓	✓
Transmission Monitoring	✓	✓	✓
Remote Phone & PC Support	✓	✓	✓
Warranty	Lifetime	3 Year	1 Year

*Transaction fee remains the same whether you submit Flats Only or Flats & Rolls transaction types.

Equipment Pricing

Name	Quantity	Price	Total
Laptop Computer			
 Lenovo 15.6" Notebook, Windows 10 Professional 64-Bit 16 GB Memory, 256 GB of storage	1	\$650	\$650
Select your Fingerprint Scanner			
 Crossmatch Patrol High life expectancy and recommended for mid-level volume processing environments.	1	\$2,100	\$2,100
 Magnetic Strip Reader	1	\$110	\$110
Software and Service			
Cal DOJ CScan Applicant Live Scan TOT	1	\$1,340	\$1,340
License and ID Reading Software	1	\$340	\$340
DOJ Initial Setup and Tabling Configuration	1	\$500	\$500
Installation and Remote Training	1	\$130	\$130
Shipping - Ground for Large Package	1	\$30	\$30
Package Discount		\$0	\$0
		Total	\$5,200
Discounted Service Package			
<input type="radio"/> Gold Package (\$3,600 off above retail price)			\$1,600

Name	Quantity	Price	Total
<ul style="list-style-type: none"> - \$10 per transaction transmitted to Cal DOJ. - Hardware and software maintenance program, no monthly fee. - Lifetime hardware warranty - Includes flats only transaction processing. - Minimum of 7 transactions required, waived for the first 3 months. 			
<input type="radio"/> Silver Package (\$2,200 off above retail price)			\$2,800
<ul style="list-style-type: none"> - \$7 per transaction transmitted to Cal DOJ. - Hardware and software maintenance program, \$35 per month - 3 year hardware warranty - Includes flats only transaction processing. - Minimum of 5 transactions required, waived for the first 3 months. 			
<input type="radio"/> Bronze Package (\$1,300 off above retail price)			\$4,000
<ul style="list-style-type: none"> - \$2.50 per transaction transmitted to Cal DOJ. - Hardware and software maintenance program, \$50 per month - 1 year hardware warranty - Includes flats only transaction processing. 			

Terms and Conditions

This proposal is subject to the terms and conditions of the Certifix Sales and License Agreement to which it is attached as an exhibit. In the event of any conflict between the terms of this proposal and the terms of the Sales and License Agreement, the terms of the Sales and License Agreement shall govern. Acceptance of this proposal does not constitute a contract. No contract shall be created unless and until a valid Sales and License Agreement is signed by both parties.

License Agreement

Sales and License Agreement

This Sales and License Agreement ("Agreement"), effective _____, is made by and between Certifix, Inc., a California corporation doing business as Certifix Live Scan ("Certifix") and Coastline ROP, a _____ ("Licensee").

RECITALS

Whereas Certifix is a duly approved Live Scan vendor, in accordance with California Department of Justice regulations, and sells equipment, including fingerprinting scanners, laptop computers, drivers' license swipers ("Equipment"), and licenses certain proprietary software known as CScan ("Software") used in the performance of Live Scan fingerprinting services;

Whereas Licensee desires to purchase the Equipment and to license the Software in order to provide Live Scan fingerprinting services to the general public at certain designated locations;

NOW, THEREFORE, in consideration of the mutual agreements and promises set forth herein, the parties agree as follows:

1. Live Scan Fingerprinting Service

As used in this Agreement, the term "Service" shall mean a computer-based, digitized Live Scan fingerprint service provided to the general public in compliance with California Department of Justice ("DOJ") requirements, as set forth in Attachment A to this Agreement, and incorporated by reference herein. Service also includes paper card fingerprinting and all administrative tasks required to process the fingerprints taken in compliance with the terms and conditions set forth in Attachment A.

2. Equipment Sold, Delivery, Installation and Maintenance

A. Prior to purchase of Equipment, Licensee shall select either a Gold, Silver or Bronze pricing package, as described in Certifix' written proposal to the Licensee. Whichever pricing package is selected shall be included in Attachment B hereto and incorporated by reference herein. In the event of a conflict between Attachment B and this Agreement, the terms of this Agreement shall govern.

B. Upon execution of this Agreement, Certifix shall sell to Licensee, and Licensee shall purchase from Certifix the Equipment set forth in Attachment B hereto, in the quantities and for the prices set forth in Attachment B, for the purpose of providing the Service under the terms and conditions set forth herein.

C. The Equipment shall be delivered to the following location ("Location") within 30 days of Certifix' receipt of payment as set forth in paragraph 6, and title to and risk of loss of the Equipment shall pass to Licensee upon delivery:

LOCATION: 1001 Presidio Square
Costa Mesa, CA 92626

D. Certifix shall install the Equipment and the Software at the Location and connect same to the safety switches or electrical outlets to be provided and installed by Licensee or Licensee's operator at the Location. Certifix shall be responsible for all costs associated with delivery and installation of the Equipment and the Software. Upon

completion of installation, Certifix shall perform tests to determine that the Equipment is operating in conformance with DOJ requirements. Licensee shall be deemed to have accepted delivery of the Equipment upon satisfactory completion of the installation tests.

E. Licensee shall pay all taxes and third-party expenses imposed on, in connection with, or measured by the transaction contemplated by this Agreement, in addition to the price set forth in Attachment B.

3. Software License

Certifix hereby grants to Licensee a non-exclusive, transferable, worldwide, revocable right to use the Software, solely for the purpose of providing the Service set forth in this Agreement and as set forth in this paragraph ("License"). Certifix reserves all rights not expressly granted to Licensee. Licensee shall not (i) license, sub-license, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Software in any way; (ii) modify or make derivative works based upon the Software; or (iii) reverse engineer or access the Software for any purpose other than as provided in this Agreement.

4. Term of License and Termination

A. Unless earlier terminated as provided below, the License provided herein shall commence on the Effective Date indicated above and shall continue up to and including the calendar date 5 years from the Effective Date ("Term"). At the end of the Term, the License shall be extended for an additional 5-year period, unless either Party makes a written request for cancellation at least 30 days in advance of the expiration date.

B. Either party may terminate this Agreement at any time, without cause, by providing ten days' written notice to the other party.

C. Licensee may terminate this Agreement immediately in the event that Certifix breaches or otherwise fails to perform its duties, obligations or responsibilities under this Agreement, including but not limited to its responsibility to maintain a valid DOJ license.

D. Certifix may terminate this License immediately by providing written notice to Licensee, upon the occurrence of any of the following events:

(1) Licensee's failure to fulfill or perform any one of the duties, obligations or responsibilities of Licensee under this Agreement, including but not limited to the failure to remit payment when due to Certifix in any given month on a timely basis, the failure to comply or to ensure its third party locations comply with DOJ requirements, or the failure to perform any other act required under this Agreement;

(2) Any assignment, sub-license, or attempted assignment or sub-license by Licensee of any interest in this License or the delegation of Licensee's obligations under this Agreement without Certifix' prior written consent;

(3) Any sale, transfer or relinquishment, voluntary or involuntary, by operation of law or otherwise, of any material interest in the direct or indirect ownership or any change in the management of Licensee;

(4) Failure of Licensee for any reason to function in the ordinary course of business;

(5) Conviction in a court of competent jurisdiction of Licensee, or a manager, partner, principal, officer or major stockholder of Licensee, for any violation of law tending, in Certifix' opinion, to affect adversely the operation or business of Licensee;

(6) Submission by Licensee to Certifix of false or fraudulent reports or statements, including, without limitation, claims for any refund, credit, rebate, incentive, allowance, discount, reimbursement or other payment by Certifix;

- (7) Licensee's loss of government authorization to be a Live Scan Fingerprint Service Provider;
- (8) Material breach of the Operating Agreement by Licensee.

E. For Gold and Silver Packages: The Equipment purchase price, as set forth in Attachment B, reflects a substantial discount from the manufacturers' suggested retail price for the Equipment. The parties acknowledge and agree that this discount is offered in exchange for Licensee's commitment to continue providing Service and maintaining the Software License for at least the full 5-year term, as specified in this Agreement. In the event Licensee elects to terminate the Agreement prior to the end of the Term, other than for the reasons set forth in paragraph 4 (C), the parties agree that Licensee shall pay Certifix an early termination fee ("Termination Fee") calculated as the difference between the purchase price of the Equipment as set forth in Attachment B and the manufacturers' suggested retail price ("MSRP") for the Equipment at the time of sale, as compensation to Certifix for the cost of providing discounted Equipment, and not as a penalty, in addition to any other amounts owed under this Agreement at the time of termination.

F. On termination of this License:

- (1) All amounts owing by Licensee to Certifix shall become immediately due and payable,
- (2) All unshipped equipment orders shall be cancelled without liability of either party to the other.
- (3) Certifix will disable the Software remotely and it will no longer be usable by Licensee.

5. Purchase Price

A. In exchange for the Equipment, Licensee agrees to pay Certifix the Equipment price set forth in Attachment B, incorporated by reference herein.

B. In exchange for the Software License, Licensee agrees to pay a monthly Transaction Fee, as set forth in Attachment B. Licensee further agrees to perform a minimum number of transactions per month, or else to pay Certifix a minimum Transaction Fee, as set forth in Attachment B. Said minimum Transaction Fee shall be charged monthly until Licensee meets or exceeds the required minimum number of transactions per month. Certifix reserves the right to increase the Transaction Fee, and/or the required minimum number of transactions, annually during the term of the License, at its sole discretion, upon 30 days' written notice to Licensee.

C. In exchange for Certifix providing routine maintenance services for the Equipment and Software, Licensee also agrees to pay a monthly Maintenance Fee as set forth in Attachment B.

D. For Gold and Silver Packages: Certifix has entered into agreements with a number of customers ("Agencies") to provide them with direct billing ("Direct Billing") of Services performed on behalf of their applicants ("Agency Applicants"). As part of the marketing service offered under the Gold and Silver Packages, Certifix will direct Agency Applicants to obtain Services at Licensee's Location, by listing the Location on the Certifix website and promotional materials. Licensee agrees to provide Services to Agency Applicants at the Location upon request, and after verification of valid Agency Applicant status. Licensee shall not collect any fees from the Agency Applicant for such Services; all fees will be paid directly to Certifix by the relevant Agency at a previously agreed upon price. Certifix will then compensate Licensee for the fingerprint fees that would otherwise have been due to Licensee for each Agency Applicant transaction, at the price agreed upon with the relevant Agency, by providing a credit in the amount of said fees on the following month's billing statement to Licensee.

E. Certifix shall not, under any circumstances, have liability for any government fees due as a result of transactions arising under this Agreement, and Licensee shall retain all liability with respect to such fees.

6. Financial Policies

A. Equipment: Upon execution of this Agreement, Certifix will provide Licensee with an initial invoice for the Equipment purchase price; said invoice must be paid within 30 days of the invoice date and prior to delivery of Equipment. Upon delivery of the equipment, Certifix will provide Licensee with a Bill of Sale and a Connection Diagram as required by CA DOJ.

B. Software: At the end of each month following delivery of the Equipment, Certifix will provide Licensee with an invoice for all amounts owed to Certifix for the Transaction and Maintenance Fees in the prior month. Payment will be due within 8 days of the invoice date. Licensee must promptly pay all amounts due; failure to do so will be grounds for termination of this Agreement. Certifix may charge interest on any past due amount at the rate of 5% per annum.

7. Certifix Obligations

In exchange for the Maintenance Fee set forth in Attachment B hereto, Certifix shall provide Licensee with initial DOJ configuration of the Equipment, routine Equipment and Software maintenance, periodic software updates, remote training for Equipment operators, transmission monitoring, and phone and remote PC support. In addition, Licensees who select the Gold and Silver pricing packages shall be entitled to receive marketing referrals and support as set forth in Attachment B.

8. Compliance with Laws and Regulations

It is the sole responsibility of the Licensee to ensure complete compliance with all international, federal, state and local laws, rules, and regulations applicable to the Equipment and Software provided under this Agreement. Licensee is solely responsible for obtaining all permits, licenses, and approvals, and for paying all taxes and government fees required for operation of the Equipment or performance of the Service.

9. Licensee's Representations and Warranties

A. Licensee represents and warrants that it will comply at all times with all laws, rules and regulations governing the use of the Equipment and Software, including but not limited to all DOJ guidelines as set forth in Attachment A.

B. Licensee shall use due care in the operation and maintenance of the Equipment and shall promptly notify Certifix of any operational problems or malfunctions of the Equipment. Licensee shall cooperate to ensure the Equipment is made available to Certifix as necessary for maintenance, repairs, modification or updates, and shall not attempt or allow others to attempt to make any such repairs or modifications on its own or through any service provider other than Certifix. Any such attempt by Licensee to make such repairs or modifications shall void the warranty given with respect to the Software and Equipment.

C. Licensee shall be responsible and shall bear the costs of seeking, obtaining, and maintaining all approvals, licenses, registrations, permits and authorizations required by any federal, state or local regulatory agency in order to use the Equipment.

D. Licensee shall maintain accurate books and records in relation to the Service, including but not limited to accurate records of all fingerprint rolling fees collected from members of the public applying for the Service at the Location. All books and records relating to the Service must be accessible to Certifix immediately upon request, and Certifix shall have the right, upon reasonable notice, to audit all books and records pertaining to the Service at any time during the term of this Agreement and for a period of 5 years after the termination of this Agreement.

E. Licensee shall be responsible for ensuring that all operators receive appropriate training in use of the Equipment and the Software, and that use of the Equipment complies at all times with DOJ requirements.

F. During the term of this Agreement, Licensee agrees not to engage in the marketing or sale of any service or product that competes or conflicts with Certifix' Equipment or Service.

10. Certifix' Representations and Warranties

A. In addition to the manufacturers' warranties, if any, attached and identified with the Equipment, Certifix warrants that the Equipment and the Software will be free from defects in material and workmanship for the period of time set forth in Attachment B. Certifix' sole obligation under this warranty is to repair or replace defective parts at no charge to Licensee. All replaced parts shall become the property of Certifix.

