



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM
Innovate • Educate • Inspire

BOARD OF TRUSTEES
AGENDA

May 19, 2022

9:00 a.m. Closed Session

9:45 a.m. Open Session

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

Board of Trustees: Diana Carey / Lauren Brooks / Michelle Barto / Suzie Swartz / Lynn Davis



TO: Board of Trustees
FROM: Brian Dozer
DATE: May 12, 2022
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, May 19, 2022, regular Board of Trustees meeting. Trustee Davis, Trustee Brooks, and I will meet in my office at 8:30 a.m. to review the agenda. The board meeting will begin with a closed session at 9:00 a.m. Open session is scheduled to begin at 9:45 a.m.

I am looking forward to seeing you on Thursday, May 19, 2022.

Enclosure

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

BOARD OF TRUSTEES

Thursday, May 19, 2022

9:00 a.m. Closed Session

9:45 a.m. Open Session

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

Meetings are recorded for use in the official minutes.

AGENDA

1. BOARD MEETING CALLED TO ORDER

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

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

Coastline ROP:

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

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

4. CLOSED SESSION Discussion

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

5. RECONVENE IN OPEN SESSION Discussion

A. Reporting out of Closed Session

6. PLEDGE OF ALLEGIANCE

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

Motion by _____ Seconded by _____ Vote _____

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

INFORMATION ITEMS

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

DISCUSSION/ACTION ITEMS

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

Motion by _____ Secoded by _____ Vote _____
- 12. **Board Meeting Date/Time Changes** **Discussion/Action**

Motion by _____ Secoded by _____ Vote _____
- 13. **Quarterly Report of Investment Performance** **Discussion**
- 14. **Entrepreneurial Learning Initiative (ELI) –** **Discussion/Action**
Recommend the Board approve the “Developing an Entrepreneurial Mindset” professional development program with ELI.

Motion by _____ Secoded by _____ Vote _____
- 15. **CEO Leadership Alliance –** **Discussion/Action**
Recommend the Board approve the Memorandum of Understanding between CEO Leadership Alliance and Coastline ROP.

Motion by _____ Secoded by _____ Vote _____
- 16. **New Course Outline –** **Discussion/Action**
Recommend the Board approve the new course outline for Careers in Artificial Intelligence.

Motion by _____ Secoded by _____ Vote _____
- 17. **New Course Outlines –** **Discussion/Action**
Recommend the Board approve the new course outlines for Automotive Dual Enrollment Pathway.

Motion by _____ Secoded by _____ Vote _____
- 18. **Intranet and Wireless Network Upgrade –** **Discussion/Action**
Recommend the Board approve the upgrade to the Presidio Site intranet and wireless network with SHI International Corp.

Motion by _____ Secoded by _____ Vote _____

19. **BERT Workplace Safety Solutions** – Recommend the Board approve the agreement between BERT Safety Solutions and Coastline ROP. **Discussion/Action**

Motion by _____ Seconded by _____ Vote _____

20. **WASC Self-Study Visit Presentation** **Discussion**

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:

- 21. [Minutes from April 21, 2022](#), Board of Trustees meeting
- 22. [Ratification of purchase order report](#) ending April 30, 2022
- 23. [Ratification of check report](#) ending April 30, 2022
- 24. [Retainer agreement](#) between Coastline ROP and the Law Offices of Margaret A. Chidester & Associates to provide legal services for the 2022-23 school year
- 25. [Orange County Department of Education Agreement No. 10001028](#), Internet Access Services Agreement, July 1, 2022, through June 30, 2023
- 26. [Orange County Department of Education Agreement No. 10000964](#), Network Support and Cyber Security Services Agreement, July 2022, through June 30, 2023, for \$7,600
- 27. [Softchoice](#) CAMSA Enrollment for Education Solutions (EES) contract renewal agreement, June 1, 2022 – May 31, 2027
- 28. [Memorandum of Understanding](#) with University Lab Partners for summer, fall, and spring 2022-2023 educational course of Medical Innovation, Research, and Entrepreneurship
- 29. [Memorandum of Understanding](#) with Tustin Unified School District for CPR services
- 30. [CTE Joint Powers Authority Coalition](#) participation agreement
- 31. [Internship sites](#)
- 32. [Inventory deletion report](#)
- 33. [Summer school personnel register](#)
- 34. [Personnel Register #8](#) – 2021-2022 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 35. [Approval of travel conference report](#)

Motion by _____ Seconded by _____ Vote _____

NEW BUSINESS **Information**

ADJOURNMENT

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

Next Scheduled Meeting: June 16, 2022

Public Records related to the public session agenda that are distributed to the Governing Board less than 72 hours before a regular meeting may be inspected by the public at 1001 Presidio Square, Costa Mesa, during regular business hours (8:00 a.m. to 4:30 p.m.)

TO: Board of Trustees

FROM: Brian Dozer

DATE: May 1, 2022

SUBJECT: AB 361

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

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

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

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

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
2022 BOARD CALENDAR**

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

MEETING TIME – 9:00 A.M.

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

TO: Board of Trustees

FROM: Sesar Morfin

DATE: May 10, 2022

SUBJECT: Quarterly Report of Investment Performance

Per our Investment Policy BP 3200, I am presenting the quarterly report of investment performance for the quarter ending March 31, 2022.

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

- The investment report is for the month and quarter ending March 31, 2022.
- The quarter yield was as follows for the investments referenced below:

Investment	Yield
Combined OC Educational Investment Pool	.9876%

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

Investment	Yield
Educational Money Market Fund	0.162%
Extended Fund	0.485%

These yields are only slightly less than what was expected through this time of year in terms of our budget for the 2021-2022 year. We do not recommend making any adjustment to our budget at this time.

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

In addition to these funds, Coastline also has funds deposited in a section 115 trust fund for the purpose of funding our long-term liabilities for Other Post-Employment Benefits (OPEB) for our retirees. The Board of Trustees authorized the establishment of this fund in May of 2021 and the first deposit was made into the fund on June 17, 2021, in the amount of approximately \$25,846. A second deposit was made into the fund on September 17, 2021, in the amount of approximately \$10,014. This deposit was Coastline's yearly contribution for the 2021-2022 year into this fund. This is the third

quarterly report of investment performance that is being brought to the Board of Trustees.

The three-month investment performance for this fund was -5.37%. The previous three-month investment performance for this fund was 4.84%. Our balance in this fund as of March 31, 2022, was approximately \$35,288.

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

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

Enclosure

ORANGE COUNTY TREASURER-TAX COLLECTOR
ORANGE COUNTY INVESTMENT FUND (OCIF)
ORANGE COUNTY TREASURER'S POOL (OCTP) AND SPECIFIC INVESTMENT ACCOUNTS ⁽¹⁾
FOR THE MONTH AND QUARTER ENDED: March 31, 2022

OCTP INVESTMENT STATISTICS - By Reporting Entity

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 03/31/2022	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
Orange County Investment Pool (OCIP)	MARKET Value \$ 6,258,292,832	338	0.484%	0.462%	0.433%	0.9877 ⁽²⁾
	COST (Capital) \$ 6,334,875,952					
	MONTHLY AVG Balance \$ 6,002,731,714					
	QUARTERLY AVG Balance \$ 5,904,843,356					
	BOOK Value \$ 6,336,387,507					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 5,902,917,368	342	0.501%	0.430%	0.433%	0.9876 ⁽²⁾
	COST (Capital) \$ 5,975,881,995					
	MONTHLY AVG Balance \$ 5,858,313,591					
	QUARTERLY AVG Balance \$ 6,065,316,159					
	BOOK Value \$ 5,977,329,223					

INVESTMENT STATISTICS - Specific Investment Accounts

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
Specific Investment Funds: 283, FVSD, CCCD	MARKET Value \$ 110,121,767 COST (Capital) \$ 111,084,281 MONTHLY AVG Balance \$ 111,055,758 QUARTERLY AVG Balance \$ 110,972,996 BOOK Value \$ 110,457,438	John Wayne Airport Investment Fund \$ 53,365,208 Fountain Valley School District Fund 40 34,697,454 CCCD Series 2017E Bonds 23,021,619 \$ 111,084,281

OCIF TOTALS

INVESTMENTS	CASH
OCIP \$ 6,334,875,951	
OCEIP 5,975,881,995	
Specific Investment 111,084,281	Cash 174,675,593
Totals \$ 12,421,842,227	\$ 174,675,593

Total Assets in the County Treasury \$ 12,596,517,820

KEY POOL STATISTICS

INTEREST RATE YIELD	WEIGHTED AVERAGE MATURITY (WAM)
OCIP - YTD NET YIELD 0.431%	OCIP 338
OCEIP - YTD NET YIELD 0.432%	OCEIP 342
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD 0.181%	JOHN WAYNE AIRPORT 49
90-DAY T-BILL YIELD - MONTHLY AVERAGE 0.406%	LGIP (Standard & Poors) 34

(1) Reported in compliance with Government Code Section 53646 (b)(1), with 2022 IPS requiring at least quarterly reporting per Government Code Section 53646 (d).

(2) The current NAVs for OCIP and OCEIP have dropped to .9877 and .9876 respectively. Short-term rates have risen slightly causing the market values on OCIP and OCEIP to drop below book values. The OCIP and OCEIP have sufficient liquidity to meet projected cash flow needs.

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

April 1, 2021 - March 31, 2022

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month March 2022</i>				
OCCMF	\$ 679,730,867	\$ 91,041	0.162%	19
OCEMMF	\$ 590,239,224	\$ 65,278	0.174%	30
Extended Fund	\$ 10,891,240,109	\$ 4,429,056	0.485%	376
<i>February 2022</i>				
OCCMF	\$ 629,662,251	\$ 22,805	0.063%	35
OCEMMF	\$ 400,119,886	\$ 16,706	0.077%	28
Extended Fund	\$ 10,771,548,197	\$ 4,110,963	0.484%	397
<i>January 2022</i>				
OCCMF	\$ 479,759,067	\$ 14,572	0.033%	16
OCEMMF	\$ 350,171,237	\$ 13,971	0.032%	22
Extended Fund	\$ 11,073,358,118	\$ 4,343,028	0.457%	403
<i>December 2021</i>				
OCCMF	\$ 579,750,251	\$ 14,955	0.042%	32
OCEMMF	\$ 600,064,397	\$ 18,829	0.067%	30
Extended Fund	\$ 11,453,150,516	\$ 4,424,607	0.453%	389
<i>November 2021</i>				
OCCMF	\$ 368,750,232	\$ 17,393	0.046%	19
OCEMMF	\$ 166,072,078	\$ 6,501	0.032%	12
Extended Fund	\$ 10,176,143,248	\$ 4,474,543	0.548%	413
<i>October 2021</i>				
OCCMF	\$ 598,728,996	\$ 20,700	0.043%	29
OCEMMF	\$ 366,066,491	\$ 13,024	0.033%	20
Extended Fund	\$ 9,560,586,994	\$ 4,637,497	0.595%	422
<i>September 2021</i>				
OCCMF	\$ 548,730,759	\$ 18,746	0.043%	46
OCEMMF	\$ 641,062,348	\$ 17,115	0.034%	21
Extended Fund	\$ 9,022,856,092	\$ 4,763,961	0.640%	447
<i>August 2021</i>				
OCCMF	\$ 686,258,831	\$ 14,485	0.034%	22
OCEMMF	\$ 729,756,866	\$ 18,168	0.036%	24
Extended Fund	\$ 9,043,829,890	\$ 5,027,206	0.657%	443
<i>July 2021</i>				
OCCMF	\$ 448,750,401	\$ 8,311	0.027%	12
OCEMMF	\$ 626,060,974	\$ 12,860	0.026%	20
Extended Fund	\$ 9,045,576,372	\$ 5,173,510	0.639%	449
<i>June 2021</i>				
OCCMF	\$ 405,185,671	\$ 3,334	0.008%	12
OCEMMF	\$ 722,762,328	\$ 6,026	0.011%	15
Extended Fund	\$ 9,611,416,767	\$ 5,405,603	0.680%	432
<i>May 2021</i>				
OCCMF	\$ 603,889,178	\$ 6,157	0.009%	20
OCEMMF	\$ 556,175,103	\$ 2,937	0.006%	12
Extended Fund	\$ 9,928,655,913	\$ 5,569,213	0.663%	435
<i>April 2021</i>				
OCCMF	\$ 1,196,005,624	\$ 13,255	0.014%	20
OCEMMF	\$ 537,821,065	\$ 2,108	0.010%	20
Extended Fund	\$ 9,847,901,329	\$ 5,663,857	0.668%	332
Fiscal Year July 1, 2021 - June 30, 2022				
	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
OCCIP	\$ 5,624,849,449	\$ 21,203,545	0.489%	377
OCEIP	\$ 5,544,931,073	\$ 20,586,284	0.490%	380