B. **Excluded Claims.** Certifix will have no obligation under this Agreement if (1) repair or replacement of the Equipment or the Software is required as a result of normal wear and tear or necessitated in whole or in part by catastrophe or causes external to the Equipment or the Software; (2) the Equipment or the Software has been maintained, repaired, relocated, or reconfigured other than by an authorized representative of Certifix or has been modified or adapted in any manner; (3) the Equipment or the Software has not been properly used or maintained in accordance with the then applicable operating and maintenance manuals; and (4) the Licensee does not notify Certifix in writing with detail during the warranty period of any defect or error in the Equipment or the Software.

C. Certifix will provide routine maintenance services and periodic updates to ensure the Equipment and the Software are capable of meeting DOJ requirements throughout the term of the License. Certifix shall not be responsible for ensuring that the Equipment or the Software are operated in compliance with DOJ requirements, and Certifix expressly disclaims any such liability or responsibility.

D. **DISCLAIMER.** Except for the warranties expressly provided herein, Certifix disclaims all warranties of quality, whether express or implied, including the warranties of merchantability and fitness for particular purpose. Licensee acknowledges that it has not been induced by any statements or representations of any person with respect to the quality or condition of the Equipment or the Software, and that no such statements or representations have been made. Licensee acknowledges that it has relied solely on the investigations, examinations, and inspections as the Licensee has chosen to make and that Certifix has afforded the Licensee the opportunity for full and complete investigations, examinations, and inspections.

11. Limitation of Liability

Certifix will not be liable for any indirect, special, consequential, or punitive damages (including lost profits) arising out of or relating to this Agreement or the transactions it contemplates (whether for breach of contract, tort, negligence, or other form of action) and irrespective of whether the Licensee has been advised of the possibility of any such damages. In no event will Certifix' liability exceed the price the Licensee paid to Certifix for the specific Equipment or Software giving rise to the claim or cause of action.

12. Limitation of Actions

No action arising out of or relating to this Agreement or the transactions it contemplates may be commenced against Certifix more than 12 months after the basis for such claim could reasonably have been discovered.

13. Indemnification

Licensee agrees to indemnify, defend and hold Certifix harmless from any loss, damage or claim arising out of the

negligence, gross negligence or willful misconduct of Licensee, Licensee's agents, employees or representatives in connection with the use or operation of the Equipment or the Software; including but not limited to any failure to comply with any of the DOJ guidelines, terms or conditions; failure to adequately protect the security of the Equipment; failure to maintain the privacy of information obtained from members of the public; failure to properly operate the equipment; failure to pay any or all government fees due for Services arising out of this Agreement; and failure to properly perform the Services.

14. Relationship of the Parties

This Agreement is not intended to and does not create any joint venture, partnership, or employment relationship between Certifix and Licensee, or between Certifix and Licensee's third party operator. Neither Licensee, nor any of its agents, employees, third party operators, or representatives shall, under any circumstances, be deemed employees of Certifix. Any agency relationship between the parties is limited to the specific scope of the Services set forth herein, and Licensee is not authorized to represent Certifix in any capacity other than as expressly set forth herein.

15. Final Agreement

This Agreement and its Attachments contain the final agreement between the parties and supersede all prior written and oral communications, negotiations and understandings between the parties regarding the subject matter hereof. This Agreement may only be modified by a written document that is duly executed by both parties.

16. No Assignment

Licensee may not assign any of its rights under this Agreement or delegate any performance under this Agreement, except with the prior written consent of Certifix. Any purported assignment of rights or delegation of performance in violation of this section is void.

17. Governing Law

This Agreement shall be construed and enforced in accordance with the laws of the state of California, without giving effect to its conflicts of law principles. A party bringing a legal action or proceeding against the other party arising out of or relating to this Agreement or the transactions it contemplates must bring the legal action or proceeding in a court in Orange County, California. Each party to this Agreement consents to the exclusive jurisdiction of the courts in Orange County, California for the purpose of all legal actions and proceedings arising out of or relating to this Agreement or the transactions it contemplates.

18. Attorneys' Fees

In the event of any dispute arising out of this Agreement or the transactions it contemplates, the prevailing party in shall be entitled to recover from the other party, in addition to any other relief awarded, all expenses incurred by the prevailing party, including reasonable attorneys' fees and cost.

19. Non-Waiver

The failure by any party to require performance of any term of this Agreement, in whole or in part, shall not constitute a waiver of the right to require future performance of that or any other term of this Agreement, nor shall a waiver of any breach or default under any provision of this Agreement constitute a waiver of any subsequent breach or default of that provision or of the Agreement itself.

Certifix, Inc. DBA Certifix Live Scan

By: Helmy El-Mangoury

Title: CEO

Date N/A

Coastline ROP

By: Krista Schweers Ganga

DOJ Terms and Conditions

Attachments A

[Click here](#) to view the DOJ terms and conditions.

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

Resolution #8/2023-2024

**AUTHORIZATION OF APPROVAL
OF BANK ACCOUNTS**

School District: Coastline Regional Occupational Program Date: May 16, 2024

I, _____, Clerk of the Governing Board of the above named District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 16th day of May, 2024, adopted by a majority vote of said Board, a resolution stating that the following named person(s) be authorized to sign checks drawn against our bank accounts with Farmers and Merchants Bank on behalf of Coastline ROP, effective 16th day of May, 2024; and that all previous authorizations for approved signatures are rescinded.

TYPED NAME

SIGNATURE

Brian K. Dozer

Brenda Savedra

Krista Schweers-Ganga

AYES _____

NOES _____

ABSENT _____

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of May 2024.

Clerk of the Board of Trustees

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

Resolution No. 9/2023-24

AUTHORIZATION OF SIGNATURES FOR BUSINESS FUNCTIONS

Coastline Regional Occupational Program SCHOOL DISTRICT DATE: May 16, 2024

I, _____, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 16th day of May, 2024 adopted by a majority vote of said Board, a resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Payment Orders, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions: effective date May 16, 2024.

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZED TO SIGN				
		PAYROLL DOCUMENTS	VENDOR PAYMENT ORDERS	PURCHASE ORDERS	CONTRACTS	TRAVEL REIMBURSEMENTS
Brian Dozer		X	X	X	X	X
Brenda Savedra		X	X	X	X	X
Krista Schweers-Ganga		X				X
Siteria Edwards		X				

AYES

NOES

ABSENT

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of May, 2024.

Clerk of the Board of Trustees

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

The Board of Trustees of Coastline ROP met in regular session on April 18, 2024, at Coastline ROP, 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 2:05 p.m. by Barbara Schulman.

<u>Present Members</u>	<u>Other</u>		
Barbara Schulman	Brian Dozer	Grant Litfin	Gina Escobar
Michelle Barto	Krista Ganga	Ulises Garcia	Jeanne Bennett
Lynn Davis	Izzy Burdge	Kimberly Thomason	Siteria Edwards
Lauren Brooks	Keith Carmona	James Piccola	

CLOSED SESSION There was nothing to report out of closed session.
Open session convened at 2:35 p.m.

ADOPTION OF AGENDA It was moved by Member Davis, seconded by Member Brooks, to adopt the agenda as presented. Motion carried 4-0.

SUPERINTENDENT’S REPORT Dr. Brian Dozer greeted President Schulman, esteemed Trustees, members of the Steering Committee, and valued guests.

As we progress with our rebranding efforts, Dr. Dozer was pleased to report great progress and contributions from both the mission/vision and logo subcommittees. Detailed updates were given during the following rebranding committee meeting. Dr. Dozer would like to extend his gratitude to everyone involved for their time and dedication.

Turning to legislative concerns, Coastline ROP is actively collaborating with School Services and Capital Advisors to challenge AB 2245, introduced by Assemblymember Juan Carrillo. This bill, which has cleared the Assembly Education Committee and is now before the Assembly Appropriations Committee, proposes changes that could compromise our operational integrity. Specifically, it seeks to grant permanency to ROP instructors without securing permanent funding, potentially forcing Coastline ROP to assign teachers to subjects outside their qualifications due to seniority. This could lead to some poor student outcomes, and hopefully it will not reach the Senate Education Committee.

Coastline ROP is excited to launch a new AI Cyber Security Training course this summer. This virtual program, developed in partnership with CyberForward, starts on June 11 and will run on two evenings a week for eight weeks. Open to all adults in Southern California, the curriculum builds on our existing CyberForward program with an enhanced focus on AI.

Coastline ROP is nearing the conclusion of its search for the next

Director of Business Services. Interviews conclude April 19th, and a final decision will be made shortly. Mr. Tony Soria has graciously agreed to extend his time with Coastline ROP to facilitate a smooth transition.

Concurrently, Coastline ROP is updating several business services procedures to enhance its operational efficiency.

Looking ahead, Coastline ROP plans to submit two proposals for the CSBA Annual Education Conference in Anaheim this December. The first, in partnership with University Lab Partners under the "Access for All" strand, will highlight the MIRE program. The second focuses on "Student and Community Engagement," showcasing the internship and apprenticeship initiatives. Both submissions will be in partnership with other ROPs. Coastline ROP would be honored to have a trustee join the panel to discuss the pivotal role of ROPs in career and technical education and work-based learning. Dr. Dozer asked the Trustees to please let him know if they are interested in participating with Coastline ROP.

Next, unfortunately, there have been delays in the announcements for the Golden State Pathway Program awards, likely due to ongoing budget negotiations in Sacramento. Dr. Dozer will send updates as soon as information becomes available.

Lastly, Dr. Dozer was thrilled to share that Coastline ROP has significantly increased its student engagement since the pandemic, with a 23% rise in student numbers over the last two years. This success is a testament to our focused efforts in raising awareness and engagement at the high schools, introducing new courses funded by external sources, and maintaining the commitment to facilitating student career and college exploration and readiness. Dr. Dozer thanked everyone for their unwavering support and partnership. He also thanked the hardworking teachers and staff of Coastline ROP. Dr. Dozer said it was a privilege to work alongside such dedicated individuals, making a meaningful impact on the lives of our students.

EDUCATIONAL SERVICES' REPORT

Dr. Krista Ganga was delighted to share the accomplishments of the Portola High School students in the Advanced Broadcast Journalism and Intermediate Film and Video programs guided by instructor Tina Murphy. These students distinguished our program at the recent Student Television National Convention held in March in Long Beach.

This event was more than a display of student talent; it was an immersive educational experience. The students engaged directly with hands-on learning activities and were fortunate to meet and learn from seasoned industry professionals.

Casey Neistat, a highly recognized YouTube personality, filmmaker, vlogger, and entrepreneur known for his multimedia company and

creative hub, attended the convention. His participation provided significant inspiration and insight into digital creativity and collaboration.

The students took part in various competitions that tested their creative instincts, technical proficiencies, and composure under tight deadlines. One of the most challenging contests was the "Crazy 8s," which tasked teams with producing documentaries and short films in a mere 8 hours. Dr. Ganga was pleased to report that the team secured the 2nd place National award for short film, demonstrating their remarkable talent and resilience.

Dr. Ganga was equally proud to announce further achievements by students:

- 1st Place in Sports Commentary
- 1st place in Vertical Convention Recap category
- 3rd place in Personal Vlog category

The non-competitive segments of the convention were equally enriching. The students had the opportunity to attend workshops conducted by renowned professionals from various regions of the United States. The topics covered were comprehensive, ranging from the latest industry trends and techniques to career development strategies in broadcast journalism and film.

Now for a middle school exhibit day update. Coastline ROP has made considerable efforts to introduce middle school students to career technical education this school year, reaching out to over 12,500 students thus far. These events have been instrumental in fostering future growth for CTE and will continue, thanks to support from the Strong Workforce grant for the next two years.

Regarding program growth, Coastline ROP has observed a significant increase in registration numbers from 449 in March 2023 to 683 in March of this year. Coastline ROP anticipates this number will continue to rise as the new school year approaches in August.

On a bittersweet note, Tammy Iversen, Dr. Ganga's administrative assistant, will retire after 17 years of service to the ROP. Interviews were conducted two weeks ago, and Dr. Ganga was pleased to announce that Alejandra Gonzalez, previously the receptionist, will be advancing to fill this vital role. Dr. Ganga extended heartfelt congratulations to Alejandra on her new position.

Coastline ROP has submitted its inaugural Dual Enrollment CCAP grant application and eagerly awaits the results in June. This grant represents the commitment to exploring collaborative opportunities with the community college partners.

Dr. Ganga was thrilled to report that the Entrepreneurship 2 course outline has been approved for UC/CSU A-G – G, maintaining the 99% approval rate for all courses.

Kathleen Rabbit, the Estancia Medical Academy instructor, had the pleasure of accompanying 40 HOSA-Future Health Professionals students to their state leadership conference on April 4th through 6th in Anaheim. Over 4000 students attend this conference and have the opportunity to compete in a wide variety of events, listen to inspirational speakers, and attend leadership workshops and professional development opportunities. Dr. Dozer and Dr. Ganga also attended and participated as judges in several competitions. Dr. Ganga highly recommends judging if the chance arises in the future.

Lastly, the Construction BITA Instructors, Ed Jaspersen, from Estancia High School, and Nettie Dokes, from Creekside High School, led teams to the Design-Build competition last week at Golden West College, where they skillfully crafted mini-home structures over an engaging two-day period. It was two toasty days but all had fun. Special thanks to James Piccola and Gina Escobar for supporting the teams that day.

Dr. Ganga concluded her report and transitioned to the presentation on the ELL Health Care Grant classes and the ongoing partnership with the ESL team at Irvine Valley College.

ADULT ELL PATHWAY PROGRAM

TOSA Gina Escobar provided a detailed overview of the Adult ELL Pathway Program.

BOARD MEETING DATE/TIME CHANGES

It was moved by Member Davis, and seconded by Member Barto to move the July 18, 2024 Board of Trustees meeting to July 30, 2024 Closed Session only. Motion carried 4-0.

K12 SWP ROUND 6 SUB-AGREEMENT

It was moved by Member Brooks, seconded by Member Barto, to approve the K12 SWP Round 6 Sub-agreement. Motion carried 4-0.

ENTREPRENEUR II COURSE

It was moved by Member Davis, seconded by Member Barto, to approve the Entrepreneur II Course. Motion carried 4-0.

NEW INTERNSHIP SITES

It was moved by Member Brooks, seconded by Member Barto, to approve the new Internship Sites. Motion carried 4-0.

CVS MEMORANDUM OF UNDERSTANDING

It was moved by Member Brooks, seconded by Member Barto, to approve the CVS Memorandum of Understanding. Motion carried 4-0.

MERCEDES BENZ STAR CONNECT PROGRAM MEMORANDUM OF UNDERSTANDING

It was moved by Member Brooks, seconded by Member Barto, to approve the Mercedes Benz Star Connect Program Memorandum of Understanding. Motion carried 4-0.

AI CYBER SECURITY COURSE

It was moved by Member Brooks, seconded by Member Davis, to approve the AI Cyber Security Course. Motion carried 4-0.

SPECTRUM ENTERPRISE PROPOSAL

It was moved by Member Brooks, seconded by Member Barto, to approve the Spectrum Enterprise Proposal. Motion carried 4-0.

CINTAS AGREEMENT

It was moved by Member Brooks, seconded by Member Barto, to approve the Cintas Agreement. Motion carried 4-0.

CONSENT CALENDAR

It was moved by Member Brooks, seconded by Member Davis, to pull item #24 from the Consent Calendar for discussion. Motion carried 4-0.

Member Brooks thanked Schools First FCU for their continued support of Coastline ROP.

It was moved by Member Brooks, seconded by Member Barto, to update the wording on Item #29, under the Financial Impact Section, to state “a maximum cost of.” Motion carried 4-0.

It was moved by Member Barto, seconded by Member Davis, to approve the Consent Calendar as presented. Motion carried 4-0.

- Minutes from March 14, 2024, Board of Trustees meeting
- Ratification of purchase order and change order reports ending March 31, 2024.
- Ratification of check report ending March 31, 2024
- Minutes from April 5, 2024, Board of Trustees Special Meeting
- MOU between CyberForward and Coastline ROP – Summer 2024
- MOU between University Lab Partners and Coastline ROP – MIRE 2024-2025
- EDJOIN Invoice
- Personnel Register #8 – 2023-2024 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Approval/Ratification of travel conference report

ADJOURNMENT

It was moved by Member Brooks, seconded by Member Davis, to adjourn the meeting. Motion carried 4-0.

The meeting adjourned at 3:20 p.m.

Clerk/Secretary

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 05/16/2024

FROM 04/01/2024 TO 04/30/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0619	MEDICAL WAREHOUSE INC	365.27	365.27	0160004502 4300	Morrison/ SWP Round4 THHS / MATERIALS & SUPPLIE
T95C0620	AMAZON	838.89	838.89	0160003008 4300	Jungmann J/ROP NMUSD SWP 4 / MATERIALS &
T95C0621	NASCO	1,765.97	1,765.97	0160004502 4490	Morrison/ SWP Round4 THHS / NON CAP EQUIP - OTHE
T95C0622	AMERICAN 3B SCIENTIFIC	5,249.17	5,249.17	0160003002 4490	McNeil/CMHS SWP Round 4 NM / NON CAP EQUIP -
T95C0623	AMERICAN 3B SCIENTIFIC	406.65	406.65	0160004502 4300	Morrison/ SWP Round4 THHS / MATERIALS & SUPPLIE
T95C0624	LAERDAL MEDICAL CORP	24,574.56	9,159.23	0160003008 4490	Jungmann J/ROP NMUSD SWP 4 / NON CAP EQUIP -
T95C0626	MCKESSON GENERAL MEDICAL CORP	3,743.17	15,415.33	0160003008 6490	Jungmann J/ROP NMUSD SWP 4 / NEW EQUIP ALL
T95C0627	SNAP ON TOOLS	26,091.67	3,743.17	0160003008 6490	Jungmann J/ROP NMUSD SWP 4 / NEW EQUIP ALL
T95C0628	PATTERSON DENTAL SUPPLY INC	13,479.98	26,091.67	0160002101 6490	Campbell M /IRV HS SWP R4 IUSD / NEW EQUIP ALL
T95C0630	F & M CREDIT CARD	120.95	13,479.98	0160006014 6490	Fernandez L/Dent. BO R4SWP ROP / NEW EQUIP ALL
T95C0632	AMAZON	45.21	120.95	01762914 5950	Burdge Iza/Executive Assistant / Postage - Communications
T95C0633	F & M CREDIT CARD	115.85	45.21	0160004501 4300	Villa A/ SWP Round4 THHS / MATERIALS & SUPPLIES
T95C0635	JOEY LANDEIS	590.00	115.85	0160003006 5825	Jasper/ESHS SWP 4 / CONTR SVCS - FIELD TRIPS
T95C0636	F & M CREDIT CARD	42.56	590.00	01769953 5890	Nogales O/Acctng Payroll Spec / OTHER CONTRACTED
T95C0637	B & H PHOTO	5,545.98	42.56	0160003401 5920	Rabbit K/ESHS SWP 4 / Communications - Phone Svcs
T95C0638	B & H PHOTO	1,827.28	4,439.17	0160002000 4300	All Instr/SWP Round 4 IRV / MATERIALS & SUPPLIES
T95C0639	CANVA	72.70	1,106.81	0160002000 4490	All Instr/SWP Round 4 IRV / NON CAP EQUIP - OTHER
T95C0640	AMAZON	245.33	1,827.28	0160002000 4300	All Instr/SWP Round 4 IRV / MATERIALS & SUPPLIES
T95C0641	B & H PHOTO	17,480.96	72.70	0160006019 5890	Marketing-Business Partners / OTHER CONTRACTED
T95C0642	B & H PHOTO	2,356.61	245.33	0160006000 4330	All Instr/SWP Round 4 ROP / Office Supplies-Consumable
			1,934.88	0160002000 4300	All Instr/SWP Round 4 IRV / MATERIALS & SUPPLIES
			13,683.81	0160002000 4490	All Instr/SWP Round 4 IRV / NON CAP EQUIP - OTHER
			1,862.27	0160002000 6490	All Instr/SWP Round 4 IRV / NEW EQUIP ALL OTHER
			1,135.60	0160002000 4300	All Instr/SWP Round 4 IRV / MATERIALS & SUPPLIES

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 05/16/2024

FROM 04/01/2024 TO 04/30/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0642	*** CONTINUED ***		1,221.01	0160002000 4490	All Instr/SWP Round 4 IRV / NON CAP EQUIP - OTHER
T95C0643	F & M CREDIT CARD	73.65	73.65	0160021403 5890	Jasperson E/EST NMUSD C-8 / OTHER CONTRACTED
T95C0644	APPLE COMPUTER INC	2,833.22	2,833.22	0160002000 4430	All Instr/SWP Round 4 IRV / NON-CAP EQUIP/Comp &
T95C0645	INNOCORP LTD.	591.55	591.55	0160003000 4300	All Instr/SWP Round 4 NM / MATERIALS & SUPPLIES
T95C0646	B & H PHOTO	5,823.70	1,505.94	0160002000 4300	All Instr/SWP Round 4 IRV / MATERIALS & SUPPLIES
			753.17	0160002000 4490	All Instr/SWP Round 4 IRV / NON CAP EQUIP - OTHER
			3,564.59	0160002000 6490	All Instr/SWP Round 4 IRV / NEW EQUIP ALL OTHER
T95C0647	B & H PHOTO	7,100.79	1,197.17	0160002000 4300	All Instr/SWP Round 4 IRV / MATERIALS & SUPPLIES
			5,903.62	0160002000 6490	All Instr/SWP Round 4 IRV / NEW EQUIP ALL OTHER
T95C0648	REALITYWORKS.COM	8,177.04	3,329.37	0160003000 4490	All Instr/SWP Round 4 NM / NON CAP EQUIP - OTHER
			4,847.67	0160003000 6490	All Instr/SWP Round 4 NM / NEW EQUIP ALL OTHER
T95C0649	SHI INTERNATIONAL CORP	29,267.31	29,267.31	0160006011 4430	Burns Rosa /Dental R4\$WP ROP / NON-CAP EQUIP/Com
T95C0650	AMAZON	2,938.23	987.00	0160003000 4300	All Instr/SWP Round 4 NM / MATERIALS & SUPPLIES
			1,951.23	0160003000 4490	All Instr/SWP Round 4 NM / NON CAP EQUIP - OTHER
T95C0651	B & H PHOTO	7,151.85	7,151.85	0160002000 6490	All Instr/SWP Round 4 IRV / NEW EQUIP ALL OTHER
T95C0652	MEDCO SUPPLY COMPANY	3,122.60	3,122.60	0160003000 4490	All Instr/SWP Round 4 NM / NON CAP EQUIP - OTHER
T95C0653	AMAZON	17.48	17.48	0160002501 4300	Stead J/Woodbridg USD -SWP R4 / MATERIALS &
T95C0654	B & H PHOTO	1,780.03	1,780.03	0160002000 4300	All Instr/SWP Round 4 IRV / MATERIALS & SUPPLIES
T95C0655	AMAZON	261.81	261.81	0160002000 4300	All Instr/SWP Round 4 IRV / MATERIALS & SUPPLIES
T95C0656	SO CAL EQUIPMENT	1,000.00	1,000.00	0160003006 5890	Jasper/ESHS SWP 4 / OTHER CONTRACTED SERVICES
T95C0659	CDW GOVERNMENT	39,945.95	39,945.95	0160022000 4430	IUSD All Instruction C-8 / NON-CAP EQUIP/Comp &
T95C0660	AMAZON	63.54	63.54	0160003401 4300	Rabbit K/ESHS SWP 4 / MATERIALS & SUPPLIES
T95C0661	STAPLES BUSINESS ADVANTAGE	342.56	342.56	0160003000 4300	All Instr/SWP Round 4 NM / MATERIALS & SUPPLIES

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 05/16/2024

FROM 04/01/2024 TO 04/30/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0662	STAPLES BUSINESS ADVANTAGE	122.15	122.15	0144010002 4300	Augenf Sprt Md & A ETHS SVUSD / MATERIALS &
T95C0663	STAPLES BUSINESS ADVANTAGE	109.96	109.96	01660000 4330	Instructional Support / Office Supplies-Consumable
T95C0664	AMAZON	139.96	139.96	0160002401 4300	Gonzalez H/UNIV HS SWP R4 IUSD / MATERIALS &
T95C0665	HUNTINGTON BEACH UNION HIGH SC	165,787.84	3,258.74	0198021 4300	HBUHSD All Instruction C-7 / MATERIALS & SUPPLIES
			7,472.26	0198021 4411	HBUHSD All Instruction C-7 / Non-Cap Eq/Built-in Cabine
			4,514.29	0198021 4430	HBUHSD All Instruction C-7 / NON-CAP EQUIP/Comp &
			88,388.03	0198021 4490	HBUHSD All Instruction C-7 / NON CAP EQUIP - OTHER
			62,154.52	0198021 6490	HBUHSD All Instruction C-7 / NEW EQUIP ALL OTHER
T95C0666	AMAZON	12.92	12.92	01660000 4330	Instructional Support / Office Supplies-Consumable
T95C0667	CYBER FORWARD ACADEMY LLC	20,000.00	5,000.00	0160032000 5890	All Instr/SWP Round 5 IRV / OTHER CONTRACTED
			5,000.00	0160033000 5890	All Instr/SWP Round 5 NM / OTHER CONTRACTED
			5,000.00	0160035000 5890	All Instr/SWP Round 5 Tus / OTHER CONTRACTED
			5,000.00	0160036000 5890	All Instr/SWP Round 5 ROP / OTHER CONTRACTED
T95C0668	KEENAN AND ASSOCIATES	1,500.00	1,500.00	01780960 5895	Centralized Data Processing / OTH CONTR
T95C0669	ONTARIO REFRIGERATION	23,680.00	23,680.00	01910970 5890	Main Site Maintenance / OTHER CONTRACTED SERVIC
T95C0670	F & M CREDIT CARD	356.62	356.62	01910910 4360	Mainsite/School Admin F2700 / REFRESHMENTS MTGS
T95C0671	MEDCO SUPPLY COMPANY	3,710.13	3,710.13	0160025402 4300	Milwood J /Tustin TUSD C-8 / MATERIALS & SUPPLIES
T95C0672	BREEZE.CA.GOV	350.19	350.19	0160026000 5889	ROP All Instruction C-8 / INTERNET-BASED MATERIAL
T95C0674	AMAZON	30.16	30.16	0160005005 4300	Milwood , J x Sport Med SWPR4 / MATERIALS &
T95C0675	EVENTBRITE	25.00	25.00	01660000 4330	Instructional Support / Office Supplies-Consumable
T95C0676	META PLATFORMS INC.	19.99	19.99	0160025402 4300	Milwood J /Tustin TUSD C-8 / MATERIALS & SUPPLIES
T95M0631	CAESARS APPLIANCE SERVICE INC	300.00	300.00	0198161 4300	Kingsbury/Culinary Art NHHS C8 / MATERIALS &
T95Q0629	SORIA, ANTHONY	36,315.40	415.40	01778950 5290	All Fiscal Services / MILEAGE NON TAXABLE
			35,900.00	01778950 5890	All Fiscal Services / OTHER CONTRACTED SERVICES
T95T0625	TRANSPORTATION CHARTER SERVICE	3,745.76	3,745.76	0160003006 5825	Jasper/ESHS SWP 4 / CONTR SVCS - FIELD TRIPS

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 05/16/2024**

FROM 04/01/2024 TO 04/30/2024

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95X0657	FACEBOOK, META PLATFORM INC	500.00	500.00	0165542 5840	Cyber Fwd Adult _Summer Fee-B / ADVERTISING -
T95X0658	LINKEDIN	500.00	500.00	0165542 5840	Cyber Fwd Adult _Summer Fee-B / ADVERTISING -
T95X0673	MONTES, DENISSE	75.00	75.00	01745736 5290	TBD x Banua /Beckman CS / MILEAGE NON TAXABLE
Fund 01 Total:		472,731.15			
Total Amount of Purchase Orders:		472,731.15			