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

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

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

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

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

The Cash Availability Projection for the six months ending September 30, 2022, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

ORANGE COUNTY INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
March 2022 - Ending Cash				\$ 74,082,514
April	\$ 1,088,784,987	\$ 2,198,116,500	\$ 2,213,350,264	1,147,633,737
May	322,836,470	366,599,349	1,309,901,941	527,167,615
June	473,150,099	336,702,337	770,630,007	566,390,044
July	458,728,645	332,531,059	882,177,641	475,472,107
August	478,299,778	504,666,123	430,373,917	1,028,064,091
September	485,140,809	329,867,257	528,387,229	1,314,684,928

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
March 2022 - Ending Cash				\$ 81,593,796
April	\$ 708,439,173	\$ 1,311,413,719	\$ 795,813,553	1,305,633,135
May	487,449,530	766,034,058	867,240,496	1,691,876,227
June	550,598,955	657,508,265	795,637,912	2,104,345,535
July	436,864,852	274,184,484	647,673,514	2,167,721,357
August	455,503,191	339,447,979	764,406,160	2,198,266,367
September	462,018,166	326,572,920	670,400,519	2,316,456,934

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
For the Month and Quarter Ended March 31, 2022

	<u>Month</u>	<u>Quarter</u>
Treasurer's Accountability at the Beginning of the Period:	\$ 12,238,440,342	\$ 13,190,706,992
Cash Receipts:		
County	1,102,597,534	2,467,228,074
School and Community College Districts	940,418,943	2,038,843,365
Total Cash Receipts	<u>2,043,016,477</u>	<u>4,506,071,439</u>
Cash Disbursements:		
County	841,910,986	2,376,018,515
School and Community College Districts	832,716,851	2,706,630,458
Total Cash Disbursements	<u>1,674,627,837</u>	<u>5,082,648,973</u>
Net Change in Cost Value of Pooled Assets	<u>368,388,640</u>	<u>(576,577,534)</u>
Net Increase in Non-Pooled Investments	59,897	266,154
Net Decrease in Non-Pooled Cash	<u>(10,371,059)</u>	<u>(17,877,792)</u>
Treasurer's Accountability at the End of the Period:	<u>\$ 12,596,517,820</u>	<u>\$ 12,596,517,820</u>
Assets in the Treasury at the End of the Period (at Cost Value):		
Pooled Investments:		
Orange County Investment Pool		\$ 6,334,875,951
Orange County Educational Investment Pool		5,975,881,995
Total Pooled Investments		<u>12,310,757,946</u>
Non-Pooled Investments:		
Non-Pooled Investments - John Wayne Airport		53,365,208
Non-Pooled Investments - Fountain Valley School District Fund 40		34,697,454
Non-Pooled Investments - CCCD Series 2017E Bonds		23,021,619
Total Non-Pooled Investments		<u>111,084,281</u>
Cash and Cash Equivalent:		
Cash in banks - County		73,985,035
Cash in banks - Schools		81,593,796
Cash in banks - OC Sheriff		11,378,951
Cash in banks - John Wayne Airport		7,620,332
Cash - Other		97,479
Total Cash		<u>174,675,593</u>
Total Assets in the Treasury at the End of the Period:		<u>\$ 12,596,517,820</u>

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
03/01/2022 to 03/31/2022

Linda Doone

COASTLINE ROP
Coastline Regional Occupational Program PARS PAPEBT

Plan Summary

Beginning Plan Value as of 03/01/2022	\$35,050.33
Change in Plan Value	\$238.16
Ending Plan Value as of 03/31/2022	\$35,288.49

Activity Summary by Source

Source	Balance on 03/01/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Balance on 03/31/2022
OPEB	\$35,050.33	\$0.00	\$254.28	\$(16.12)	\$0.00	\$0.00	\$35,288.49
Totals	\$35,050.33	\$0.00	\$254.28	\$(16.12)	\$0.00	\$0.00	\$35,288.49

Transactions for the Period

Source	Date	Description	Amount
OPEB	03/29/2022	ASSET MGMT FEES	\$(8.82)
OPEB	03/30/2022	INTER-ACCOUNT TRANSFER IN	\$7.30
OPEB	03/30/2022	INTER-ACCOUNT TRANSFER OUT	\$(7.30)
OPEB	03/30/2022	TRUST ADMINISTRATOR FEES	\$(7.30)
OPEB	03/31/2022	ACCOUNT GAINS/(LOSSES)	\$254.28

Investment Selection

Source	Selected Investment
OPEB	US Bank Balanced Index

Investment Objective

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

Investment Performance

Source	1-Month	3-Month	1-Year	Annualized Return			Inception Date
				3-Years	5-Years	10-Years	
OPEB	0.73%	-5.37%	-	-	-	-	06/17/2021

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
03/01/2022 to 03/31/2022

Linda Doone

COASTLINE ROP
Coastline Regional Occupational Program PARS PAPEBT

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

TO: Board of Trustees

FROM: Brian Dozer

DATE: May 10, 2022

SUBJECT: Entrepreneurial Learning Initiative

The WASC visiting committee concurred with Coastline ROP's identified growth areas for continuous improvement as outlined in our action plan: curriculum and assessment; community partnerships; and engagement and awareness. An important aspect of supporting this plan is staff professional development. With that in mind, we respectfully submit that the Entrepreneurial Learning Initiative's (ELI) "Developing an Entrepreneurial Mindset" staff professional development will enhance our ability to address the unique challenges we face and complete the tasks laid out in the action plan.

It is important to differentiate this training from "entrepreneurship" training. An entrepreneurial mindset, according to ELI, "is a specific set of beliefs, knowledge, and thought processes that drive entrepreneurial behavior." Those with this mindset tend to: display greater self-efficacy; be more self-directed; display greater curiosity, creativity, and critical thinking; and display a high level of reliability, understanding that following through on simple solutions can lead to unforeseen opportunities.

As ELI's proposal states, "The overall objective of this professional development program will be to provide Coastline ROP Support Staff and Career Specialists with a framework for addressing problems that they face in their work and lives in a more entrepreneurial fashion...and help balance the need for continued efficiency and structure with the need for growth and innovation."

We endeavor to begin this professional development program in late September 2022 and continue it through May 2023. It will involve all Presidio staff and career specialists. The contract cost of \$72,300 will be paid for with COVID relief funding.

It is respectfully requested that the board approve the "Developing an Entrepreneurial Mindset" professional development program with ELI.



Staff Professional Development

Developing an Entrepreneurial Mindset

Academic Year 2022 - 2023

Objective

Innovate, Educate and Inspire. These are the words right at the forefront of the Coastline Regional Occupational Program (ROP) website. Due to the nature of CTE programs this vision fits well as students get to explore their interests in experiential and immersive programs. These ideas should also hold true for the Support Staff and Career Specialists at Coastline ROP.

But taking a credo and turning it into real action requires a framework to understand how innovative ideas can be nurtured, grown, and integrated into existing organizational processes. These efforts to bring about positive change will in turn educate and inspire everyone in the organization to reach higher and accomplish more than was previously thought possible.

ELI's work around the entrepreneurial mindset provides this framework. Our approach guides participants in developing more entrepreneurial attitudes, behaviors and skills while solving the problems within the organization that are deemed most worthy of being addressed by the participants themselves.

The overall objective of this professional development program will be to provide Coastline ROP Support Staff and Career Specialists with a framework for addressing problems that they face in their work and lives in a more entrepreneurial fashion. The skills that are developed will be complementary to the managerial skills that they have formed through their previous experiences, and help balance the need for continued efficiency and structure with the need for growth and innovation.

Goals

- Expose Support Staff and Career Specialists to entrepreneurial mindset concepts
- Immerse participants in the entrepreneurial process to solve issues that they identify
- Develop a common vernacular throughout the staff for problem identification and solution development
- Produce results through multiple innovation projects as determined by participants
- Provide mentoring for participants as they work on their projects and further develop entrepreneurial skills
- Build to a level of sustainability where participants can continue their entrepreneurial efforts within Coastline ROP without the support of ELI staff

Project Scope and Duration

This program will be delivered from September 30th, 2022 to May 15th, 2023 with an option to renew. Thirty-two employees (20 Support Staff and 12 Career Specialists) will be enrolled in the program with an expectation of them each allocating a minimum of two hours per week to work on the innovation projects associated with this training.

Deliverables

ELI will provide the following services as part of this professional development program:

- One-day onsite visits on September, 30th 2022 and in February 2023 (exact date TBD) to provide group lectures, face-to-face coaching, and individual mentoring. The cost of travel for these visits will be included in the proposal.
- Office hours for individuals or individual project group coaching sessions (up to 5 hours per week). These sessions will be scheduled as participants desire through access to a virtual calendar.
- 90-120 minute virtual sessions in October 2022, November 2022, December 2022, January 2023, March 2023, and April 2023, and May 2023 that include the entire cohort to demonstrate progress via guided questions and for team members to share challenges and opportunities.
- Monthly updates to Superintendent Brian Dozer to discuss team progress as well as any concerns that have been identified.

Cost

\$72,300 which includes all items listed in the deliverable section and travel costs for two facilitators for the September 30, 2022 and February 2023 in-person sessions.

Event Confirmation

In order to secure this Agreement and the proposed dates, Coastline ROP must sign and return this Agreement, accompanied with a 50% deposit of \$36,150 payable to ELI on or before July 31, 2022. The remaining balance will be invoiced after the last session in May 2023.

Termination

This Agreement may be terminated by either party on fourteen (14) days advance written notice before the first live event scheduled for September 30th, 2022. Should ELI terminate the agreement, the deposit paid by Coastline ROP will be refunded. Should Coastline ROP terminate the agreement, the deposit is refundable except to the extent that costs are incurred.

General

This Agreement contains the entire understanding of the parties relating to the subject matter hereof. No change of this Agreement shall be binding upon either party unless it is made by an instrument signed by the parties. A waiver by either party of any provision of this Agreement in any instance shall not be deemed a waiver of such provision, or any other provision hereof, as to any future instance or occurrence. The relationship of the parties hereunder is that of independent contractors, and nothing herein contained shall contemplate or constitute either party as the agent or partner of, or joint venture, with the other.