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS

BOARD OF TRUSTEES 05/16/2024

FRO 04/01/2024 TO 04/30/2024

PO NUMBE	VENDOR	PO TOTAL	CHANGE ACCOUNT AMOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
T95C0474	SHI INTERNATIONAL CORP	1,140.00	+855.00 01780940 5890	Information Technology F-7700 / OTHER CONTRACTED
T95C0604	WARDS SCIENCE	2,143.22	+36.00 0160003002 4300	McNeil/CMHS SWP Round 4 NM / MATERIALS &
			+1,247.37 0160003002 4490	McNeil/CMHS SWP Round 4 NM / NON CAP EQUIP -
T95C0613	BOUND TREE MEDICAL	70.34	+9.00 0160004502 4300	Morrison/ SWP Round4 THHS / MATERIALS & SUPPLIES
T95X0009	CORODATA RECORDS MANAGEMENT IN	1,366.93	+400.00 01795010 5890	Records Mgmt & Storage / OTHER CONTRACTED
T95X0036	NEWPORT URGENT CARE	1,405.00	+500.00 0111030001 5892	Rico/CMHS NMUSD / PHYSICAL EXAMS/MEDICAL SVC
T95X0037	RICO, MONIQUE	500.00	+150.00 0111030001 5290	Rico/CMHS NMUSD / MILEAGE NON TAXABLE
			+150.00 0122010021 5290	Rico, Monique /CHS / MILEAGE NON TAXABLE
T95X0047	INGARDIA BROS PRODUCE INC	8,000.00	+2,500.00 0198161 4300	Kingsbury/Culinary Art NHHS C8 / MATERIALS &
T95X0062	SMART & FINAL	7,500.00	+2,000.00 0160002202 4300	Mullen M /NW HS SWP R4 IUSD / MATERIALS &
T95X0063	SMART & FINAL	5,750.00	+3,000.00 0160004201 4300	Fouts/LHHS SWP R4 / MATERIALS & SUPPLIES
T95X0078	SMART & FINAL	10,500.00	+3,000.00 0160002011 4300	Ayala M /CSHS SWP R4 IUSD / MATERIALS & SUPPLIES
T95X0124	KYOCERA DOCUMENT SOLUTIONS WES	12,684.93	+3,500.00 01648200 5665	All Instruction 0105 (6350) / EQUIP MAINT
			+3,500.00 01780940 5665	Information Technology F-7700 / EQUIP MAINT
T95X0237	EBERHART, LAURIE	1,400.00	+360.00 0160030222 5290	Eberhart/Program Asst-SS SWP 5 / MILEAGE NON
			+40.00 0160030223 5290	Eberh/ProgrAsst-Instr Sup SWP5 / MILEAGE NON TAXABLE
T95X0240	DOKES, ANNETTE	500.00	+300.00 0160022101 5290	Dokes Annette/ BITA 1 CSHS- C8 / MILEAGE NON
T95X0281	NEWPORT URGENT CARE	3,900.00	+1,500.00 0111060007 5892	Friedman Rachel /ROP NMUSD / PHYSICAL
T95X0291	HOME DEPOT	1,300.00	+800.00 0160002401 4300	Gonzalez H/UNIV HS SWP R4 IUSD / MATERIALS &
			23,847.37	
			23,847.37	

Fund 01 Total:
Total Amount of Change Orders:

COASTLINE R.O.P.
Consolidated Check Register
 from 4/1/2024 to 4/30/2024

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00033635	V9501269	AMAZON	IXRN-HRNJ-	OH	04/01/2024	MW	IS	6,118.91
95	00033636	V9500774	BENNETT, JEANNE	032724BENNETT	OH	04/01/2024	MW	IS	2,330.83
95	00033637	V9500859	CERTIFIED TRANSPORTATION SERVI	01-191673	OH	04/01/2024	MW	IS	798.71
95	00033638	V9502485	Cyber Forward Academy LLC	1194	OH	04/01/2024	MW	IS	25,000.00
95	00033639	V9500519	GANAHL LUMBER	071667002	OH	04/01/2024	MW	IS	111.19
95	00033640	V9502293	INGARDIA BROS PRODUCE INC	07939274	OH	04/01/2024	MW	IS	405.44
95	00033641	V9501016	MEDCO SUPPLY COMPANY	IN97368503	OH	04/01/2024	MW	IS	6,001.97
95	00033642	V9500899	ORANGE COUNTY DEPARTMENT OF ED	94TI3732	OH	04/01/2024	MW	IS	3,000.00
95	00033643	V9502288	ROMAN, AURELIA	032724ROMAN	OH	04/01/2024	MW	IS	72.91
95	00033644	V9500336	SNAP ON TOOLS	ARV/60838837	OH	04/01/2024	MW	IS	39,207.08
95	00033645	V9500240	SOFTCHOICE CORPORATION	91315996	OH	04/01/2024	MW	IS	76.12
95	00033646	V9501269	AMAZON	IR4D-MCKF-	OH	04/02/2024	MW	IS	1,343.64
95	00033647	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2380067	OH	04/02/2024	MW	IS	3,071.15
95	00033648	V9501016	MEDCO SUPPLY COMPANY	IN97421063	OH	04/02/2024	MW	IS	675.29
95	00033649	V9502627	Oasis Imaging LLC	INV/2024/4662/06	OH	04/02/2024	MW	IS	29,413.25
95	00033650	V9502500	Ruiz, Aaron	03/01-03/28RUIZ	OH	04/02/2024	MW	IS	56.68
95	00033651	V9500666	CALIF DEPT OF TAX AND ADMINIST	RFA41071	OH	04/03/2024	MW	IS	3,276.32
95	00033652	V9501269	AMAZON	IK7H-R9V6-KFV4	OH	04/04/2024	MW	IS	1,124.54
95	00033653	V9502368	CLC	ID THEFT APRIL	OH	04/04/2024	MW	IS	40.00
95	00033654	V9502577	Eberhart, Laurie	03/01-03/20EBERH	OH	04/04/2024	MW	IS	96.48
95	00033655	V9502040	METROPOLITAN LIFE INSURANCE CO	METLIFE SUPP	OH	04/04/2024	MW	IS	475.20
95	00033656	V9501350	REEP FOR BENEFITS	KAISER APRIL	OH	04/04/2024	MW	IS	39,384.04
95	00033657	V9501934	RICO, MONIQUE	032724RICO	OH	04/04/2024	MW	IS	66.26
95	00033658	V9500336	SNAP ON TOOLS	ARV-60876219	OH	04/04/2024	MW	IS	28,431.11
95	00033659	V9501269	AMAZON	ID7G-FRN4-6MYH	OH	04/05/2024	MW	IS	1,051.57
95	00033660	V9502577	Eberhart, Laurie	03/21-03/29EBERH	OH	04/05/2024	MW	IS	55.61
95	00033661	V9502382	INTERMEDIA.NET INC	2404080922	OH	04/05/2024	MW	IS	920.78
95	00033662	V9502105	REALITYWORKS.COM	55132	OH	04/05/2024	MW	IS	4,928.48
95	00033663	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-	OH	04/05/2024	MW	IS	20.00
95	00033664	V9501714	SHI INTERNATIONAL CORP	B18039391	OH	04/05/2024	MW	IS	1,710.00
95	00033665	V9500651	SMART & FINAL	032824-54	OH	04/05/2024	MW	IS	3,010.55
95	00033666	V9502478	ZUNIGA, PAMELA	OOPE-	OH	04/05/2024	MW	IS	55.32
95	00033667	V9501269	AMAZON	INWF-KNGJ-D7C6	OH	04/09/2024	MW	IS	1,691.82
95	00033668	V9501770	ANATOMY WAREHOUSE	INV-2411704	OH	04/09/2024	MW	IS	2,899.00

COASTLINE R.O.P.
Consolidated Check Register
 from 4/1/2024 to 4/30/2024

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00033669	B & H PHOTO	222713114	OH	04/09/2024		MW	IS	5,834.94
95	00033670	CAROC	06/10-12DOZER	OH	04/09/2024		MW	IS	350.00
95	00033671	NEWPORT URGENT CARE	157282	OH	04/09/2024		MW	IS	1,360.00
95	00033672	Rabbitt, Kathleen	OOPE-	OH	04/09/2024		MW	IS	342.64
95	00033673	Soria, Anthony	MARCH 3	OH	04/09/2024		MW	IS	36,315.40
95	00033674	AMAZON	ICYQ-FPPFP-L3L6	OH	04/10/2024		MW	IS	193.93
95	00033675	Burdge, Izabel	OOPE-	OH	04/10/2024		MW	IS	22.44
95	00033676	CAROC	06/10-12GANGA	OH	04/10/2024		MW	IS	350.00
95	00033677	CHRISTY WHITE	20777	OH	04/10/2024		MW	IS	939.30
95	00033678	Infinity Communications & Cons	17052	OH	04/10/2024		MW	IS	800.00
95	00033679	LAERDAL MEDICAL CORP	2024/2000014043	OH	04/10/2024		MW	IS	386.83
95	00033680	Noone, Jo Ann	OOPE-NOONE	OH	04/10/2024		MW	IS	59.50
95	00033681	OC Janitorial	80984	OH	04/10/2024		MW	IS	2,095.00
95	00033682	BOUND TREE MEDICAL	85300927	OH	04/11/2024		MW	IS	1,252.35
95	00033683	CORODATA RECORDS MANAGEMENT IN	RS5004117	OH	04/11/2024		MW	IS	71.30
95	00033684	O'REILLY AUTO PARTS	3576-150935	OH	04/11/2024		MW	IS	321.11
95	00033685	PEREZ, ALEX	03/01-03/29PEREZ	OH	04/11/2024		MW	IS	87.90
95	00033686	RAINBOW DISPOSAL CO INC	0605-001069693	OH	04/11/2024		MW	IS	630.39
95	00033687	TIME WARNER CABLE	126309101040124	OH	04/11/2024		MW	IS	1,770.76
95	00033688	AMAZON	YKX-MF71-HPKP	OH	04/15/2024		MW	IS	4,786.16
95	00033689	BOUND TREE MEDICAL	85302644	OH	04/15/2024		MW	IS	219.27
95	00033690	Caesars Appliance Service INC	246920	OH	04/15/2024		MW	IS	170.00
95	00033691	CALIFORNIA TACTIC PATROL	214	OH	04/15/2024		MW	IS	1,496.00
95	00033692	Eko Health INC	INV5141	OH	04/15/2024		MW	IS	3,697.98
95	00033693	F & M Credit Card	9953	OH	04/15/2024		MW	IS	5,404.82
95	00033694	MEDCO SUPPLY COMPANY	IN97478495	OH	04/15/2024		MW	IS	2,302.68
95	00033695	OFFICE DEPOT	361927416001	OH	04/15/2024		MW	IS	84.22
95	00033696	VISION SERVICE PLAN	VSP APRIL	OH	04/15/2024		MW	IS	706.68
95	00033697	ZAHOUREK SYSTEMS INC	29854	OH	04/15/2024		MW	IS	16,948.63
95	00033698	APPLE COMPUTER INC	MA72610675	OH	04/16/2024		MW	IS	10,900.28
95	00033699	CERTIFIED TRANSPORTATION SERVI	01-192209	OH	04/16/2024		MW	IS	787.75
95	00033700	ORANGE COUNTY BUSINESS COUNCIL	ROC-2403-I-01	OH	04/16/2024		MW	IS	5,000.00
95	00033701	ATKINSON ANDELSON LOYA RUUD &	710133	OH	04/17/2024		MW	IS	351.75
95	00033702	CERTIFIED TRANSPORTATION SERVI	01-192210	OH	04/17/2024		MW	IS	787.75

COASTLINE R.O.P.
Consolidated Check Register
 from 4/1/2024 to 4/30/2024

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00033703	V9502578	Dokes, Annette	OOPE-	OH	04/17/2024	MW	IS	247.07
95	00033704	V9502515	Jasperson, Edward	OOPE-	OH	04/17/2024	MW	IS	220.21
95	00033705	V9502631	Joey Landeis	IOFI	OH	04/17/2024	MW	IS	760.00
95	00033706	V9502063	HOME DEPOT	9900271	OH	04/19/2024	MW	IS	2,652.37
95	00033707	V9502293	INGARDIA BROS PRODUCE INC	07958462	OH	04/19/2024	MW	IS	331.50
95	00033708	V9501016	MEDCO SUPPLY COMPANY	IN97495885	OH	04/19/2024	MW	IS	5,915.69
95	00033709	V9501859	NASCO	582914	OH	04/19/2024	MW	IS	1,765.97
95	00033710	V9502632	Rabbitt, Kathleen	OOPE-	OH	04/19/2024	MW	IS	677.68
95	00033711	V9502605	Savala, Cynthia	OOPE-	OH	04/19/2024	MW	IS	31.70
95	00033712	V9500422	VERIZON WIRELESS	9960815122	OH	04/19/2024	MW	IS	228.06
95	00033713	V9501269	AMAZON	IHJ3-G4D6-6FWQ	OH	04/22/2024	MW	IS	240.32
95	00033714	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2385943	OH	04/22/2024	MW	IS	14.00
95	00033715	V9500635	MARGARET A. CHIDESTER & ASSOCI	10463	OH	04/22/2024	MW	IS	1,110.00
95	00033716	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-	OH	04/22/2024	MW	IS	56.07
95	00033717	V9501269	AMAZON	IN6L-MR7Q-P3Y9	OH	04/23/2024	MW	IS	896.71
95	00033718	V9502293	INGARDIA BROS PRODUCE INC	07958463	OH	04/23/2024	MW	IS	29.30
95	00033719	V9501475	O'REILLY AUTO PARTS	4726-413887	OH	04/23/2024	MW	IS	448.38
95	00033720	V9503875	OFFICE DEPOT	361934767001	OH	04/23/2024	MW	IS	91.44
95	00033721	V9502632	Rabbitt, Kathleen	04/04-04/06RABBI	OH	04/23/2024	MW	IS	222.00
95	00033722	V9502624	SketchCop Solutions Inc	1241	OH	04/23/2024	MW	IS	249.88
95	00033723	V9500651	SMART & FINAL	041824-143	OH	04/24/2024	MW	IS	2,668.61
95	00033724	V9502560	Burdge, Izabel	OOPE-	OH	04/25/2024	MW	IS	26.20
95	00033725	V9501839	BURNS, ROSA	4/4-4/6BURNS	OH	04/25/2024	MW	IS	222.00
95	00033726	V9502425	DOZER, BRIAN	OOPE-	OH	04/25/2024	MW	IS	47.92
95	00033727	V9502469	FIRST-CITIZENS BANK & TRUST CO	44558321	OH	04/25/2024	MW	IS	1,227.46
95	00033728	V9502063	HOME DEPOT	7030196	OH	04/25/2024	MW	IS	410.44
95	00033729	V9501475	O'REILLY AUTO PARTS	3576-154380	OH	04/25/2024	MW	IS	63.83
95	00033730	V9502105	REALITYWORKS.COM	55613	OH	04/25/2024	MW	IS	4,928.48
95	00033731	V9500458	TRANSPORTATION CHARTER SERVICE	62899	OH	04/25/2024	MW	IS	3,745.76
95	00033732	V9502477	WARDS SCIENCE	8815815799	OH	04/25/2024	MW	IS	820.98
95	00033733	V9501839	BURNS, ROSA	04/19-04/20BURNS	OH	04/26/2024	MW	IS	627.04
95	00033734	V9502485	Cyber Forward Academy LLC	1199	OH	04/26/2024	MW	IS	20,000.00
95	00033735	V9502321	Fernandez Bonilla, Lina	04/19-04/20FERNA	OH	04/26/2024	MW	IS	207.44
95	00033736	V9502569	Hopkins, Felicia	OOPE-	OH	04/26/2024	MW	IS	25.00