This Agreement has been entered into the State of California and the validity interpretation and legal effect of this Agreement shall be governed and construed under the laws and judicial decisions of the State of California. All claims, disputes or disagreements which may arise out of the interpretation, performance, or breach of this Agreement shall be submitted exclusively to the jurisdiction of the state courts of the State of California or the Federal District courts of the Central District of California.

Should any paragraph or provision of this Agreement be held to be void, invalid or inoperative, such decision shall not affect any other paragraph or provision hereof, and the remainder of this Agreement shall be effective as though such void, invalid or inoperative paragraph or provision had not been contained herein. This Agreement may be executed in one or more counterparts, each of which, when so executed, shall be deemed to be an original. Such counterparts shall together constitute and be deemed one in the same instrument. Signature via facsimile or electronic mail as a "PDF" shall have the same force and effect as an original signature in ink.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the later date written below.

X

Brian Dozer
Coastline ROP, Superintendent

X

ELI Authorized Representative Date

TO: Board of Trustees

FROM: J. S. Coke

DATE: May 10, 2022

SUBJECT: Memorandum of Understanding – CEO Leadership Alliance

The CEO Leadership Alliance and Coastline ROP desire to partner in the development of innovative courses and work-based learning experiences to expose students to the variety of cutting-edge careers in Orange County. These include areas like Cloud Computing and Entrepreneurship and Innovation, among others. This summer, the ROP is offering, in coordination with CLA, the introductory course “Careers in Artificial Intelligence.” CLA provides the Intel AI for Workforce Awareness and Foundations curriculum and through their extensive contacts, located a potential teacher for the course. Coastline ROP desires to work closely with CLA for future collaboration to increase student awareness of opportunities in the county and to inspire students for further training in high need occupations.

The Orange County Department of Education legal division has reviewed the MOU for the Board’s approval.

It is respectfully recommended that the Board of Trustees approve the Memorandum of Understanding between the CEO Leadership Alliance and Coastline ROP.

Memorandum of Understanding
Concerning the Establishment of a High School Course Partnership
Between
CEO Leadership Alliance Orange County
and
Coastline Regional Occupational Program

I. Purpose

This Memorandum of Understanding (MOU) between CEO Leadership Alliance Orange County (CLAOC) located at 668 North Coast Highway #319, Laguna Beach, CA 92651, and Coastline Regional Occupational Program (COASTLINE ROP) located at 1001 Presidio Square, Costa Mesa, CA 92626, collectively referred to as "Parties," is to provide the cooperative framework for CLAOC's Careers in Artificial Intelligence program and partnership with Intel and Coastline ROP to develop initiatives and provide "Careers in AI" education and work-based learning experiences for high school students.

II. Parties

The parties to this MOU are CLAOC whose mission is to create a thriving Orange County for all in part by creating and offering through Career Exploration Experiences that include CLAOC member companies and COASTLINE ROP whose mission is to prepare students to be contributing members of their community by providing innovative career technical education focused on college and career readiness.

III. Objectives

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

IV. Responsibilities of the Parties

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

A. CLAOC's Responsibilities:

1. Provide Intel's AI for Workforce training curriculum AND program delivery of 60 hours to include:
 - a. Foundational Learning
 - b. Work-based Learning
 - c. Internship Project

B. COASTLINE ROP's Responsibilities:

1. Student recruitment for program participation.
2. Registration of students
3. Hiring the instructor for the specified course(s).

4. Provide the appropriate training and support for the instructor.
5. Student communication and notifications.
6. Administrative support.
7. Transcription of student grades and high school credits.

V. Points of Contact

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

CLAOC POC:

Name: Laurie Smith

Email: lsmith@claoc.org

Phone: 949-300-9224

COASTLINE ROP POC:

Name: J. S. Coke

Email: jcoke@coastlinerop.net

Phone: 714-429-2234

VI. Periodic Review

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

VII. Financial Responsibilities

The parties agree to cover their own costs related to the purpose, objectives, and responsibilities set forth in this MOU and in a course specific appendix. Any change must be specifically agreed to in writing by the signatories or the organizations they represent.

VIII. Confidentiality, Record Keeping, and Information Sharing

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

IX. Effective Date

The terms of this MOU will become effective on the date of the last signature by the parties and will remain in effect until terminated by either party. The summer class will be offered between the dates of June 1, 2022 – August 31, 2022, for a total of 60 hours.

X. Modification

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

XI. Hold Harmless

CLAOC shall defend, indemnify, save, and hold harmless the ROPs 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 CLAOC. This shall include any acts of sexual abuse alleged against any agent or employee of CLAOC.

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

XII. Other Provisions

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

Executed:

Amy Kaufman
Senior Vice President, CEO Leadership Alliance OC

Date

Brian K. Dozer, D.Mgt.
Superintendent, Coastline ROP

Date

TO: Board of Trustees
FROM: J. S. Coke
DATE: May 10, 2022
SUBJECT: Course Outline Approval

The following course outline is provided for the Board's review and recommended approval:

Careers in Artificial Intelligence

- Semester long
- Introductory

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

Coastline ROP – Career Technical Education

CAREERS IN ARTIFICIAL INTELLIGENCE

INDUSTRY SECTOR: Information and Communication Technologies Sector
PATHWAY: Software and Systems Development - Systems Programming
CALPADS TITLE: Introduction to Systems Programming
CALPADS CODE: 8130

HOURS:

Total	Classroom	Laboratory/CC/CVE
60	36	24

JOB TITLE	O*NET CODE	JOB TITLE	O*NET CODE
Business Intelligence Analysts	15-2051.01	Data Scientists	15-2051.00
Computer and Information Research Scientists	15-1221.00	Computer Systems Analysts	15-1211.00

COURSE DESCRIPTION:

Students explore the field of artificial intelligence, introducing them to the basic concepts and applications of AI, including project cycles, and focusing on issues surrounding AI, including ethics, bias, culture, regulations, and professional expectations. The course utilizes Intel AI for Workforce Awareness and Foundations modules in a cloud environment and includes work-based learning that connects students to industry and the local community.

A-G APPROVAL: No

ARTICULATION: None

DUAL ENROLLMENT: None

PREREQUISITES:

Prerequisite
NA

METHODS OF INSTRUCTION

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

STUDENT EVALUATION:

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

INDUSTRY CERTIFICATION:

- NA

RECOMMENDED TEXTS:

- NA

PROGRAM OF STUDY

Grade	Fall	Spring	Year	Course Type	Course Name
9, 10, 11, 12	✓			Introductory	Career Exploration Experience: Careers in Artificial Intelligence

I.	INTRODUCTION	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate understanding of course requirements and expected student learning outcomes • Demonstrate awareness of industry standards and career opportunities • Create an Individualized Work-Based Learning Plan with specific goals to advance employability skills, and further review refine career goals • Identify health and safety issues and risks in the workplace and the elements of creating a safe work environment, including ergonomics 	2	1	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.4 CTE Anchor: Career Planning and Management: 3.1, 3.2, 3.4, 3.5, 3.6, 3.9 Problem Solving and Critical Thinking: 5.5 Health and Safety: 6.2, 6.4, 6.5, 6.6, 6.7, 6.8 Demonstration and Application: 11.1, 11.2 CTE Pathway: C1.4, C3.1, C3.2, C10.1, C10.2
II.	INTRODUCTION TO ARTIFICIAL INTELLIGENCE	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Explain how AI is being used personally and in the workplace • Identify several ways in which AI will affect the future, positively and negatively • Differentiate AI applications from non-AI applications • Resource: Intel AI Awareness <ul style="list-style-type: none"> • Modules 1-6 (6 hrs) 	6	2	Academic: WS: 11-12.4, 11-12.5, 11-12.9 CTE Anchor: Communications: 2.4, 2.6 Technology: 4.1 Problem Solving and Critical Thinking: 5.1, 5.2, 5.7 Health and Safety: 6.6 Demonstration and Application: 11.1 CTE Pathway: C2.1, C7.5, C10.1, C10.2, C10.3, C10.4
III.	INTRODUCTION TO ARTIFICIAL INTELLIGENCE PROJECT CYCLE	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Use the AI Project Cycle to design a project • Differentiate between the basic Machine Learning modeling types and appropriate applications • Explain how to use non-coding AI tools to address industry-relevant applications • Resource: Intel for AI Workforce: <ul style="list-style-type: none"> • Introduction to AI Project Cycle • Module 7 (1.5 hrs) 	2	1	Academic: LS: 11-12.1, 11-12.2 RSIT: 11-12.2 WS: 11-12.4 CTE Anchor: Problem Solving and Critical

				Thinking: 5.1 Health and Safety: 6.4 Leadership and Teamwork: 9.7 Technical Knowledge and Skills: 10.1, 10.3, 10.4, 10.5 Demonstration and Application: 11.1 CTE Pathway: C7.5, C10.1, C10.2, C10.3, C10.4
IV.	ARTIFICIAL INTELLIGENCE IN INDUSTRY	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> Explore AI industry use cases Design an AI Project using the AI Project Cycle template Create the AI model using the Orange Data Mining Tool Resource: Common Trade Applications of AI <ul style="list-style-type: none"> Module 8 (9.5 hrs) Guest Speaking Engagements & Mentoring 	9	1	Academic: LS: 11-12.2 WS: 11-12.6, 11-12.9 CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.3, 5.5 Health and Safety: 6.6 Technical Knowledge and Skills: 10.1, 10.3, 10.4, 10.5 CTE Pathway: C7.5, C10.1, C10.2, C10.3, C10.4
V.	DESIGN THINKING	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> Demonstrate knowledge of human-centric design and the role Design Thinking and AI bias have in AI projects Resource: Intel for AI workforce: <ul style="list-style-type: none"> Design Thinking: Module 13 (4 hrs) Guest Speaking Engagements & Mentoring 	4	1	Academic: LS: 11-12.1, 11-12.6 WS: 11-12.4 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1, 5.2 Health and Safety: 6.6 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1 CTE Pathway: C9.4, C10.1,

				C10.2, C10.3, C10.4
VI. DATA VISUALIZATION		CR	Lab/ CC	Standards
<ul style="list-style-type: none"> • Apply best practices to create a data visualization model using Tableau Public • Resource: Intel AI for Workforce • Deployment Visualization using Dashboard <ul style="list-style-type: none"> • Module 12 (4 hrs) • Guest Speaking Engagements & Mentoring 	4	1	Academic: LS: 11-12.1, 11-12.2 RSIT: 11-12.3, 11-12.5 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1, 5.2, 5.7 Health and Safety: 6.6 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1 CTE Pathway: C7.5, C10.1, C10.2, C10.3, C10.4	
VII. SYSTEMS THINKING		CR	Lab/ CC	Standards
<ul style="list-style-type: none"> • Evaluate the role of System Thinking in designing AI solutions • Resource: Intel AI for Workforce: <ul style="list-style-type: none"> • Systems Thinking Module 14 (4 hrs) • Guest Speaking Engagements & Mentoring 	4	1	Academic: LS: 11-12.1, 11-12.2 CTE Anchor: Problem Solving and Critical Thinking: 5.1 Health and Safety: 6.6 Demonstration and Application: 11.1 CTE Pathway: C10.1, C10.2, C10.3, C10.4	
VIII. ARTIFICIAL INTELLIGENCE ETHICS		CR	Lab/ CC	Standards
<ul style="list-style-type: none"> • Explain best practices in AI through the lens of the AI Ethics Canvas • Resource: Intel AI for Workforce, AI Ethics <ul style="list-style-type: none"> • Module 29 (2 hrs) • Guest Speaker 	2	1	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.4 CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.3 Health and Safety: 6.6 Ethics and Legal	

				Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 CTE Pathway: C10.1, C10.2, C10.3, C10.4
IX.	SOCIAL EMOTIONAL SKILLS & EMOTIONAL INTELLIGENCE IN THE WORKPLACE	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Explain how social-emotional skills and emotional intelligence contribute to effective teamwork and help prepare for future jobs. • Cultivate an understanding of the importance of utilizing emotional intelligence in leading or developing AI projects. • Source: Intel AI For Workforce: Career Skills: <ul style="list-style-type: none"> • Social-Emotional Skills Modules 28 (3 hrs) 	3	1	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.4 CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.3 Health and Safety: 6.6 Technical Knowledge and Skills: 10.4 Demonstration and Application: 11.1 CTE Pathway: C7.5, C10.1, C10.2, C10.3, C10.4
X.	PERSONAL SKILLS RELATED TO EMPLOYMENT	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate promptness, attend class regularly and follow absence notification procedures • Develop and maintain acceptable working relations • Demonstrate the ability to manage time wisely • Demonstrate a positive and cooperative attitude • Demonstrate values of honesty and integrity • Demonstrate respect for instructor and site supervisor • Dress professionally according to industry standards • Demonstrate appropriate personal hygiene/grooming • Demonstrate responsibility by exerting a high level of effort and working toward a goal • Planning Notes: <ul style="list-style-type: none"> • Work-Based Learning Experience: Professionalism 	0	5	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.4 CTE Anchor: Communications: 2.1, 2.3 Career Planning and Management: 3.1, 3.2 Problem Solving and Critical Thinking: 5.1, 5.2 Health and Safety: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 Responsibility and Flexibility: 7.2, 7.3, 7.4, 7.5, 7.7 Ethics and Legal Responsibilities: 8.3, 8.5, 8.6, 8.7 Leadership and Teamwork: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7

				Demonstration and Application: 11.1, 11.5 CTE Pathway: C7.5
XI.	INTERPERSONAL SKILLS & GROUP DYNAMICS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate promptness, attend class regularly and follow absence notification procedures • Develop and maintain acceptable working relations • Demonstrate the ability to manage time wisely • Demonstrate a positive and cooperative attitude • Demonstrate values of honesty and integrity • Demonstrate respect for instructor and site supervisor • Dress in a professional manner according to industry standards Demonstrate appropriate personal hygiene/grooming • Demonstrate responsibility by exerting a high level of effort and working toward a goal • Planning Notes: <ul style="list-style-type: none"> • Work-based learning experience: Professionalism 	0	4	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.4 CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.5 Health and Safety: 6.6 Responsibility and Flexibility: 7.2, 7.3, 7.4, 7.5, 7.6, 7.7 Ethics and Legal Responsibilities: 8.4, 8.5 Leadership and Teamwork: 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7 CTE Pathway: C7.5
XII.	THINKING & PROBLEM-SOLVING SKILLS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate the ability to work as a member of a team • Identify proper procedures for handling harassment • Demonstrate leadership skills by working independently, making appropriate decisions, working well with others, and accepting constructive criticism • Demonstrate the ability to accept and work with individuals from various cultures • Planning Notes: <ul style="list-style-type: none"> • Work-Based Learning Experience: Professionalism 	0	3	Academic: LS: 11-12.1, 11-12.2 WS: 11-12.4 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7 Health and Safety: 6.6 Responsibility and Flexibility: 7.2, 7.3, 7.4 CTE Pathway: C7.5
XIII.	COMMUNICATION SKILLS	CR	Lab/CC	Standards

	<ul style="list-style-type: none"> • Demonstrate effective verbal and written skills • Listen attentively, follow directions, and relay directions to others • Demonstrate the ability to research and retrieve information <p>Planning Notes:</p> <ul style="list-style-type: none"> • Work-based learning experience: Professionalism 	0	2	<p>Academic: LS: 11-12.1, 11-12.2 WS: 11-12.4, 11-12.5</p> <p>CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Problem Solving and Critical Thinking: 5.1, 5.2, 5.5, 5.7 Health and Safety: 6.6</p> <p>CTE Pathway:</p>
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TO: Board of Trustees

FROM: J. S. Coke

DATE: May 10, 2022

SUBJECT: Course Outline Approval – Automotive Dual Enrollment Pathway

The Saddleback Valley Unified School District and Saddleback College are creating an automotive dual enrollment pathway in the ROP automotive classes at Laguna Hills High School. The ROP has developed course outlines that mirror the college courses to ensure a coherent curriculum enabling high school students to continue to earn industry certifications along with a college certificate. The attached course outlines are for years one and two of the pathway while year three outlines will be submitted for the 2023-2024 academic year. These outlines may also be used by other schools within the Southern Orange County Community College District to pursue a dual enrollment pathway if they so desire to pursue.

The following course outlines are provided for the Board’s review and recommended approval:

Automotive Fundamentals (Year 1)

- Year
- Introductory
- UC: in preparation for submission

Automotive Electrical Systems (Year 2)

- Semester
- Concentrator
- UC: in preparation for submission

Automotive Engineering Fundamentals (Year 2)

- Semester
- Concentrator
- UC: in preparation for submission

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

Coastline ROP – Career Technical Education

AUTOMOTIVE FUNDAMENTALS

INDUSTRY SECTOR: Transportation Sector
PATHWAY: Systems Diagnostics, Service and Repair
CALPADS TITLE: Introduction to Systems Diagnostics, Service, and Repair
CALPADS CODE: 8530

HOURS:

Total	Classroom	Laboratory/CC/CVE
180	120	60

JOB TITLE	O*NET CODE	JOB TITLE	O*NET CODE
Automotive Service Technicians and Mechanics	49-3023.00	Automotive Specialty Technicians	49-3023.02
Automotive Master Mechanics	49-3023.01	Automotive and Watercraft Service Attendants	53-6031.00

COURSE DESCRIPTION:

In this introductory course, students will gain knowledge of automotive fundamentals and develop practical hands-on skills while working on small engines. This course will be instructed in a project-based manner. Shop activities will include removing and installing a part of a group of parts from a small engine and comparing the removed part to an automotive engine part.

Areas of concentration include shop safety, hand tools, internal combustion, basic engine operation, engine configurations, engine displacement, air induction systems, exhaust systems, fuel systems, basic electrical, ignition systems, emission systems, lubrication systems, cooling systems, service information, preparing a vehicle for service, and vehicle multipoint inspection and personal soft skills related to employment.

A-G APPROVAL: No

ARTICULATION:

College	Course Code
Saddleback College	Auto 100

DUAL ENROLLMENT: None

PREREQUISITES: None

METHODS OF INSTRUCTION

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

STUDENT EVALUATION:

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

INDUSTRY CERTIFICATION:

- NC-3

RECOMMENDED TEXTS:

- Gray, Auto Upkeep, 4th Edition, Rolling Hills Publishing 2020

PROGRAM OF STUDY

Grade	Fall	Spring	Year	Course Type	Course Name
9, 10, 11, 12			✓	Introductory	Automotive Fundamentals
10, 11, 12	✓			Concentrator	Automotive Electrical Systems
10, 11, 12		✓		Concentrator	Automotive Engineering Fundamentals
11, 12	✓			Capstone	Basic Auto Tire Service & Tire Pressure Monitoring Systems
11, 12		✓		Capstone	Automotive Suspension & Alignment

I.	INTRODUCTION & SAFETY	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate awareness of Course objectives and competencies. • Demonstrate understanding of auto shop safety Completion of safety exam. • Demonstrate awareness of shop organization. 	3	5	Academic: RLST: 11-12.10, 11-12.3 WS: 11-12.9 SEP: 4, CTE Anchor: Communications: 2.4 Responsibility and Flexibility: 7.2 CTE Pathway: C1.1, C5.1
II.	ENGINE PARTS IDENTIFICATION	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate awareness of Engine types and functions. • Research and identify Engine classifications. • Locate and identify the Valves and understand their function. • Identification and classification of Rods and understand function. • Locate and identify the Block and understand the function. • Locate and identify the Heads and understand the function. • Locate and identify the Crankshaft and understand the function. • Locate and identify the Lifters and understand the function. • Locate and identify the Camshaft and understand the function. • Locate and identify the Timing Components and understand the Function. 	20		Academic: RLST: 11-12.3 WS: 11-12.9 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C3.1, C4.1
III.	TOOLS & EQUIPMENT: IDENTIFICATION & USE	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Identify tools and their usage in automotive applications. • Demonstrate safe handling and use of appropriate tools. • Demonstrate proper use of precision measuring tools. • Demonstrate good cleaning, storage, and maintenance of tools and Equipment • Research and Understand: <ul style="list-style-type: none"> • Factory service information • Internet service information • Alldata • Mitchell Pro Demand 		4	Academic: RLST: 11-12.3 WS: 11-12.9 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C3.1, C4.1
IV.	ELECTRICAL SYSTEMS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate knowledge of Electricity, Electric Current, Electric Circuits. • Identify and understand the function of Chassis Wiring. • Understand the summarize the need for Circuit Protection. • Identify and understand the function of Vehicle Switches/Lights. • Calculate electrical values in a circuit using OHM's Law. • Locate, Identify, and understand function Vehicle Accessories. • Research, understand, and demonstrate knowledge of: <ul style="list-style-type: none"> • Battery Types • Battery Service 		3	Academic: WS: 11-12.6 SEP: 1, PS: PS1, PS1.B CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1

	<ul style="list-style-type: none"> • Battery Testing • Battery Safety 			CTE Pathway: C1.3, C3.1, C3.6
V.	COMPUTER SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate an understanding of the Electronic Control Module Functions • Complete a diagnostic procedure on Computer Control System • Follow all Electric Safety precautions when working with electronics 	5	2	Academic: WS: 11-12.6 SEP: 1, CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C3.1
VI.	IGNITION SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Identify, and have a working knowledge of the following ignition system parts: <ul style="list-style-type: none"> ◦ Secondary Circuit ◦ Ignition Timing ◦ Primary Circuit • Research and identify the maintenance interval of the Ignition System using All Data. 	6	3	Academic: RLST: 11-12.3 WS: 11-12.6, 11-12.9 A-CED: 1 SEP: 1, CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C2.1, C2.6, C2.7, C3.1
VII.	FUEL INJECTION SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Locate and identify the Fuel injector and understand the function. • Demonstrate knowledge of and understanding of the differences of: <ul style="list-style-type: none"> ◦ Pulse fuel injection ◦ Continuous fuel injection ◦ Diesel fuel injection • Research, understand, and demonstrate a working knowledge of the different Fuels and Fuel system components. • Research, understand, and demonstrate knowledge of superchargers and turbochargers. • Research and identify the maintenance interval using AllData. 	6	3	Academic: WS: 11-12.6 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C2.2, C4.1, C6.1
VIII.	COOLING SYSTEMS	CR	Lab/CC	Standards