COASTLINE R.O.P.
Consolidated Check Register
 from 4/1/2024 to 4/30/2024

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00033737	V9500055	HUNTINGTON BEACH UNION HIGH SC	74TI0091	OH	04/26/2024		MW	IS	165,787.84
95 00033738	V9502293	INGARDIA BROS PRODUCE INC	07964433	OH	04/26/2024		MW	IS	610.74
95 00033739	V9502570	KEENAN AND ASSOCIATES	303526	OH	04/26/2024		MW	IS	1,500.00
95 00033740	V9502558	Moreno, Stephen	04/04-04/06MOREN	OH	04/26/2024		MW	IS	222.00
95 00033741	V9502500	Ruiz, Aaron	08/25-08/31RUIZ2	OH	04/26/2024		MW	IS	4.06
95 00033742	V9501269	AMAZON	1KQ7-X611-6694	OH	04/29/2024		MW	IS	40.33
95 00033743	V9500382	B & H PHOTO	223335602	OH	04/29/2024		MW	IS	5,511.91
95 00033744	V9501016	MEDCO SUPPLY COMPANY	IN97555950	OH	04/29/2024		MW	IS	2,253.42
95 00033745	V9501843	READYREFRESH BY NESTLE	14D0027000850	OH	04/29/2024		MW	IS	260.07
95 00033746	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-	OH	04/29/2024		MW	IS	131.45
95 00033747	V9502477	WARDS SCIENCE	8815878904	OH	04/29/2024		MW	IS	1,492.30

Issued: 542,771.64
95 Bank Total: 542,771.64

Grand Total: 542,771.64

Memorandum of Understanding

This Memorandum of Understanding (this “**Memorandum**”), effective as of April 2, 2024, by and between University Lab Partners (“**ULP**”), on the one hand, and the Coastline Regional Occupation Program, known respectively Coastline (“Educational Partner”) on the other hand.

W I T N E S S E T H:

WHEREAS, Educational Partner has requested that ULP prepare the curriculum and materials for, and host and provide speakers and mentors regarding, a high school educational course titled, “University Lab Partners Biotechnology Research Experience” (the “**Course**,” also known as “**ULP Biotech Research Experience**”);

WHEREAS, ULP is willing to prepare and make the Course and such curriculum and materials, to act as such host and to provide or arrange for such speakers and mentors, on the terms and subject to the conditions set forth below in this Memorandum.

WHEREAS, Educational Partner desires to enter into this Memorandum and consummate the matters and transactions contemplated hereby, on the terms and subject to the conditions set forth below in this Memorandum.

A G R E E M E N T:

NOW, THEREFORE, in consideration of the foregoing premises and recitals (incorporated into the parties’ agreement hereunder by this reference) and the mutual covenants of the parties set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **The Course**. The Course is comprised of two hybrid courses: Accelerated Molecular Biology 1 scheduled from June 10, 2024, through June 14, 2024, and Summer Research scheduled from June 17, 2024, through August 8, 2024. The Course is a multicourse hybrid program providing students with industry standard molecular biology skills and exposure to working in an industry standard laboratory. See Exhibit A.
2. **Course Curriculum and Materials**. The parties hereto recognize that ULP, through its employees and contractors, has developed, and through the period of the Course will continue to develop, the curriculum, materials and related information for and regarding the Course, including, without limitation, such things in video, audio, digital, written and other formats (such curriculum, materials and information being the “**Course Materials**”). Educational Partner acknowledges and agrees that all Course Materials, in whatever form or format and in whatever stage of being or development, and all right, title, interest in and to the Course Materials, and all intellectual property and proprietary rights (“**Intellectual Property Rights**”) in embodied in or represented by the Course Materials, as well as all claims and causes of action of any kind with respect to any of the foregoing, are the sole and exclusive property of ULP. In furtherance of the foregoing sentence, without any

additional consideration, Educational Partner hereby irrevocably assigns and transfers to ULP and its successors and assigns, all of Educational Partner's respective right, title and interest in and to: (a) any and all Course Materials; (b) any and all drafts, versions, modifications and derivative works of any Course Materials (including, without limitation, predecessor and successor drafts, versions, modifications and derivative works thereof); (c) any and all Intellectual Property Rights embodied in or represented by any Course Materials; (d) any and all renewals and extensions of such Intellectual Property Rights in connection with Course Materials throughout the world (whether presently available or subsequently available as a result of intervening legislation); and (e) any and all causes of action for infringement of Course Materials and related Intellectual Property Rights in the past, present and future. Any assignment of copyrights under this Memorandum includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as "moral rights" (collectively, "**Moral Rights**"). Educational Partner hereby irrevocably waives, to the extent permitted by applicable law, any and all claims it may now or hereafter have in any jurisdiction to any Moral Rights with respect to any Course Materials. Educational Partner will execute all documents and perform all acts that ULP may reasonably request in order to assist ULP in perfecting the rights in Course Materials, including but not limited to copyright registration. ULP shall solely control any and all defense of its Intellectual Property Rights, and shall pay all costs related to the same except that Educational Partner shall pay (or reimburse ULP for) any such costs and related damages arising from or relating to (A) Educational Partner (or any Educational Partner agent's or employee's) negligence or intentional acts or omissions, (B) the use of any Course Material or Other ULP Material in combination with anything not provided by ULP hereunder, (C) any breach by Educational Partner of this Agreement, or (D) Educational Partner's continued use of the offending material/thing after ULP has informed Educational Partner of the claim or alleged infringement at issue.

3. Other ULP Materials. Beyond the Course Materials, Educational Partner understands and agrees that all right, title and interest in and to any other materials, content and information furnished or made available to Educational Partner in connection with the Course (such other materials, content and information being the "**Other ULP Materials**"), including, without limitation, any such things furnished directly or indirectly prior to the Effective Date, are and shall remain the sole and exclusive property of ULP. Educational Partner shall obtain or has obtained any intellectual property or proprietary right or other right in any of the Other ULP Materials by virtue of this Memorandum, the Course or the parties' relationship or course of dealing in relation to this Memorandum or the Course.

4. License to Educational Partner's Name. Educational Partner hereby grants to ULP a limited, nonexclusive, non-sublicensable, and non-transferable right and license, solely, to display Educational Partner's respective name, marks and logos for the purpose of developing, making available, hosting, marketing and promoting the Course and Course Materials, subject to such usage guidelines or other restrictions that Educational Partner may reasonably specify from time to time by written notice given to ULP. Any and all use of such name, marks and logos, and all goodwill associated therewith, shall inure solely to the benefit of Educational Partner.

5. Educational Partner's Contributions. Educational Partner agrees to pay ULP the aggregate amount of \$24,000 for ULP's development of the Course and Course Materials and its hosting and management of the Course (such \$24,000 fee being the "**Course Fees**"). Educational Partner shall be responsible for paying

the Course Fees (i.e., \$24,000) to ULP, such payment to be made on the date of Educational Partner's signature to this Memorandum.

6. Educational Partner Cooperation. Educational Partner will provide ULP with all support and cooperation that is reasonably requested by ULP from time to time in relation to the Course, including, without limitation, in relation to the Course Materials.

7. Insurance. Educational Partner shall carry commercial general liability ("CGL") insurance of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Educational Partner shall ensure that through the end of the Course, and for 12 months thereafter, Educational Partner's CGL insurance policy designates ULP and its directors, officers, employees and agents as additional insureds thereunder. Upon request, Educational Partner will deliver to ULP current certificates of insurance demonstrating that (a) the insurance required herein is in force, and (b) ULP and its directors, officers, employees and agents are additional insureds under the specified CGL insurance.

8. Hold Harmless:

a. ULP shall defend, indemnify, save and hold harmless Educational Partner 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 ULP. This shall include any acts of sexual abuse alleged against any agent or employee of ULP.

b. Educational Partner, shall defend, indemnify, save, and hold harmless ULP 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 failure to pay the Course Fees or out of any grossly negligent or intentional acts or omissions of any agent or employee of Educational Partner. This shall include any acts of sexual abuse alleged against any agent or employee of Educational Partner.

9. General. This Memorandum constitutes the entire agreement between the parties with respect to the subject matter hereof and it supersedes any and all prior agreements and understandings between the parties hereto regarding such subject matter. This Memorandum shall be governed by and construed in accordance with the laws of the State of California without regard to the conflicts of law provisions thereof or of any other jurisdiction. The parties hereby submit to the jurisdiction of the state and federal courts in the County of Orange, State of California, and agree that said courts have the sole and exclusive jurisdiction over any and all disputes, claims, actions, controversies and causes of action involving any of such parties that arise out of or relate to this Memorandum. Each party shall bear its own fees and costs incurred in connection with this Memorandum, provided, however that the prevailing party in any action to enforce this Memorandum shall be entitled to reimbursement (from the other party) of such prevailing party's costs and fees (including, without limitation, reasonable attorneys' fees and expert witness fees) incurred in connection with such action. In the event that any of the provisions of this Memorandum are held by a court or other tribunal of competent jurisdiction to be illegal, invalid or unenforceable, such provisions shall be limited or eliminated to the minimum extent necessary so that this Memorandum shall otherwise remain in full force and effect. No amendment, modification or waiver of this Memorandum (or any part hereof) will be binding upon any particular party

hereto unless made in writing and signed by a duly authorized representative of such party, and no failure or delay in enforcing any right will be deemed a waiver. This Memorandum shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns, provided, however Educational Partner may not assign or delegate this Memorandum, in whole or in part, without the prior written consent of ULP, which consent will not be unreasonably delayed or withheld. No provision of this Memorandum shall be construed against a party by reason of the fact that such party or its legal counsel drafted that provision, notwithstanding any rule of law or any legal decision to the contrary. Headings and captions are for convenience only and are not to be used in the interpretation of this Memorandum. This Memorandum may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. A party's facsimile, electronically-scanned or electronic signature to this Memorandum shall be deemed an original for purposes of evidencing such party's execution of this Memorandum.

[Signature page follows.]



5270 California Ave. Suite 300
Irvine, CA 92617
www.universitylabpartners.org
info@universitylabpartners.org

IN WITNESS WHEREOF, the parties hereto have each caused this Memorandum to be executed by their respective duly authorized representatives effective as of the Effective Date.

**COASTLINE REGIONAL OCCUPATION PROGRAM
(ALSO KNOWN AS COASTLINE)**

UNIVERSITY LAB PARTNERS

By: _____
Brian Dozer
Superintendent

By: _____
Karin Koch
Executive Director

Date: _____

Date: _____

If needed, Date of Board Approval: _____

Exhibit A

ULP Biotech Research Experience

Program Proposal:

Program Overview

University Lab Partners (ULP) Biotech Research Experience is a multicourse hybrid program providing students with industry standard molecular biology skills and exposure to working in an industry standard laboratory. The ULP Biotech Research Experience is comprised of two hybrid courses: Accelerated Molecular Biology 1 and Summer Research. ULP Biotech Experiences is designed for a high level of student involvement by limiting cohort sizes to 12 students, ensuring a meaningful, personalized experience.

Program Vision

The ULP Biotech Research Experience is comprised of 2 sequential hybrid courses: Accelerated Molecular Biology 1 and Summer Research. The first course, Accelerated Molecular Biology 1, students learn basic laboratory techniques such as pipetting skills and applied math. Students must successfully complete Accelerated Molecular Biology 1 to progress to Summer Research. In Summer Research, students will design and execute experiments to answer a unique student driven research question.

Program Goals

Real-World Exposure and Skills Gain through Work Based Learning: Immerse students in the biotech field and equip students with the practical, theoretical, and soft skills needed to pursue successful biotech careers and beyond.

Career Exploration: Inform students of the types of experiences they could have in biotech industry.

Program Cost: \$24,000.00 for 12 students

Program Curriculum

Accelerated Molecular Biology 1

Online Orientation: Monday, June 3, 2024 @ 4:30pm

Date: June 10, 2024 - June 14, 2024 | Monday - Friday | 1:00pm - 4:00pm

This 1-week accelerated hybrid course provides asynchronous course modules to prepare students for their in-class experiments. Students will meet for 5 consecutive days to gain training in standard molecular biology techniques performed in research and development, pharmaceutical, and biotechnology laboratories. Students will acquire and demonstrate industry-standard knowledge and skills in bacterial cloning, genomic and plasmid DNA isolation, PCR, restriction digest, and gel electrophoresis as well as experimental design and CRISPR-Cas9 technology.

Summer Research

Pre-Requisite: Successful completion of Accelerated Molecular Biology 1

Date: June 17, 2024- August 8, 2024 | Mondays & Wednesdays | 1:00pm - 4:00pm

Summer Research is a 6-week program for talented high school and undergraduate students with a deep interest in pursuing careers in medicine and the life sciences. Students will learn cell culture and molecular biology techniques that are performed in research and development immuno-oncology laboratories. Students will acquire vital research skills and learn how biotechnology laboratories harness the surveillance mechanisms of immune cells to create cancer therapeutics. These participants will have the opportunity to curate a research project and generate data through laboratory work that can be used in science fairs and other programs throughout Orange County.