	<ul style="list-style-type: none"> • Identify Cooling system components • Demonstrate knowledge of Cooling system operation • Demonstrate knowledge of Cooling System Diagnosis and repair • Understand thermostats and control systems • Demonstrate understanding of Cooling System Safety 	6	3	Academic: RLST: 11-12.3 WS: 11-12.6 SEP: 1, CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C2.2, C3.1
IX.	LUBRICATION SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Locate, identify, and have a working knowledge of the individual engine lubrication system parts. • Demonstrate an understanding of the importance of Engine Oil Pressure • Research and identify the lubrication maintenance interval using AllData 	6	2	Academic: RLST: 11-12.3 WS: 11-12.6 SEP: 1, PS: PS3, PS3.A, PS3.B, PS3.C, PS3.D CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C2.2, C3.1
X.	EXHAUST SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate an understanding of E haust System design. • Locate and demonstrate a working knowledge of E haust System components. • Review E haust System maintenance intervals on AllData • Locate and Demonstrate a working knowledge of catalytic converters. • Locate and Demonstrate a working knowledge of evaporative controls. 	6	2	Academic: RLST: 11-12.3 WS: 11-12.6 SEP: 1, CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C6.1, C6.4
XI.	EMISSIONS SYSTEMS	CR	Lab/CC	Standards

	<ul style="list-style-type: none"> • Demonstrate an understanding of the need for emission systems • Locate and demonstrate a working knowledge of Emission System components • Understand the differences between External and Internal emission systems • Demonstrate a working understanding of the Fuel Vapor system • Demonstrate an understanding of Emission System safety 	6	2	Academic: RLST: 11-12.3 WS: 11-12.9 SEP: 1, CC: 2 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C5.2, C6.1
XII.	CHARGING & STARTING SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Understand the theory of operation. • Locate and demonstrate a working knowledge of Charging system components. • Demonstrate understanding of Charging system diagnostics and practice trouble-shooting charging system. • Review Charging and Starting System maintenance intervals on AllData 	4	3	Academic: WS: 11-12.6 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C1.3, C2.2, C3.1, C6.1
XIII.	POWERTRAIN SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate an understanding of the Engine Clutch. • Locate and identify Manual Transmissions components • Locate and identify Automatic Transmissions components • Complete a Powertrain Lubrication service • Understand the differences between Rear-wheel-drive components and Four-wheel drive components 	6	2	Academic: RLST: 11-12.3 WS: 11-12.6, 11-12.9 SEP: 1, PS: PS1 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C2.2, C3.1, C3.6, C6.2
XIV.	BRAKE SYSTEMS	CR	Lab/CC	Standards

	<ul style="list-style-type: none"> • Understand and demonstrate a working knowledge of the Master Cylinder. • Understand and demonstrate a working knowledge of the following Braking systems: <ul style="list-style-type: none"> ◦ Drum brakes ◦ Disc brakes ◦ Power brake systems ◦ Anti-Lock brake systems • Complete a Brake system diagnostics test. 	6	2	Academic: WS: 11-12.6 SEP: 1, PS: PS3, PS3.A CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C2.2, C3.1, C3.6, C6.2
XV.	SUSPENSION SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate an understanding of Suspension Systems. • Locate and identify Suspension system components. • Complete a Suspension System service. • Demonstrate an understanding of Steering Systems and complete a Steering System diagnosis. 	6	2	Academic: RLST: 11-12.3 WS: 11-12.6, 11-12.9 CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 CTE Pathway: C4.1, C4.3, C5.1
XVI.	WHEELS & TIRES	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Understand tire structure and sizing • Understand front-end geometry, alignment, and function • Understand tire balancing • Demonstrate knowledge of Wheels and Tires • Demonstrate understanding of Tire Service and Repair • Identify shocks, struts, spring, and suspension 	6	2	Academic: RLST: 11-12.3 WS: 11-12.6, 11-12.9 SEP: 4, CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1 CTE Pathway: C4.1, C4.2, C5.1
XVII.	AIR CONDITIONING, HEATING, & HVAC SYSTEMS	CR	Lab/CC	Standards

	<ul style="list-style-type: none"> • Understand the Principles of Refrigeration. • Service/Repair an Air Conditioner. • Understand the different types of refrigerants. • Review Air Conditioning and Heating System maintenance intervals on AllData. • Demonstrate an understanding of HVAC system components. 	5	3	Academic: RLST: 11-12.3 WS: 11-12.6, 11-12.9 SEP: 3, CTE Anchor: Technology: 4.1 Ethics and Legal Responsibilities: .2, .3, .4 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1 CTE Pathway: C4.1, C4.2, C5.1
XVIII.	CERTIFICATIONS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate knowledge of and pass Certification testing. • Understand different types of Certification test question types. 	3	5	Academic: RLST: 11-12.3 WS: 11-12.4 SEP: 3, 4, CTE Anchor: Communications: 2.2, 2.4 CTE Pathway: C1.1
XIX.	CAREER EMPLOYMENT OPPORTUNITIES	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Examine the Transportation Industry Cluster • Examine Career Opportunities • Complete a Labor Market Survey on the Automotive Industry outlook • Complete an Electric Resume • Demonstrate an understanding and practice of Work Ethics 	4	4	Academic: RLST: 11-12.3 CTE Anchor: Communications: 2.2, 2.3, 2.5 CTE Pathway: C1.1

Coastline ROP – Career Technical Education

AUTOMOTIVE ELECTRICAL SYSTEMS

INDUSTRY SECTOR: Transportation Sector

PATHWAY: Systems Diagnostics, Service and Repair

CALPADS TITLE: Intermediate Systems Diagnostics, Service, and Repair (Concentrator)

CALPADS CODE: 8531

HOURS:

Total	Classroom	Laboratory/CC/CVE
90	60	30

JOB TITLE	O*NET CODE	JOB TITLE	O*NET CODE
Automotive Service Technicians and Mechanics	49-3023.00	Automotive Specialty Technicians	49-3023.02
Automotive Master Mechanics	49-3023.01	Automotive and Watercraft Service Attendants	53-6031.00

COURSE DESCRIPTION:

Operating principles, troubleshooting techniques, and repair procedures of electrical supply and battery-starter systems. Demonstrated lectures and practical experience in the laboratory on batteries, starter systems, alternators, generator charging systems, and accessory and lighting systems. Scantool and digital multimeter techniques will be emphasized.

A-G APPROVAL: No

ARTICULATION: None

DUAL ENROLLMENT:

College	Course Code
Saddleback Valley College	Auto 101

PREREQUISITES:

Prerequisite
Automotive Fundamentals

METHODS OF INSTRUCTION

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

STUDENT EVALUATION:

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

INDUSTRY CERTIFICATION:

- NC-3

RECOMMENDED TEXTS:

- Jones, D., Auto Elect & Electronics, 1 Ed. Jones Bartlett. 2018

PROGRAM OF STUDY

Grade	Fall	Spring	Year	Course Type	Course Name
9, 10, 11, 12			✓	Introductory	Automotive Fundamentals
10, 11, 12	✓			Concentrator	Automotive Electrical Systems
10, 11, 12		✓		Concentrator	Automotive Engineering Fundamentals
11, 12	✓			Capstone	Basic Auto Tire Service & Tire Pressure Monitoring Systems
11, 12		✓		Capstone	Automotive Suspension & Alignment

I.	ELECTRICAL FUNDAMENTALS	CR	Lab/ CC	Standards
	Electrical Fundamentals: <ul style="list-style-type: none"> • Demonstrate awareness and understanding of basic electricity • Demonstrate awareness and understanding of magnetism, electromagnetism, capacity • Demonstrate awareness and understanding of semi-conductors • Demonstrate awareness and understanding of diodes and transistors 		6	Academic: RLST: 11-12.10 WS: 11-12.4, 11-12.6, 11-12.9 SEP: 4, 5, CC: 5, 6 PS: PS3, PS3.A, PS3.C, PS3.D CTE Anchor: Communications: 2.4 Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Health and Safety: 6.1, 6.3, 6.6, 6.7 Technical Knowledge and Skills: 10.1 CTE Pathway: C1.4, C2.1, C2.2
II.	ELECTRICAL CIRCUITS & OHM'S LAW	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Calculate electrical values in a circuit using OHM's Law. • Demonstrate knowledge of Ohm's Law • Demonstrate an understanding of Circuit application of Ohm's Law • Demonstrate an understand and knowledge of Electricity basics • Follow all-electric safety precautions when working with electrical systems 	6	3	Academic: RLST: 11-12.10, 11-12.3 WS: 11-12.4, 11-12.9 SEP: 1, 4, 6 CC: 5, 7 PS: PS3, PS3.A, PS3.C CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Health and Safety: 6.6 Technical Knowledge and Skills: 10.1, 10.2, 10.3 Demonstration and Application: 11.2 CTE Pathway: C2.4, C2.5, C2.6, C3.5, C3.6, C3.7, C4.1, C4.2, C4.3, C7.1
III.	SERIES, PARALLEL, AND SERIES-PARALLEL CIRCUITS	CR	Lab/ CC	Standards

	<ul style="list-style-type: none"> • Demonstrate an understanding of Series Circuits • Demonstrate an understanding of Parallel circuits • Demonstrate an understanding of Series-Parallel circuits • Locate and Identify Series, Parallel, Series-Parallel circuits • Understand how to read circuit diagrams for basic electrical systems • Follow all-electric safety precautions when working with electronics 	6	3	<p>Academic: RLST: 11-12.10 WS: 11-12.6, 11-12.9 SEP: 4, 5, CC: 4, 5 PS: PS3, PS3.A, PS3.C</p> <p>CTE Anchor: Technology: 4.1, 4.2 Problem Solving and Critical Thinking: 5.2, 5.3, 5.4 Health and Safety: 6.1, 6.3, 6.5, 6.6, 6.7 Demonstration and Application: 11.1, 11.2</p> <p>CTE Pathway: C1.4, C2.1, C2.2, C2.3, C2.4, C6.1, C6.4, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6, C7.7</p>
IV.	CIRCUIT TESTERS & DIGITAL METERS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate knowledge of and have a working understanding of the following instruments: <ul style="list-style-type: none"> • Digital volt ohmmeter • Amp meters • Voltmeters • Ohm meters • Demonstrate a working knowledge of test lights and understand their importance • Complete diagnostics electrical services using the following instruments: <ul style="list-style-type: none"> • Digital volt ohmmeter • Amp meters • Voltmeters • Ohm meters 	6	3	<p>Academic: RLST: 11-12.10, 11-12.3 WS: 11-12.6, 11-12.9 SEP: 4, 5, 6, CC: 5, 6, 7 PS: PS1, PS1.B, PS3.A, PS3.C, PS3</p> <p>CTE Anchor: Communications: 2.4 Technology: 4.1 Problem Solving and Critical Thinking: 5.1, 5.3, 5.4 Health and Safety: 6.1, 6.3, 6.5, 6.6, 6.7 Technical Knowledge and Skills: 10.1, 10.2 Demonstration and Application: 11.1, 11.2</p> <p>CTE Pathway: C1.4, C2.1, C2.2, C2.3, C2.4, C3.4,</p>