MEMORANDUM OF UNDERSTANDING
between Coastline Regional Occupational Program and the
NEWPORT-MESA UNIFIED SCHOOL DISTRICT

The ROP and the DISTRICT agree to the following terms and provisions:

1. Term of Agreement

July 1, 2023, through December 31, 2023.

2. Instructional Services

The DISTRICT will reimburse ROP for the salary differential of Mr. Gerald Rizza for the following courses, including related prep time and employee benefits.

Period(s)	Course	School	Instructor
1	Computerized Integrated Manufacturing	Estancia HS	Gerald Rizza
1	Engineering Design & Development	Estancia HS	Gerald Rizza
2	Introduction to Engineering Design	Estancia HS	Gerald Rizza
1	Principles of Engineering	Estancia HS	Gerald Rizza

3. Billing & Reimbursement

The DISTRICT will reimburse ROP for the salary differential totaling a sum of \$6,962.97 which will become due and payable as of June 30, 2024. Payment terms shall be net 30 days.

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

NEWPORT MESA UNIFIED SCHOOL DISTRICT

 Brian K. Dozer, D. Mgt.
 Superintendent

 Wesley Smith, Ed. D.
 Superintendent

 Date

 Date

ROP Board Approval Date: May 16, 2024

WALGREENS EXPERIENTIAL LEARNING PROGRAM AGREEMENT

(Non-Pharmacist)*

This Experiential Learning Program Agreement (the “**Agreement**”) has been entered into as of the 19 day of April, 2024 (the “**Effective Date**”) by and between Walgreen Co., an Illinois corporation, on behalf of itself and its domestic subsidiaries, with its principal place of business at 104 Wilmot Road, Deerfield, Illinois 60015 (“**Walgreen**”) and the following “**Organization**.”

[Name of Organization governing entity] Coastline ROP,

a Public / Private School of [State] California,
(circle one) (type: e.g. university, college, school, educational corporation)

with primary school/campus/office at 1001 Presidio Square, Costa Mesa, CA, 92626,
(Address with street, city, state, zip code)

and such additional schools/campuses as listed in Exhibit A, attached and incorporated herein.

WHEREAS, the Organization has established a curriculum or program to train its students, trainees, or clients to be pharmacy technicians or workers in other trades, skills, or qualifications, and

WHEREAS, Walgreen operates retail drug stores and other retail business facilities which employ pharmacy technicians and other skilled workers (each, a “**Location**”), and

WHEREAS, the parties agree that the development of a program (the “**Program**”) whereby certain of the Organization’s students, trainees, or clients (each, a “**Participant**”) can obtain practical experience and learning in a retail, business, or pharmacy setting related to pharmacy and wellness services would benefit the Participant, the Organization, and the industry with Walgreen and similarly situated businesses, all of which will ultimately provide improved pharmacy and wellness related services to the community;

NOW THEREFORE, in consideration of the mutual benefits accruing to the parties under this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows.

1. THE PROGRAM

The parties will design the Program to allow Participants to obtain practical experience in a Location in accordance with Walgreen’s Experiential Guidelines and such other applicable trade associated guidelines on practice experiences (collectively hereinafter referred to as the “**Program**”). The Program will be designed to provide practical experience in accordance with applicable federal and state law and Program objectives as agreed upon by the parties, which shall be (a) similar to training in a vocational school, (b) for the benefit of the Participants as part of a learning experience, (c) without displacing regular employees, but acting under close personal supervision, (d) without immediate advantage to Walgreen from activities of Participants, (e) without guarantee of employment at conclusion of Participant’s training period, and (f) with understanding by Organization, Walgreen, and Participants that the Participants are not entitled to wages or other compensation for the time of participation in the Program. Each Participant’s participation in the program will be as agreed upon by the parties with respect to the Location, program period, number and schedule of hours. Use of the term “faculty” is intended to reference an educator, trainer, teacher, or other academic role. Use of the term employee is intended to include faculty, employees, staff, contractors, agents, and representatives of an entity.

* This form is for pharmacy technician and other non-pharmacist training programs, including general corporate, retail, and operational training programs. This form is NOT to be used for pharmacists, nurse practitioners, physician assistants, or other medical professional clinical programs.

2. TERM; TERMINATION

This Agreement will commence on the Effective Date and shall continue for a period of three (3) years (the “**Term**”). Notwithstanding the foregoing, at any time during the Term, either party may terminate this Agreement upon written notice to the other, such termination to be effective at the conclusion of the current academic semester, trimester or quarter, as applicable for the Organization.

3. WALGREEN RESPONSIBILITIES

3.1. **Supervision.** Walgreen will provide reasonable supervision and feedback to each Participant and to the Organization, including verifying in writing all hours and dates attended by a Participant. Walgreen will promptly report to the Organization the unsatisfactory progress (including without limitation unexcused absences) of any Participant. Walgreen will meet with designated faculty of the Organization as necessary to discuss and evaluate the Program, guidelines, and such other applicable matters with the Program.

3.2. **Equipment.** Walgreen will make available all required equipment, systems and supplies at the Location, including providing each Participant with sufficient orientation to the equipment and systems at the Location to enable the Participant to perform any tasks assigned.

3.3. **Capacity.** Walgreen will notify the Organization as to the number of Participants it can accommodate for an academic period.

3.4. **Staffing.** Walgreen will maintain at least its normal staffing levels while Participants are present at a Location. In no event will a Participant be expected or allowed to perform services in lieu of staff employees or otherwise displace regular employees.

4. ORGANIZATION RESPONSIBILITIES

4.1. **Program Coordinator.** The Organization will appoint one (1) faculty member to serve as the primary educational coordinator for the Program (the “**Coordinator**”). The Coordinator will be responsible for the overall management of each Participant’s educational experience while participating in the Program. Either the Coordinator or another faculty or staff member will be on call at all times while Participants are present at any Location in connection with the Program.

4.2. **Permits.** The Organization shall maintain, at all times during the Term, accreditation as an educational institution; all licenses and permits necessary to the Program (including without limitation, an application for the applicable pharmacy technician’s license for each Participant, if required by state or local law); and full and unrestricted accreditation of the Program from the applicable accrediting organization as agreed by the parties. The Organization shall promptly notify Walgreen of any adverse change in its accreditation or licensing status.

4.3. **Qualification of Participants.** The Organization shall ensure, through qualified faculty and curriculum, that each Participant is adequately prepared to benefit from his or her placement in the Program, including both classroom and laboratory instruction. A candidate’s preparedness shall be measured by (i) academic performance indicating an ability to understand what the Participant will observe and perform while participating in the Program, (ii) an appreciation of the nature and gravity of the work Participant will observe and perform, and (iii) the candidate’s deportment and conduct as appropriate for the setting.

4.4. **Background Testing and Exclusions Screening.** The Organization will be primarily responsible for selecting each Participant who is to participate in the Program. Where required by applicable law, the Organization will verify that each Participant (a) has a current PPD skin test, a rubella titer, documentation of two live measles vaccines, varicella titer, and Hepatitis B vaccine (or a signed waiver stating the Participant has elected not to initiate the Hepatitis vaccine); (b) has completed OSHA training for blood-borne pathogens; and (c) has obtained any required certifications to allow the Participant to provide education and counseling for the advanced pharmacy practice experiences and where permissible by law.

The Organization will conduct a criminal background check for each Participant, including obtaining, as applicable, information from Federal, State (including the Participant's state of residence if different from the state in which the Organization is located) and local governmental sources. All background checks shall be conducted in a manner that is consistent with the requirements of the Fair Credit Reporting Act and any applicable state laws and shall include, at a minimum, the following checks: (1) Social Security Number (SSN) verification and validation; (2) name and address history; (3) National Criminal Database; (4) County Felony and Misdemeanor (for minimum of 7-year residence history); (5) National Sexual Offender Registry Search; and (6) OIG Exclusion List Check. If the Organization becomes aware of any criminal, background and drug issues with any Participant in the Program, the Organization must inform Walgreens immediately. If any Participant's background check reveals a prior criminal record or any other negative material, the Organization and Walgreens will jointly evaluate whether such Participant should remain a candidate for the Program. Walgreens may audit the Organization's background check process and background check records of Participants placed in the Program. Also, and in accordance with Walgreens Policies and Procedures, if a Participant is placed at a Walgreens location and the location is part of a random drug test, the Participant will also be tested.

4.5. The Organization will regularly check the OIG Excluded Individuals and Entities Database to verify that each Participant has not been excluded from participation in any Federally funded healthcare programs. Should such Participant become excluded; Walgreens must be immediately notified in writing and Walgreen shall have the right to require Organization to remove such Participant from Walgreens

4.6. **Preparation and Training.** The Organization will (a) be primarily responsible for the Participants' learning experiences and provide faculty sufficient to effectively implement the Experiential Learning Program; (b) provide the Participants with objective guidelines and contact information to the supervisors working with the Program; (c) Furnish Walgreen with a schedule of dates and hours for practical experience, as well as a list of names and contact information of participating Participants and faculty; and (d) coordinate with Walgreen personnel for preparation and evaluation of the Program.

4.7. **Compliance.** The Organization will instruct all of its Participants assigned to Walgreen with regard to compliance with all of its rules, regulations, policies, and procedures, including but not limited to those relating to the treatment of confidential information of Walgreen and its customers, as well as the responsibility and authority of Walgreen's personnel over patient care and administration. Organization shall instruct all of its Participants regarding that proper attire must be worn at all times in the Location. Prior to the commencement of participation in the Program, the Organization will also ensure that all Participants and faculty members involved in the Program become familiar with and adhere to all applicable requirements of HIPAA (as defined below) as well as Walgreen's standards, procedures and code of ethics.

4.8. **Access.** The Organization, its faculty, employees, and Participants shall respect and comply with any and all restrictions and requirements related to access to a Location, facility, area, system, record, data, information, equipment, product, or material of Walgreen, its employees, customers, patients, vendors, or contractors, as directed by Walgreen. The Organization agrees that Walgreen, in its sole discretion, may limit, restrict, terminate, or otherwise deny access by the Organization and its Participants, faculty, and employees at any time and upon immediate notice in any manner.

5. PARTICIPANT RESPONSIBILITIES

At all times while participating in the Program at a Location, all Participants shall adhere to Walgreen's workplace policies, rules and regulations, including those relating to the use of alcohol and other drugs, weapons, dress code, timeliness, patient privacy, confidentiality, and professional conduct; maintain good standing at the Organization, including maintaining a grade point average of 2.0 or higher; and maintain accurate, daily log sheets of all experiential hours.

6. INSURANCE

6.1. **Participant Health Insurance.** The Organization acknowledges that the Participant is not an employee of Walgreen, is not covered under Walgreen's health, dental, vision, or other medical insurance or benefits ("**Health Insurance**"), and Walgreen has no legal obligation to provide Health Insurance to the Participant.

6.2. **Organization Liability Insurance Requirements.** The Organization shall procure and maintain during the Term of this Agreement, at no cost or expense to Walgreen, insurance with the following coverage for the Organization, its faculty and Participants: (a) general liability policy in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate per year, and (b) professional liability in the minimum amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate per year. Such policy shall specify that the liability coverage with regard to Walgreen under this Agreement is primary and non-contributing. A certificate of such insurance shall be provided to Walgreen within ten (10) days after execution of this Agreement and annually thereafter on the anniversary of the Effective Date.

7. INDEMNIFICATION

7.1. **Indemnity by Organization.** To the fullest extent allowed by law, the Organization shall, during the term of this Agreement, indemnify and hold Walgreen and its employees, agents, directors, officers and affiliated corporations and their respective officers, directors and employees harmless from all legal liability, injury or damage, including reasonable attorney's fees, costs and expenses for injuries, public liabilities, and property damage arising out of the negligent acts of any Participant or Organization employees in connection with the Program; provided however, that the Organization will not indemnify or hold Walgreen harmless for any claims or damages arising from the negligence or willful misconduct of Walgreen. This indemnification provision shall survive the termination of this Agreement for acts that arose while this Agreement was in effect.

7.2. **Indemnity by Walgreen.** To the fullest extent allowed by law, Walgreen shall, during the term of this Agreement, indemnify and hold the Organization and its employees, agents, directors, officers and affiliated corporations and their respective officers, directors and employees harmless from all legal liability, injury or damage, including reasonable attorney's fees, costs and expenses for injuries, public liabilities, and property damage arising out of the negligent acts of Walgreen in connection with the Program; provided however, that Walgreen will not indemnify or hold the Organization harmless for any claims or damages arising from the negligence or willful misconduct of the Organization or any Participant or resulting from the failure of the Organization or any Participant to adhere to the Program and all applicable guidelines described in Paragraph 1 above. This indemnification provision shall survive the termination of this Agreement for acts that arose while this Agreement was in effect.

7.3. **Negligence.** Each party shall be responsible for its own wrongful or negligent acts or omissions or those of its officers, agents, or employees to the full extent allowed by law.

8. CONFIDENTIALITY

8.1. **Definition.** Each party may be given access to the other party's confidential and proprietary information. "**Confidential Information**" shall mean material or information proprietary to either party or designated as Confidential Information by such party and not generally known by third parties. Confidential Information includes, but is not limited to, the following types of information and other information of a similar nature (whether or not reduced to writing): the existence and terms of this Agreement; Protected Health Information (as defined below), patient, customer, employee and student records, including names, addresses, telephone numbers, and other information related to patients, customers, employees, and students; marketing techniques and materials; marketing and development plans and procedures; financial information; proprietary Walgreen information; and proprietary Program design elements.

8.2. **Duty to Protect.** Each party will protect the other party's Confidential Information and will not disclose Confidential Information other than as permitted or required by the Agreement or as required by law. Any disclosures shall be to persons only as needs to be known with such persons being apprised of the confidentiality obligations and willing to comply with the terms of this Agreement.

8.3. **Exclusions.** Confidential Information will not include information which: (a) is or becomes available to the general public through no fault of the party receiving the Confidential Information (the "**Recipient**"); (b) is independently developed by the Recipient as evidenced by Recipient's own records; (c) is rightfully received by the Recipient from a third party without a duty of confidentiality; or (d) is required to be disclosed by court order or as required by law. Before disclosing any Confidential Information under a court order or as required by law, the Recipient shall provide the other party (the "**Injured Party**") reasonable notice and the opportunity to object to or limit such disclosure. In addition to any other rights or remedies available to it at law, in equity, or pursuant to this Agreement (including without limitation the right to terminate the Agreement), the Injured Party shall be entitled to injunctive relief to enforce the terms of this Agreement because the Injured Party may suffer irreparable harm in the event that the Recipient fails to comply with the terms of this Agreement and monetary damages may be inadequate to compensate for such breach.