				C3.5, C3.6, C3.7, C4.1, C6.4, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6, C7.7
V.	OSCILLOSCOPES & GRAPHIC METERS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate a working knowledge and understanding of how to operate an Oscilloscope • Demonstrate a working knowledge and understanding of how to use Graphing Meters • Complete diagnostic electrical services using an Oscilloscopes Graphing Meters • Follow are safety guidelines when using Oscilloscopes Graphing Meters 	6	3	Academic: RLST: 11-12.10, 11-12.3 WS: 11-12.6, 11-12.9 SEP: 4, 5 CC: 4, 5 PS: PS3, PS3.A, PS3.B, PS3.C CTE Anchor: Communications: 2.5 Technology: 4.1 Problem Solving and Critical Thinking: 5.1 Health and Safety: 6.3, 6.4, 6.5, 6.6 Leadership and Teamwork: 9.6, 9.7 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1 CTE Pathway: C1.4, C2.1, C2.3, C2.4, C2.6, C7.1, C7.2, C7.3, C7.4, C7.5, C7.7
VI.	WIRING SCHEMATICS & CIRCUIT TESTING	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Understand and have a working knowledge of factory wiring circuit diagrams • Locate, identify, and have a working knowledge of circuits in an automobile • Demomdtate the understanding of how to complete a circuit diagnostics • Demonstrate a working knowledge and understanding of how to complete circuit repairs • Complete a circuit repair using the appropriate instruments and following all safety precautions 	6	3	Academic: RLST: 11-12.10, 11-12.3 WS: 11-12.6, 11-12.9 SEP: 4, 5, CC: 5 PS: PS3, PS3.A, PS3.B, PS3.C CTE Anchor: Technology: 4.1, 4.3 Problem Solving and Critical Thinking: 5.1 Health and Safety: 6.3, 6.6 Technical Knowledge and

				Skills: 10.1 Demonstration and Application: 11.1, 11.2 CTE Pathway: C2.1, C2.3, C4.3, C7.1, C7.2, C7.3, C7.4, C7.7
VII.	BATTERIES, CRANKING & CHARGING SYSTEM DIAGNOSIS & SERVICE	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> Research, understand, and demonstrate knowledge of Battery: <ul style="list-style-type: none"> Theory operation Construction components and types Complete a battery diagnostics testing procedure using the correct instruments and following all safety procedures Research, understand, and demonstrate knowledge of Starter: <ul style="list-style-type: none"> Construction, operation, and components Complete a Starter diagnostics and test using the correct instruments and following all safety procedures Research, understand, and demonstrate knowledge of Alternator: <ul style="list-style-type: none"> Theory operation Construction components Complete an Alternator diagnostics and testing using the correct instruments and following all safety procedures 	6	3	Academic: RLST: 11-12.10, 11-12.3 WS: 11-12.6, 11-12.9 SEP: 1, 4 CC: 5 PS: PS3, PS3.A, PS3.B, PS3.C CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Health and Safety: 6.3, 6.6 Technical Knowledge and Skills: 10.1, 10.2 Demonstration and Application: 11.1 CTE Pathway: C1.4, C2.2, C2.3, C2.4, C2.5, C2.6, C3.5, C3.6, C3.7, C4.1, C4.3, C7.1, C7.2, C7.3, C7.4, C7.5, C7.6, C7.7
VIII.	LIGHTING & ACCESSORY SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> Demonstrate a working knowledge of electricity, electric current, electric circuits Understand the summarize the need for electric circuit protection Identify and understand the function of vehicle switches, lights, and headlights Identify and have a working knowledge of lighting circuit ID Complete a lighting diagnostics repair using the proper instruments and following all safety precautions 	6	3	Academic: RLST: 11-12.10, 11-12.3 WS: 11-12.6 SEP: 3, 4 CC: 2, 4, 5 PS: PS3, PS3.C CTE Anchor: Technology: 4.1, 4.3 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Health and Safety: 6.4, 6.6 Technical

				Knowledge and Skills: 10.1 Demonstration and Application: 11.1, 11.2 CTE Pathway: C1.4, C2.1, C2.2, C2.3, C3.4, C3.5, C3.6, C3.7, C4.1, C4.3, C7.1, C7.2, C7.3, C7.4
IX.	COMPUTER CONTROL SYSTEMS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate a working knowledge of Scantools (factory generic) • Demonstrate a working knowledge of Scantool techniques procedures • Complete a vehicle diagnostics using Scantools and following all safety precautions 	4	3	Academic: RLST: 11-12.10, 11-12.3 CC: 4, 5 PS: PS3, PS3.C CTE Anchor: Technology: 4.1, 4.3 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Health and Safety: 6.4, 6.5, 6.6 Technical Knowledge and Skills: 10.1 Demonstration and Application: 11.1, 11.2 CTE Pathway: C1.4, C2.1, C2.2, C2.3, C2.4, C2.6, C2.7, C3.4, C3.5, C3.6, C3.7, C4.1, C4.3, C7.1, C7.2, C7.3, C7.4, C7.7
X.	CERTIFICATIONS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate knowledge of and pass Certification testing • Understand different types of Certification test question types • Understand how certifications lead to obs 	3	0	Academic: RLST: 11-12.10 CTE Anchor: Career Planning and Management: 3.4 Demonstration and Application: 11.2 CTE Pathway: C3.5
XI.	CAREER & EMPLOYMENT OPPORTUNITIES	CR	Lab/CC	Standards

	<ul style="list-style-type: none"> • Examine the Transportation Industry Cluster • Examine Career Opportunities • Complete a Labor Market Survey on the Automotive Industry outlook • Complete an Electric Resume • Demonstrate an understanding and practice of Work Ethics 	3	0	<p>Academic: WS: 11-12.6</p> <p>CTE Anchor: Communications: 2.5</p> <p>CTE Pathway: C5.2</p>
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Coastline ROP – Career Technical Education

AUTOMOTIVE ENGINEERING FUNDAMENTALS

INDUSTRY SECTOR: Transportation Sector

PATHWAY: Systems Diagnostics, Service and Repair

CALPADS TITLE: Intermediate Systems Diagnostics, Service, and Repair (Concentrator)

CALPADS CODE: 8531

HOURS:

Total	Classroom	Laboratory/CC/CVE
90	60	30

JOB TITLE	O*NET CODE	JOB TITLE	O*NET CODE
Automotive Master Mechanics	49-3023.01	Automotive Service Technicians and Mechanics	49-3023.00
Automotive Specialty Technicians	49-3023.02	Automotive and Watercraft Service Attendants	53-6031.00

COURSE DESCRIPTION:

The science and design of the modern automobile. Fundamental physics and related mathematical concepts are explained using the automobile as an example. In-class demonstrations and student participation provide the connection between theory and real-world applications.

A-G APPROVAL: No

ARTICULATION: None

DUAL ENROLLMENT:

College	Course Code
Saddleback College	207

PREREQUISITES:

Prerequisite
Automotive Electrical Systems

METHODS OF INSTRUCTION

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

STUDENT EVALUATION:

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

INDUSTRY CERTIFICATION:

- NC-3

RECOMMENDED TEXTS:

- Goodnight and VanGelder, Automotive Engine Repair: CDX Master Automotive Technician Series , CDX Master

PROGRAM OF STUDY

Grade	Fall	Spring	Year	Course Type	Course Name
9, 10, 11, 12	✓		✓	Introductory	Automotive Fundamentals
10, 11, 12	✓			Concentrator	Automotive Electrical Systems
10, 11, 12		✓		Concentrator	Automotive Engineering Fundamentals
11, 12	✓			Capstone	Basic Auto Tire Service & Tire Pressure Monitoring Systems
11, 12		✓		Capstone	Automotive Suspension & Alignment

I.	BASIC MACHINES	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Define demonstrate the knowledge to correctly solve mathematical equations that include: <ul style="list-style-type: none"> • Inclined Planes, Pulleys, and Fulcrums • Demonstrate a working knowledge of the different fasteners used in the Transportation Industry • Demonstrate a working knowledge and practice using hand tools that are common in the Auto Industry 	5	3	Academic: RLST: 11-12.3 WS: 11-12.6 G-CO: 1, 12, 2, 4 SEP: 4, 5 PS: PS2, PS2.A CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.2 CTE Pathway: C2.1, C2.2, C2.3, C2.4, C2.5
II.	RELATED MATHEMATICS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate the ability to correctly solve mathematical problems that include the following: <ul style="list-style-type: none"> • Ratios, Averages, and Units • Dimensional Analysis • Length, Area, and Volume • Demonstrate a working knowledge of the vocabulary associated with the following terms: <ul style="list-style-type: none"> • Ratios, Averages, and Units • Dimensional Analysis • Length, Area, and Volume 	5	3	Academic: RLST: 11-12.10, 11-12.3 A-SSE: 1a, 1, 2.1, 3, 3c A-CED: 4 A-REI: 3 F-BF: 2 G-CO: 1, 2, 3, 4, 5 S-ID: 7 SEP: 4, 5, CTE Anchor: Technology: 4.1 Problem Solving and Critical Thinking: 5.1, 5.2 CTE Pathway: C2.4
III.	MEASUREMENTS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate the ability to correctly use measuring tools commonly found in the Auto Industry • Demonstrate a working knowledge and understanding of the differences between Limits Tolerances <ul style="list-style-type: none"> • Demonstrate the ability to correctly calculate Limit Tolerances • Demonstrate a working knowledge and understanding of the differences between Accuracy Precision <ul style="list-style-type: none"> • Demonstrate the ability to correctly solve equations involving Accuracy Precession • Define all the key terms associated with the measurements module 	4	2	Academic: RLST: 11-12.10, 11-12.3 A-CED: 1 A-REI: 1, 3, 3.1 SEP: 4, 5 CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: C2.1, C2.2, C2.3, C2.4, C2.5, C2.7

IV.	FORCES, STATICS, DYNAMICS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate the ability to correctly solve mathematical problems that include the following: <ul style="list-style-type: none"> • Forces, statics, and dynamics • Moments and torque • Reactions (levers) • Pressure (force over the area) • Velocity and acceleration • Gears, belts and pulleys, clutches, brakes 	4	2	Academic: RLST: 11-12.10, 11-12.3 SEP: 4, 5, 6, 7, CC: 3, 6, 7 PS: PS2, PS2.A, PS2.B, PS2.C CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 CTE Pathway: C3.6
V.	PNEUMATICS & HYDRAULICS	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate a working knowledge of the physical laws that describe the properties of gases: <ul style="list-style-type: none"> • Boyle's Law • Charles's Law • Demonstrate the ability to correctly solve mathematical problems associated with: <ul style="list-style-type: none"> • Boyle's Law • Charles's Law • Demonstrate a working knowledge of common fluid properties: <ul style="list-style-type: none"> • Kinematic properties • Thermodynamic properties • Physical properties • Demonstrate the ability to correctly solve mathematical problems associated with: <ul style="list-style-type: none"> • Density Specific Weight • Temperature Pressure • Specific Volume Surface Tension • Demonstrate a working knowledge of the following fluid systems <ul style="list-style-type: none"> • Hydraulic • Pneumatic • Demonstrate the ability to correctly solve mathematical problems involving: <ul style="list-style-type: none"> • Fluid Dynamics • Define all the key terms associated with Pneumatics Hydraulics module 	5	2	Academic: RLST: 11-12.10, 11-12.3 WS: 11-12.4 SEP: 3, 4, 5, 6, 7, CC: 5 PS: PS1, PS1.A, PS1.B CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 CTE Pathway: C3.3, C3.6
VI.	THERMODYNAMICS & HEAT	CR	Lab/ CC	Standards
	<ul style="list-style-type: none"> • Demonstrate a working knowledge of the Laws of Thermodynamics: <ul style="list-style-type: none"> • 1st Law: (Law of Conservation of Energy) • 2nd Law • Demonstrate the ability to correctly solve mathematical equations involving the Laws of Thermodynamics • Demonstrate a working knowledge of the three types of systems in Thermodynamics: <ul style="list-style-type: none"> • Open system, Closed system, Isolated system • Demonstrate the ability to correctly solve mathematical equations involving: <ul style="list-style-type: none"> • Open, Closed, and Isolated systems • Demonstrate a working knowledge and correctly solve mathematical equations involving Temperature • Demonstrate a working knowledge and correctly solve mathematical 	5	2	Academic: RLST: 11-12.3 F-LE: 1, 1a, 1b, 1c, 2 SEP: 3, 4, 5, 6, CC: 5 PS: PS3, PS3.A, PS3.C, PS3.D CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.2 CTE Pathway: C3.1, C3.2