8.4. **HIPAA Compliance.** Without limiting the foregoing, the Organization shall take all steps reasonably necessary to maintain strict compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320(d) et seq. and regulations promulgated thereunder ("**HIPAA**"). The Program may involve the Participant's exposure to or use of Walgreen Protected Health Information ("**Protected Health Information**"), which shall mean any information created or received by Walgreen, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. The Organization acknowledges and agrees that all patient records of Walgreen shall be and remain the property of and in the custody of Walgreen, and instruct Participants to comply with Walgreen's policies, restrictions, and requirements to protect the confidentiality of patient records and Protected Health Information. The Participants, the Organization, and its faculty and students will not retain or maintain any Protected Health Information outside of the Location during the Term, and may not retain or have access to Protected Health Information or any patient record of any Walgreen patient under this Agreement after participation in the Program.

8.5. **Survival.** The rights and obligations of this Article shall survive the expiration or sooner termination of this Agreement.

9. PROGRAM PRACTICES

9.1. **Recordkeeping.** Each party's respective educational, employment, healthcare and record keeping practices shall conform to all federal, state and local statutes, ordinances, and rules and regulations. The Organization agrees that it shall accept Participants for placement without regard to race, sex, creed, religion, color, national origin, age, marital status, height, weight, veteran status, disabilities, or other such factors as set forth in accordance with federal, state, and local laws and ordinances. Walgreen will accept Participants into the Program without regard to race, sex, creed, religion, color, national origin, age, marital status, height, weight, veteran status, disabilities, or other such factors as set forth in accordance with federal, state, and local laws and ordinances. Upon reasonable request, each party shall provide the other with any information or certificates which may be required to prove compliance with such statutes, ordinances, and rules and regulations or for licensure, accreditation, and quality assurance purposes.

9.2. **Termination of Participants.** Walgreen shall have the right to terminate, at any time, with or without notice, and in its sole discretion, the training of any Participant whose conduct is unsatisfactory or whose characteristics and activities are detrimental to Walgreen's business or Walgreen's responsibility to provide quality health care. Termination of a Participant must be followed with a written

communication to the Coordinator, including a statement of facts describing the Participant's unacceptable conduct that resulted in such termination.

9.3. **No Guaranteed Offer.** Walgreen does not guarantee an offer of employment to any Participant in connection with the Program.

9.4. **No Compensation.** The parties understand and agree that neither party, nor any Participant, will be entitled to compensation hereunder for its participation in the Program. No Participant will be considered an employee of either the Organization or Walgreen as a result of participation in the Program, and neither the Organization nor Walgreen will be responsible for Worker's Compensation coverage with respect to any Participant.

10. **MISCELLANEOUS**

10.1. **Force Majeure.** Neither party shall be responsible for any failure to perform or delay in performing any of its obligations under this Agreement where and to the extent that such failure or delay results from causes outside the reasonable control of the party. Such causes shall include, without limitation, Acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, freight embargoes, civil commotion, or the like. Notwithstanding the above, strikes and labor disputes shall not constitute an excusable delay for either party under this Agreement. The Agreement may be terminated without penalty by the party whose performance has not been affected if non-performance continues for more than thirty (30) days.

10.2. **Headings, Counterparts.** Headings used in this Agreement are for reference purposes only and shall not be used to modify the meaning of the terms and conditions of this Agreement. This Agreement may be executed in two or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

10.3. **Severability.** If any provision contained in this Agreement is held invalid, illegal, or unenforceable, then this Agreement will be construed as if such provision had never been contained herein.

10.4. **Compliance with Laws.** The parties will comply with all applicable laws, ordinances, rules, and regulations governing their respective duties or responsibilities under this Agreement.

10.5. **Independent Contractor.** The parties hereto are independent contractors and have no authority to act for the other party except as expressly provided in this Agreement. Nothing herein shall be deemed to create any association, partnership, joint venture or agency relationship between the Organization and Walgreen. This Agreement shall not be construed under any circumstance to confer any rights or privileges on any third parties, and neither Walgreen nor the Organization shall be under any obligation to any third party by reason of this Agreement or any term thereof.

10.6. **Publicity.** Neither party will use the name(s), trademark(s) or trade name(s), whether registered or not, of the other party in publicity or press releases or advertising or in any manner, including customer lists, without that party's prior written consent. Consent of Walgreen shall not be valid unless obtained from Walgreen's corporate Vice President or Divisional Vice President of Corporate Communications.

10.7. **Conduct.** At all times while present at a Location, the Organization and its employees and students (including the Participants) will comply with all applicable Walgreen policies including without limitation: (i) no smoking; (ii) drug-free environment; (iii) dress code; (iv) non-harassment; (v) all safety and security policies (including a prohibition against weapons), (vi) computer security and use policies; (vii) HIPAA compliance; and (viii) code of conduct.

10.8. **Non-Assignment.** Neither party may assign or subcontract its duties or responsibilities under this Agreement without the prior written approval of the other party.

10.9. **Non-Waiver.** No waiver of any breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent, or subsequent breach of such provision or any other provisions hereof and no waiver shall be effective unless made in writing.

10.10. **Notices.** All notices under this Agreement (excluding routine communications) shall be personally delivered or sent by express, certified or registered mail, return receipt requested, to:

Organization
Coastline ROP
1001 Presidio Square
Costa Mesa, CA 92626

Walgreen
Walgreen Co.
104 Wilmot Road, MS #2107
Deerfield, Illinois 60015
Attn.: Sr. Director, Talent Acquisition

With a copy to:

Walgreen Co.
104 Wilmot Road, M.S. #1434
Deerfield, Illinois 60015
Attn.: Commercial Legal Services

Notices shall be deemed given upon receipt or refusal to accept delivery.

10.11. **Entire Agreement.** This Agreement, together with all exhibits attached hereto, represents the entire agreement and understanding between the parties with respect to the subject matter hereof, and supersedes any other agreement or understanding, written or oral, that the parties hereto may have had with respect thereto. No statements, representations, promises or inducements with respect to the subject matter by either party or by any agent or representative of either party which is not contained in this Agreement shall be valid or binding between the parties. No provision of this Agreement may be modified, waived or amended except by a written instrument duly executed by authorized representatives of each of the parties hereto. Any such modifications, waivers or amendments shall not require additional consideration to be effective.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed to be effective as of the date first above written and do each hereby warrant and represent that its respective signatory who has signed this Agreement below is on the date of this Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

[ORGANIZATION]

WALGREEN CO.

By: _____

By: _____

Name: Brian Dozer

Name: Chrissy Holmer

Title: Superintendent

Title: Senior Director Talent Acquisition

Date: April 19, 2024

Date: _____

APPROVED BY DEPARTMENT	
CONTRACTS LEGAL	BY: _____
TALENT ACQUISITION & DIVERSITY SERVICES	BY: _____
	BY: _____

EXHIBIT A

List of schools, colleges, campuses, locations, and divisions of Organization covered under the Agreement for participants from the Organization. Each should be listed with applicable details for name, address, primary contact with contact information, and such other relevant details for Program.

LAW OFFICES OF
MARGARET A. CHIDESTER & ASSOCIATES

2151 MICHELSON DR, STE 260
IRVINE, CA 92612-1369

MARGARET A. CHIDESTER*
STEVEN R. CHIDESTER
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m.chidester@californiaschoollaw.net
*A PROFESSIONAL CORPORATION

May 6, 2024

REF. OUR FILE

MAC-26

VIA ELECTRONIC MAIL

Coastline ROP
1001 Presidio Square
Costa Mesa, CA 92626

Attention: Dr. Brian Dozer
Superintendent

Re: Retainer Agreement for Legal Services in 2024-2025 School Year

Dear Dr. Dozer:

Our office very much values our relationship with the Coastline ROP and the Board's confidence in the quality of our legal services.

Enclosed for your consideration is a retainer agreement for legal services for the 2024-2025 school year. We request a modest fee increase for 2024-2025 only to our senior partner rates to partially defray our increased costs of doing business. Our other hourly rates remain unchanged.

Early identification and resolution of legal issues preserves your Board's options and limits legal costs so more of the Coastline ROP's resources may be utilized to support student needs. Our preventive school law workshops on Title IX, sexual harassment, bargaining, reference checking, pupil discipline, pupil records, employee discipline, charter schools, Brown Act, conflicts of interest, and other topics are tailored to your specific organizational needs to help educators timely spot and address legal issues. Please contact us if we can provide any such workshops for the Coastline ROP.

By proposing only a modest increase to our senior partner rates with no other cost increases, as well as by our continuing vigilant limitation of client costs, we strive to deliver excellent value for your legal services dollar.

We appreciate our relationship with the Coastline ROP, and look forward to serving the Coastline ROP in the 2024-2025 school year.

LAW OFFICES OF
MARGARET A. CHIDESTER & ASSOCIATES

Dr. Dozer
May 6, 2024
Page 2

Upon approval, kindly return a signed copy of the enclosed retainer agreement by email to t.gushiken@californiaschoollaw.net.

Please do not hesitate to contact the undersigned with any questions or concerns. We are honored to be chosen to provide legal support to your organization.

Very truly yours,



Margaret A. Chidester

MAC:tg

Enclosures

- Proposed Retainer Agreement
- Firm Summary

**RETAINER AGREEMENT
BETWEEN COASTLINE ROP
AND THE LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES**

THIS AGREEMENT is made and entered into effective July 1, 2024 by and between the COASTLINE ROP of Orange County, California, "Client," and the LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES, "Attorneys."

W I T N E S S E T H

WHEREAS, the Client desires to obtain from Attorneys certain legal services; and

WHEREAS, the Governing Board has determined that it is in the best interest of the Client to retain Attorneys to represent the Client in the matters specified herein;

In consideration of these mutual promises, the parties agree as follows:

1. **Services**: The Client retains Attorneys for the purpose of providing legal services pertaining to Client business and related matters as may be specifically directed by the Governing Board, the Superintendent, or by their designees, including, but not limited to, labor negotiations, employment, personnel, pupils, investigation of complaints, instructional compliance, charter schools, contractual, business, finance, transactional, real property, governance and litigation issues, or such other legal issues as may be specifically assigned by the Superintendent/designee.

Upon direction of the Board, the Superintendent, or designees, Attorneys will interpret relevant statutes, constitutional provisions and case law as deemed necessary by the Client; prepare, review, and comment on legal documents in

correspondence; render legal opinions as appropriate and requested; advise and represent the Client in any court or administrative proceeding, provide other legal advice and legal services as requested; work with the Client staff and Board in the development of policy; and attend meetings in person, virtually, or telephonically as necessary and requested.

In rendering services, Attorneys shall comply with all federal, state, and local laws, regulations, and rulings to the extent that such laws are applicable to the Firm in its capacity as the Client's legal representative.

2. Client's Duties: The Client agrees to cooperate with Attorneys and to communicate with candor while keeping the Attorneys apprised of any information or developments which may come to Client's attention, to abide by this Agreement, and to pay Attorneys' bills on time. Client will assist Attorneys by providing information and documents necessary for representation in the Client's legal matters.

3. Rates and Payment: The Client shall not be required to pay in advance for any retained services. The Client shall pay Attorneys for services at the rates set forth in **Exhibit "A"**, attached and incorporated by this reference. *Billing shall be reported in increments of 1/10 of one hour.* Billing shall separately specify related costs including authorized consultants providing services on behalf of Client.

4. Costs: The Client shall pay and reimburse Attorneys for any actual and necessary costs and expenses incurred in the course of providing legal services, including actual charges that Attorneys directly incur such as filing fees, legal research access

fees, reproduction of documents, remote appearance fees in court and administrative matters, messenger and delivery services, postage, travel expenses, mileage for travel at the fixed IRS rate, lodging, court reporting costs, hearing officer and arbitrator fees, and non-legal consultant services.

Attorneys will supply all necessary equipment, supplies, offices, personnel, transportation, support services, and insurance required to perform legal services under this Agreement.

5. **Statements**: Attorneys shall present statements for services rendered during the preceding month. The Client shall pay upon presentation or within forty-five (45) days thereafter. Invoices not paid within 60 days of the date issued may be assessed a late charge of 1.0% per month. Statements shall include (1) a detailed, confidential account of the legal matters, strategies, and work on behalf of the Client, and (2) a summary invoice containing only amounts, dates, and general descriptions of legal services provided that is suitable for the Superintendent to transmit to the Client's accounts payable staff or, if required, to produce in response to a Public Records Act request. Invoices shall be sent directly to the attention of the Superintendent unless Attorneys are otherwise directed in writing by the Superintendent or the governing Board.

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

6. **Conflicts**: The Client acknowledges that Attorneys presently represent and in the future will represent other districts, charter schools, and education agencies that may, from time to time, have transactions with the Client. The Client consents to such continued and future representation without the need for any further consent from the Client, provided that Attorneys shall promptly notify the Client in writing of any direct conflict and of the Client's options in such case.

Attorneys shall not represent any person or entity in any action against the Client.

7. **Related Post-Investigation Services**: If an attorney who conducted an investigation or other legal matter for the Client is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration, or any other administrative or judicial proceeding, because of services rendered under this Agreement, and/or if the attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to any matter relating to or arising out of services previously performed for the Client, the Client agrees to pay Attorneys for time expended, including preparation time, at the investigating attorney's then current hourly rate and to reimburse Attorneys for reasonable costs and expenses incurred.

8. **Indemnification**: Except as provided below, the Client will indemnify, defend and hold harmless Attorneys from and against all claims, suits or causes of action arising out of the services rendered herein. The Client will provide legal representation for Attorneys in any litigation relating to such services if Attorneys are sued, deposed, or otherwise required to provide information or

testimony concerning services provided under this contract. ***This provision does not apply to any actions resulting from Attorneys' negligence or any willful and/or malicious conduct in the course of rendering legal services.***

The indemnity provisions of this section shall survive the expiration or termination of this Retainer Agreement.