	<p>equations involving:</p> <ul style="list-style-type: none"> • Latent vs. Sensible Heat • Demonstrate a working knowledge and correctly solve mathematical equations involving Specific Heat • Demonstrate a Working Knowledge of the Thermal Expansion of the Coefficient of Metals • Demonstrate the ability to solve equations involving: <ul style="list-style-type: none"> • The Linear Thermal Expansion Coefficient • Define all the key terms associated with the Thermodynamics Heat Module 			C3.1, C3.2
VII.	MATERIALS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate a working knowledge of the following Materials and how they are utilized in the Automotive Industry: <ul style="list-style-type: none"> • Metals • Thermoplastics • Thermosets • Elastomers • Demonstrate a working knowledge of Material Testing and the importance it plays in the Automotive Industry 	5	2	Academic: RLST: 11-12.3 SEP: 1, 3, 4, 5, 6, CC: 6, 7 PS: PS1, PS1.A CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.2, 5.4 CTE Pathway: C1.1
VIII.	ENGINE CALCULATIONS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate a working knowledge and define Displacement <ul style="list-style-type: none"> • Correctly solve mathematical equations involving Displacement • Demonstrate a working knowledge and define the Compression Ratio <ul style="list-style-type: none"> • Correctly solve mathematical equations involving Compression Ratio • Demonstrate a working knowledge and define Volumetric Efficiency <ul style="list-style-type: none"> • Correctly solve mathematical equations involving Volumetric Efficiency • Demonstrate a working knowledge and define Thermal Efficiency <ul style="list-style-type: none"> • Correctly solve mathematical equations involving Thermal Efficiency • Understand the differences between Torque Horsepower <ul style="list-style-type: none"> • Correctly solve mathematical equations involving Torque Horsepower • Understand and define Mechanical Efficiency Ratio <ul style="list-style-type: none"> • Correctly solve mathematical equations involving Mechanical Efficiency Ratio • Correctly solve mathematical equations involving the following: <ul style="list-style-type: none"> • Specific Fuel Consumption, Caloric Values of Fuel, Air Fuel Ratio 	5	3	Academic: RLST: 11-12.3 A-CED: 1, 2, 3 A-REI: 1, 2, 3 F-IF: 1, 4, 5, 6 F-BF: 1 S-ID: 7 SEP: 3, 4, 5, CC: 5, 6 PS: PS2, PS2.A, PS2.B, PS3.A, PS3, PS3.C CTE Anchor: Communications: 2.4 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4 CTE Pathway: C1.5, C3.1, C3.2
IX.	ENGINE DESIGN	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate a working knowledge of Engine Configurations • Understand what Materials are used for Engine Construction • Demonstrate a working knowledge of Engine Cycles • Demonstrate a working knowledge and identify the following engine components: <ul style="list-style-type: none"> • Intake Valve • Fuel Injector • Exhaust Valve 	12	11	Academic: RLST: 11-12.10, 11-12.3 SEP: 4, 5, 6, CC: 3, 4, 6, 7 PS: PS2, PS2.A, PS2.B, PS2.C, PS3.A, PS3.C,

	<ul style="list-style-type: none"> • Demonstrate a working knowledge of Power Pulse Engines • Demonstrate a working knowledge and identify the following components: <ul style="list-style-type: none"> • Crankshaft • Camshaft • Corrcelty solve mathematical equations involving Crankshafts Camshafts 			PS3 CTE Anchor: Problem Solving and Critical Thinking: 5.1, 5.2 CTE Pathway: C3.1, C3.3, C3.6
X.	CERTIFICATIONS	CR	Lab/CC	Standards
	<ul style="list-style-type: none"> • Demonstrate knowledge of and pass Certification testing. • Understand different types of Certification test question types. 	5	0	Academic: RLST: 11-12.3 WS: 11-12.4 CTE Anchor: Career Planning and Management: 3.3, 3.4, 3.6, 3.9 Problem Solving and Critical Thinking: 5.1 Demonstration and Application: 11.3 CTE Pathway: C2.6
XI.	CAREER EMPLOYMENT OPPORTUNITIES	CR	Lab/CC	Standards
	Examine the Transportation Industry Cluster Examine Career Opportunities Complete a Labor Market Survey on the Automotive Industry outlook Complete an Electric Resume Demonstrate an understanding and practice of Work Ethics	5	0	Academic: RLST: 11-12.10 CTE Anchor: Career Planning and Management: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3. , 3.9 Problem Solving and Critical Thinking: 5.1 Ethics and Legal Responsibilities: .2, .3, .4, .5 Leadership and Teamwork: 9.4 Demonstration and Application: 11.1 CTE Pathway: C5.3, C5.4, C5.5

TO: Board of Trustees

FROM: Brian Dozer

DATE: May 10, 2022

SUBJECT: Presidio Site Intranet and Wireless Network

The components that make up the intranet and wireless network at the Presidio Site are aging. Several have reached the “end of life,” meaning they are no longer supported by the vendor and are thus unable to receive updates. Licensing for these products has also expired. By addressing all issues at once, we will be able to maintain a reliable and secure intranet for the district staff members, teachers, and students at the Presidio Site.

SHI has provided us with the attached quotes, including a Scope of Work. Everything complies with the Cisco Systems NASPO Contract for the State of California participating addendum number 7-20-70-47-01, which ensures the best educational pricing available, including

- 1) Category 1.1 Unified Communications
- 2) Category 1.2 Networking
- 3) Category 1.3 Routers, Switches, Security, and Storage Networking
- 4) Category 1.4 Wireless
- 5) Category 1.5 Facility Management, Monitoring, and Control
- 6) Category 2.1 Maintenance Services
- 7) Category 2.2 Professional Services
- 8) Category 2.3 Partner Services
- 9) Category 2.4 Training

These upgrades will be paid for with the COVID relief funds.

Receivables include, but are not limited to, Meraki hardware and licensing, firepower hardware and licensing, threat defense and malware licensing, servers + switches hardware and licensing, and professional services to install, configure, and implement all hardware and software.

It is respectfully requested that the board approve the Presidio Site intranet and wireless network upgrade.



Pricing Proposal
Quotation #: 21914493
Created On: 4/21/2022
Valid Until: 5/31/2022

Coastline Regional Occupational Program

Senior Inside Account Executive

Lewis Zuluaga

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Nick Voelker

290 Davidson Ave.
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Email: Nick_Voelker@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Catalyst 9300 48-port of 5Gbps Network Advantage Cisco Systems - Part#: C9300-48UN-A	3	\$8,465.73	\$25,397.19
2 3YR SNTC 8X5XNBD Catalyst 9300 48-port of 5Gbps Network A Cisco Systems - Part#: CON-3SNT-C930048N	3	\$2,063.87	\$6,191.61
3 C9300 DNA Advantage, 48-Port, 3 Year Term License Cisco Systems - Part#: C9300-DNA-A-48-3Y	3	\$2,378.39	\$7,135.17
4 Catalyst 9300 48-port of 5Gbps Network Advantage Cisco Systems - Part#: C9300-48UN-A	2	\$8,465.73	\$16,931.46
5 3YR SNTC 24X7X4 Catalyst 9300 48-port of 5Gbps Network A Cisco Systems - Part#: CON-3SNTP-C930048N	2	\$3,301.75	\$6,603.50
6 C9300 DNA Advantage, 48-Port, 3 Year Term License Cisco Systems - Part#: C9300-DNA-A-48-3Y	2	\$2,378.39	\$4,756.78
7 1100W AC 80+ platinum Config 1 Power Supply Spare Cisco Systems - Part#: PWR-C1-1100WAC-P=	5	\$1,498.32	\$7,491.60
8 Catalyst 9300 8 x 10GE Network Module, spare Cisco Systems - Part#: C9300-NM-8X=	5	\$1,668.36	\$8,341.80
9 50CM Type 1 Stacking Cable Cisco Systems - Part#: STACK-T1-50CM=	2	\$67.91	\$135.82
10 Catalyst Stack Power Cable 30 CM Spare Cisco Systems - Part#: CAB-SPWR-30CM=	2	\$71.45	\$142.90
		Subtotal	\$83,127.83
		Shipping	\$0.00
		*Tax	\$4,529.16
			18.1

Total \$87,656.99

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

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



Pricing Proposal
 Quotation #: 21914483
 Created On: 4/21/2022
 Valid Until: 5/31/2022

Coastline Regional Occupational Program

Senior Inside Account Executive

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 Email: Nick_Voelker@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Cisco Firepower 2110 NGFW Appliance, 1U Cisco Systems - Part#: FPR2110-NGFW-K9	1	\$5,218.53	\$5,218.53
2 3YR SNTC 24X7X4 Cisco Firepower 2110 NGFW Appliance, 1U Cisco Systems - Part#: CON-3SNTP-FPR21FWN	1	\$3,123.05	\$3,123.05
3 Cisco FPR2110 Threat Defense Threat, Malware and URL 3Y Subs Cisco Systems - Part#: L-FPR2110T-TMC-3Y	1	\$5,914.51	\$5,914.51
		Subtotal	\$14,256.09
		Shipping	\$0.00
		*Tax	\$404.44
		Total	\$14,660.53

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

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



Pricing Proposal
Quotation #: 21914480
Created On: 4/21/2022
Valid Until: 5/31/2022

Coastline Regional Occupational Program

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All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Meraki MR46 Wi-Fi 6 Indoor AP Cisco Systems - Part#: MR46-HW	12	\$955.93	\$11,471.16
2 Meraki MR Enterprise License, 3YR Cisco Systems - Part#: LIC-ENT-3YR	12	\$179.53	\$2,154.36
		Subtotal	\$13,625.52
		Shipping	\$0.00
		*Tax	\$889.01
		Total	\$14,514.53

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

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



Cisco/Meraki Networking PS
Statement of Work

For Coastline Regional Occupational
Program

SHI International Corp

SOW # 11853

April 21, 2022

Presented By
Nick Volker
Account Executive, SHI
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Created By
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1 Executive Summary

Coastline Regional Occupational Program (“Customer”) has engaged SHI International Corp (“SHI”) to provide an Engineer to facilitate the configuration and migration of network devices (“Services”).

2 Project Description

SHI shall provide the following Services to Customer on a time and materials cost basis.

2.1 In Scope

SHI shall provide to Customer the Services described as follows:

Remote Level 4 Engineer for migration and configuration as described in the Scope of work provided below.