9. Electronic Communication, Confidentiality & Publicity:

The Client authorizes Attorneys to communicate with the Client and the Client's authorized representatives via electronic mail when such communication is desirable for timely communications, efficiency of transmission, or to avoid the need for re-creating documents.

Attorneys shall make reasonable efforts to label electronic communications as confidential and privileged. The Client acknowledges that electronic communications may be intercepted and that confidentiality cannot be guaranteed. If communications are intercepted or confidentiality is otherwise compromised, the Client will hold Attorneys harmless for any resulting injury.

The Client will not modify any document transmitted to the Client electronically by Attorneys, except as expressly authorized by Attorneys.

Both parties agree not to knowingly transmit any materials to the other party in violation of the copyright of another or of any other applicable law.

Attorneys shall retain all Client confidential information in the strictest confidence and shall neither use it nor disclose it to anyone without prior written consent of the Client. The Client may seek to enjoin any unauthorized disclosure. Attorneys shall not issue public announcements on behalf of the Client without the Client's prior written consent.

10. **No Guarantee of Outcome.** Attorneys do not promise or guarantee an outcome for any particular legal matter. Attorneys shall provide periodic reports and opportunities for Client input and direction. Actual fees will vary from initial estimates and may be higher or lower based upon Client direction for legal work and legal options selected by Client.

11. **Files and Ownership of Documents.** Attorneys provide electronic communications and files to Client in the course of rendering legal services. Client acknowledges and agrees that unless otherwise specifically required by law or this Agreement, Attorneys shall not be required to maintain Client paper files of communications, documents, exchanges, or other legal matters for which Attorneys have been requested to serve. When legal services on a particular matter of work conclude, and periodically as individual matters conclude, Attorneys will, upon the Client's request, deliver closed files to the Client at the Client's cost, along with any funds or property of the Client's in Attorneys' possession. Attorneys will retain closed files for a period of up to one (1) year. If the Client does not request delivery of the file before the end of the one (1) year period from closure of the file, Attorneys shall have no further obligation to retain files and may, at Attorneys' discretion, destroy such files without further notice.

12. **Assignment.** This Agreement is not assignable without the written consent of the Client.

13. **Independent Contractor.** Attorneys, while engaged in performing the terms of this Agreement, are an independent contractor and are not employees of the Client.

14. **Insurance.** Attorneys shall maintain workers' compensation insurance, general liability insurance, and legal malpractice coverage in force at all times at their sole expense in amounts deemed sufficient under current industry standards to protect the interests of the Client under this Agreement. Attorneys shall, on request, provide the Client with certificates of insurance evidencing compliance with coverage requirements of this Agreement.

15. **Nondiscrimination.** Attorneys shall not, in the performance of this Agreement, unlawfully discriminate against any employee, applicant for employment, or Client student or employee because of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), immigration status, sex, gender, gender identity or sexual orientation.

16. **Audit.** The Client shall have audit access to its accounts with Attorneys on request during the term of this Agreement. Attorneys shall cooperate with such auditors or investigators authorized to audit Client accounts and provide information regarding Client legal matters that the Client may need to defend itself against legal challenges.

17. Dispute Resolution.

A. Mediation. Except as otherwise set forth in this section, Client and Attorneys agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorneys. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1119, and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.

B. Dispute Regarding Fees. Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent

required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. & Prof. Code §§ 6200, et seq.).

C. Binding Arbitration. Except as otherwise set forth in section (A) and (B) above, Client and Attorneys agree to submit all disputes to final and binding arbitration, either following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall make a good faith attempt to select an arbitrator and complete the arbitration within ninety (90) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim.

This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client maybe ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.

D. Effect of Termination. The terms of this section shall survive the termination of the Agreement.

18. Governing Law. This Agreement shall be governed by the laws of the state of California.

19. Authority. The parties hold the positions set forth below their signatures and are authorized to execute this Agreement on behalf of their respective parties and to bind their respective parties hereto.

20. Term. This Agreement is effective July 1, 2024. It may be extended or modified by mutual agreement.

A. Discharge and Withdrawal. Client may discharge Attorneys at any time. Attorneys may withdraw with Client's consent or for good cause or as permitted under the Rules of Professional Conduct of the State Bar of California and/or applicable law. Among the circumstances under which Attorneys may withdraw are: (a) with the consent of Client; (b) Client's conduct renders it unreasonably difficult for the Attorneys to carry out the employment effectively; and/or (c) Client fails to pay Attorneys' fees or costs as required by this Agreement. Notwithstanding the discharge, Client will remain obligated to pay Attorneys at the

agreed rates for all services provided and to reimburse Attorneys for all costs advanced.

B. Conclusion of Services. When Attorneys' services conclude, whether by completing the services covered by this Agreement, or by discharge or withdrawal, all unpaid charges for fees or costs will be due and payable immediately.

Client may have access to Client's electronic case file at Attorneys' office at any reasonable time. At the end of the engagement, Client may request the return of Client's paper case file. If Client has not requested the return of Client's paper file, and to the extent Attorney has not otherwise delivered it or disposed of it consistent with Client's directions, Attorneys will retain the paper case file for a period of one (1) year, after which Attorneys are authorized by this Agreement to have the paper case file destroyed. If Client would like Attorneys to maintain Client's paper case file for more than one (1) year after the conclusion of Attorneys' services for Client on a given matter, a separate written agreement must be made between Attorneys and Client, which may provide for Client to bear the cost of maintaining the paper file. In the event Client requests that Attorneys transfer possession of Client's case file to Client or a third party, Attorneys are authorized to retain electronic copies of the case file at Attorneys' expense. The case file includes Client materials and property as defined in Rule 1.16(e)(1) of the California Rules of Professional Conduct.

21. Entire Agreement. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

COASTLINE ROP

Date: _____, 2024

BY: _____

Title: _____

LAW OFFICES OF MARGARET A.
CHIDESTER & ASSOCIATES

Date: May 6, 2024

BY: *Margaret A. Chidester*
Margaret A. Chidester

EXHIBIT "A"

Rates are guaranteed through June 30, 2025.

SENIOR PARTNERS	\$360 per hour
PARTNERS	\$335 per hour
SENIOR ATTORNEYS	\$315 per hour
OTHER ATTORNEYS	\$310 per hour
LAW CLERKS/PARALEGALS	\$195 per hour

COSTS

PHOTOCOPIES AND FAXES	\$0.25 per page
COLOR COPIES	\$0.50 per page
POSTAGE	Actual Charges
MILEAGE	IRS Authorized Rate
TELEPHONE CALLS AND TEXT MESSAGES	No Charge
DIGITAL LEGAL RESEARCH LIBRARY SERVICES	No Charge
TRANSCRIPTIONS	Actual Charges
OTHER	Actual Charges

2 AMENDMENT #3
3 COASTLINE REGIONAL OCCUPATIONAL PROGRAM
4 BUSINESS-PLUS SYSTEM SUPPORT
5 AND SOFTWARE SUPPORT SERVICE AGREEMENT

6 The AGREEMENT entered into July 1, 2021, by and between the Orange
7 County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa,
8 California 92626, hereinafter referred to as SUPERINTENDENT, and
9 Coastline Regional Occupational Program, 1001 Presidio Square, Costa
10 Mesa, California 92626, hereinafter referred to as ROP, is hereby
11 further amended as follows:

12 1.0 Section 5.0 PAYMENT shall be amended to read: ROP agrees to pay
13 SUPERINTENDENT the sum of Thirty-two thousand one hundred dollars
14 (\$32,100.00) for annual software support service fees for fiscal year
15 2024-2025. Annual software support service fees due for each fiscal
16 year shall be paid by ROP on or before August 1st of that fiscal year
17 upon receipt of an itemized invoice from SUPERINTENDENT.
18 SUPERINTENDENT shall evaluate software support service charges
19 annually, for possible upward or downward adjustments, based on
20 SUPERINTENDENT'S actual costs to support Business-Plus software.
21 SUPERINTENDENT will provide ROP written notice of the annual software
22 support service fees due for the renewal period sixty (60) days prior
23 to the end of each renewal period.

24 2.0 Except as expressly herein amended, including any amendments
25 thereto, said AGREEMENT shall in all respects be and remain in full
force and effect.

1 IN WITNESS WHEREOF, the Parties hereto set their hands.

2 ROP: COASTLINE REGIONAL
3 OCCUPATIONAL PROGRAM

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

4 BY: _____

BY:  _____

5 Authorized Signature

Authorized Signature

6 PRINTED NAME: _____

PRINTED NAME: Patricia McCaughey

7 TITLE: _____

TITLE: Director

8 DATE: _____

DATE: May 6, 2024

9 Coastline ROP-Financial-BusinessPlus-Amend 3(51648)25
10 ZIP5

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AMENDMENT #3
COASTLINE REGIONAL OCCUPATIONAL PROGRAM
HUMAN RESOURCES APPLICATION
SOFTWARE SUPPORT SERVICE AGREEMENT

The AGREEMENT entered into July 1, 2021, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92628, hereinafter referred to as SUPERINTENDENT, and Coastline Regional Occupational Program, 1001 Presidio Square, Costa Mesa, California 92626, hereinafter referred to as ROP, is hereby further amended as follows:

1.0 Section 5.0 PAYMENT shall be amended to read: ROP agrees to pay SUPERINTENDENT the sum of Twelve thousand five hundred dollars (\$12,500.00) for SUPERINTENDENT'S Human Resources Application annual software support service fees for fiscal year 2024-2025. Annual software support service fees due for each fiscal year shall be paid by ROP on or before August 1st of that fiscal year upon receipt of an itemized invoice from SUPERINTENDENT. Annual Human Resources Application software support service fees will be evaluated annually for possible upward or downward adjustments. SUPERINTENDENT will provide ROP written notice of the annual Human Resources Application software support service fees due for the renewal period sixty (60) days prior to the end of each renewal period. Renewal fees shall be based on the actual costs incurred by SUPERINTENDENT to support the Human Resources Application software.

1 2.0 Except as expressly herein amended, including any amendments
2 thereto, said AGREEMENT shall in all respects be and remain in full
3 force and effect.

4 IN WITNESS WHEREOF, the Parties hereto set their hands.

5 ROP: COASTLINE REGIONAL
6 OCCUPATIONAL PROGRAM

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

7 BY: _____
8 Authorized Signature

BY:  _____
Authorized Signature

9 PRINT NAME: _____

PRINT NAME: Patricia McCaughey

10 TITLE: _____

TITLE: Director

11 DATE: _____

DATE: May 6, 2024

12 Coastline ROP-Human Resources Application-Amend 3(51641)25
13 ZIP5

TO: Board of Trustees

FROM: Brian Dozer

DATE: May 6, 2024

SUBJECT: Contract extension and additional funds for Mr. Anthony Soria

Background and Rationale

Due to the delays in our search for a new Director of Business Services, and as previously discussed, we will need additional services from Mr. Anthony Soria, Interim CBO in June for preparation of the annual budget and on-boarding of our new Director, Business Services. As such, we propose adding 3 weeks to the existing consulting agreement (extending it to June 20, 2024) and increasing the funding for the interim work.

Financial Impact

The maximum cost of these additional services is \$28,000.

Recommendation

It is respectfully recommended that the board of trustees approve the extended agreement for Mr. Soria.

SUMMER SCHOOL EMPLOYEES PERSONNEL REGISTER 2024-2025

It is recommended that the Board approve the following teachers for summer semester 2024 employment:

<u>TEACHER</u>	<u>CLASS</u>	<u>LOCATION</u>
1 Robert Dorf	Entrepreneurship I	Virtual
2 Rachel Friedman	Professional Internships	Virtual
3 Michael Gentile	CyberForward	Virtual
Michael Gentile	AI Cyber Security (Fee-based)	Virtual
4 Edward Jaspersen	9th Grade Bridge	Estancia H.S.
5 Jena Jungmann	Emergency Medical Technician (Fee-based)	Presidio
6 Teresita Lubrino	Pharmacy Technician Summer Internship ELL Grant (Adult)	Presidio
7 Stephen Moreno	9th Grade Bridge	Estancia H.S.
8 Cecilia Murillo	Certified Nursing Assistant (Fee-based)	Presidio
9 Cesar Ordiano	Advanced Media Arts Portfolio	Virtual
Cesar Ordiano	Multimedia Communications Design	Virtual
10 Timothy Perez	Supply Chain Management I	Virtual
11 Kathleen Rabbitt	9th Grade Bridge	Estancia H.S.
12 Brandee Ramirez	Entrepreneurship I and II (Small Business Bootcamp)	Virtual
13 Kathryn Saucedo	Careers in Artificial Intelligence	Virtual
14 TBD	Middle School Enrichment	Ensign TeWinkle

Brian K. Dozer

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

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

EMPLOYMENT:

Name: Brenda Savedra
Position: Incoming Director, Business Services
Effective: May 8, 2024 – May 16, 2024
Position: Director, Business Services
Effective: May 17, 2024
Program: Business Services
Location: Presidio Site

Name: Andre-Michael Laporte
Position: Substitute Teacher
Program: Educational Services
Location: All Sites
Effective: April 23, 2024

**FROM:
TO:**

Name: Robert Dorf
Position: Substitute Teacher
Position: Teacher
Program: Entrepreneurship I
Location: Virtual
Effective: June 10, 2024

RESIGNATION:

Name: Anastasia Halpin
Position: Substitute Teacher
Program: Educational Services
Location: All Sites
Effective: April 23, 2024

RETIREMENT:

Name: Lewis Zuluaga
Position: Network Specialist
Program: Technology Services
Location: Presidio Site
Effective: July 1, 2024

Brian K. Dozer

Coastline ROP
Travel/Conference Report
Board Meeting
May 16, 2024

Name	Date(s)	Destination	Purpose	Amount
Melissa Milgrim, Instructor, Creekside High School and Trabuco Hills High School	April 18 – April 21, 2024	Las Vegas, NV	2024 Far West Athletic Trainers Association Annual Meeting and Clinical Symposium Conference	\$1,283.96
Ashley Kingsbury, Instructor, Newport-Harbor High School	April 27 – April 30, 2024	Riverside, CA	FCCLA Leadership Conference	\$535.00
			Total	\$1,818.96