- Remote Engineer to provide up to thirty (30) hours of data migration and configuration.
- Customer Pre-Installation Engineering Meeting
- Provide Pre-Installation Engineering Documentation
- Provide remote Install Services for
 - Qty. 1 Cisco Firepower 2110 NGFW Appliance, 1U
 - Qty. 12 Meraki MR46 Wi-Fi 6 Indoor AP
 - Qty. 3 Catalyst 9300 48-port of 5Gbps Network Advantage
 - Qty. 2 Catalyst 9300 48-port of 5Gbps Network Advantage
- Provide a post-deployment document to the Customer.
- Attend Project Close Meeting

The following will be provided to the Customer for the completion of this Statement of Work:

Item	Description	Format
Web-based Client Portal Access	Web Portal for placing service requests	Any Microsoft or PDF format

2.2 Deliverables

Deliverables for this project are defined as:

- Provide a post-deployment document to the Customer.
- Attend Project Close Meeting

Item	Description	Format
Web-based Client Portal Access	Web Portal for placing service requests	Any Microsoft or PDF format

2.3 Project Specific Customer Responsibilities

- Customer will provide a technical point of contact familiar with the configuration for the duration of the project.
- Customer will provide configuration and documentation necessary to perform the requested services.
- Customer will work with the Engineer as needed to ensure a smooth migration of data.
- Customer will provide remote access to the Engineer.

2.4 Project Specific Assumptions

- All Services will be performed remotely.
- All work is to be performed during normal extended business hours, Monday through Friday, 7:00am to 7:00pm, excluding holidays.
- SHI has no right to use Customer's intellectual property for any purpose including marketing and promotion.
- Complete documentation on all aspects of the project, implementation, project management, technical configurations, etc.
- Customer will provide IP Addressing and Names.
- Configurations will be migrated to the new devices, no edits or changes in the configuration are included in this scope, such changes will be billed ad hoc, at the Level 4 standard rate
- SHI will provide 2 weeks of after install support, within the allotted do not exceed hours
- SHI will follow all applicable Customer safety and security rules and procedures.
- SHI will secure and maintain the confidentiality of all Customer personnel information.
- Customer has the right to terminate this SOW upon notice to SHI.
- No Provider Pre-Existing Materials are included in any Work Product unless identified as such in the SOW.

2.5 Out of Scope

Any Services not explicitly listed above as "In Scope" shall be considered out of scope for this project. Additionally, the areas that are out of scope for this project include, but are not limited to, the following list. If any of these items are required for your organization, they can be scoped separately.

1. Any materials not listed in the Scope of work
2. Travel Expenses such as Mileage, Parking and Tolls.
3. Remove all empty all trash/boxes, etc.
4. Ensure all areas of cleaned up and without any safety hazards
5. Any activities not listed in this Scoped work, including but not limited to physical installation of switching/WAP and firewall hardware.
6. Troubleshooting of any existing issues or conditions
7. The customer shall provide a working network environment, any issues seen before the installation or any preexisting issue should be correct and will be out of scope, and billed ad-hoc at the standard Level 4 rate.

Terms & Conditions

The above proposal contains the complete description of all services to be performed by SHI and no oral statements by **(Coastline ROP)** shall constitute a modification of such statement of work or representation that additional or different services will be performed.

Limitation of Remedy

SHI shall not be liable for any damages caused by performance under this agreement. The sole and exclusive remedy for any breach of warranty, expressed or implied including without limitation, any warranties of merchantability of fitness, and the sole remedy for vendor's liability of any kind including liability for negligence with respect to any services furnished under this Agreement shall be limited to the performance of any defective service provided by Vendor and shall not exceed the costs of one per site minimum cost for 1 visit for one technician for any site which requires a revisit. The reason for the revisit must be documented and mutually agreed upon by both the customer and vendor. In no event the vendor liability does not include any incidental or consequential damages, data loss or lost profits. Customer shall indemnify, defend and hold harmless vendor, its officers, directors and employees against any

damages, losses, injuries, liabilities, claims or expenses of any kind (including attorney's fees) that relate to or are caused by customer, its employees, facilities, or operations.

2.6 Project Duration

Project duration is defined as the entire time taken to complete the project, based on the resources allocated. The estimated project duration is **3 weeks***.

SHI and the Customer will provide the required resources to deliver this project within the estimated duration. SHI and the Customer will allow for reasonable accommodations due to holidays, vacations, and unforeseen delays in deliveries.

Note that Time and Materials budgets and durations are estimates. The final duration of the Services is affected by the actual time provided by all resources against the budget.

** Please be advised that the above timeframe is to provide a general timeline for delivery and is not a true reflection of the total man hours/effort involved for this engagement.*

2.7 Project Management

- Manage project scope, schedule and budget as described in this Statement of Work.
- Responsibilities include but are not limited to resource management, status updates, risk management and mitigation strategies.
- Develop and execute change requests as necessary to account for changes in project scope, schedule, and or cost as needed.

2.8 Resources and Skills

SHI will provide the resources outlined below to be participants for this project effort. These resources will participate in all required steps and will be fully or partially responsible for tasks and deliverables where appropriate:

Title	Role Description	Involvement
Level 4 Engineer Per hour Remote	Part time resource(s) responsible for all aspects of delivery including but not limited to analysis, design, build, test and migration activities.	Part-time
Project Manager	Part time resource responsible for overall execution of the project. Monitors progress against overall delivery. Primary interface between SHI and Customer.	Part-time

3 Assumptions

The project scope and associated price quoted within this Statement of Work are based on the following assumptions. Should any element(s) of these assumptions be lacking during execution of Services, additional time and associated fees and expenses may be required to complete this SOW.

1. Minimum lead time for scheduling Project Kickoff meeting is fifteen (15) business days from our receipt of the signed SOW or fifteen (15) business days from the confirmed start date between SHI and Customer; whichever date is later. Should you require more aggressive scheduling, please contact SHI to determine availability.

2. Please note that the time designated for knowledge transfer is throughout the engagement. Customer is responsible for providing a resource dedicated to this engagement and the extent of the knowledge transfer is dependent upon the availability of this resource.
3. SHI is not responsible for delays caused by failures, including but not exclusive to systems, personnel, or environmental causes or in receiving data from Customer.
4. Any restrictions or requirements regarding the engineer's use of personal equipment must be stated in advance of the commencement of the engagement.
5. All hardware and/or software and licensing required to perform the above Services will be provided by and is the responsibility of Customer. All wiring, hardware, and software required to perform the above Services are in working order.
6. All parties agree that personnel shall not be asked to perform, nor volunteer to perform, engineering and/or consulting tasks that lie outside the skill sets and experience of personnel. Personnel have the right to decline on a service request if the request falls outside the scope of their experience and expertise.
7. Project activity will be scheduled during the hours of 8:00 AM to 5:00 PM local time. Any work performed outside these hours is considered "overtime" and subject to overtime rates. Overtime services must be previously agreed upon by both parties, scheduled in advance and will require a change order authorizing such charges.
8. All documentation will be delivered within fifteen (15) business days after the completion of the in-scope tasks or phases of the project. A standard document template will be utilized for this service delivery.

4 Customer Responsibilities

Both Customer and SHI are responsible for the successful execution of this engagement. Prior to the start of this SOW, Customer will indicate to SHI in writing a person to be the point of contact. All project communications will be addressed to such point of contact (the "Customer Contact"). The Customer Contact is responsible for the following:

1. Performing a full working backup prior to the commencement of services as SHI is not responsible for lost data.
2. Ensuring all related information and communication regarding this project is done through the Project Manager as expeditiously as possible.
3. Acting for the Customer in all aspects of the project; however, any changes that affect the scope, schedule or price of this SOW will require that an amendment to the SOW be executed between the parties.
4. Making the necessary administrative usernames and passwords available to the engineer if required for the successful completion of project.
5. Providing detailed and accurate information regarding their current network environment if required for the successful completion of project. This information will include the technical configuration of the domain environment.
6. Providing the necessary workspace and network access to provide the above services.
7. Providing access to building(s) and room(s) if required for the successful completion of project.
8. Obtaining and provide project requirements, information, data, decisions and approvals within one working day of the request, unless both parties agree to a different response time.
9. Ensuring that SHI project personnel have reasonable and safe access to the project site and adequate office space, if required.

10. Providing technical points-of-contact, who have a working knowledge of the enterprise components to be considered during this project (“Technical Contacts”). SHI may request that meetings be scheduled with Technical Contacts.
11. Informing SHI of all access issues and security measures and providing access to all necessary hardware and facilities as required.
12. Having the authority to resolve conflicting requirements.
13. Helping resolve project issues and ensuring that issues are brought to the attention of the appropriate persons within SHI, if required.

Customer will provide individual resources outlined below to be participants for this project effort. These resources will participate in all required steps and will be fully or partially responsible for tasks and deliverables where appropriate:

Title	Role Description	Involvement
Sponsor / Project Manager	Project and resource coordination to support the effort as well as authority to make decisions and acceptance at project completion.	Part-time
IT Resource(s)	Provide access to workspace, building access, and general IT requests related to the effort. May also have responsibility for network, data center and project team activities.	Part-time

5 Duties of SHI

SHI shall provide the Services and the SHI Work Product during the term of this engagement in accordance with this SOW and these terms and conditions.

1. SHI will provide all resources, facilities, management, labor, expertise, skills, tools, and equipment necessary for the performance of its obligations under this SOW.
2. Without limiting the foregoing, SHI shall:
 - a. keep the Customer Project Manager advised of the progress of the project and the status of the Deliverables;
 - b. permit any designated representative of Customer periodically to review the work of SHI personnel performing Services and preparing Deliverables;
 - c. perform the Services in a timely manner and provide the Deliverables in accordance with this Statement of Work; and
 - d. keep accurate records of work performed on this Statement of Work, evidence of which SHI shall provide to Customer upon request.

6 Change Control Process

The “Change Control Process” is that process which shall govern changes to the scope, schedule or price of the Project during the life of the Project. The Change Control Process will apply to new components and to enhancements of existing components. The Change Control Process will commence at the start of the Project and will continue throughout the Project's duration.

Under the Change Control Process, a written “Change Request” will be the vehicle for communicating any desired changes to the project. It will describe the proposed change; the reason for the change and the effect the change may have on the Project. The Project Manager of the requesting party will submit a written Change Request to the Project Manager for the other parties.

SHI and Customer will review the change request. All parties must sign the approval portion of the Change Request to authorize the implementation of any change that affects the Project's scope, schedule or price. Furthermore, any such changes that affect the scope, schedule or price of this SOW will require that an amendment to the SOW be executed between the parties.

7 Project Initiation Process

Upon receipt of a signed SOW and Purchase Order, planning for the project will commence. A key step in the planning process is the Kickoff Meeting with SHI and Customer's Team.

In the kickoff meeting, the contents of the SOW will be reviewed. This is an opportunity for Customer's team who will be involved with the project to understand the Project's goals, tasks, deliverables, and timelines.

Upon completion of the project kickoff meeting, minutes of the Kickoff meeting will be created based on the meeting discussion and distributed to Customer. Any changes to the project scope will be documented in these minutes. If Change Orders are necessary due to scope changes, that process will be initiated after the Kickoff meeting.

8 Price and Payment Information

SHI proposes to deliver the Services described previously for the rates set forth below. This is an estimate of the time required to complete the objective. There is no guarantee such objective will be implemented within this timeframe. The Estimated # of Hours allocated in the table below for each resource may be subject to change at any time during the duration of this SOW at SHI's sole discretion.

Rate Description	Hourly Rate	Estimated # of Hours	Total Estimated Fee
Level 4 Engineer-Per hour Remote Only	\$285.00	30	\$8,550.00
Project Manager	\$219.00	4	\$876.00
Total			\$9,426.00

The pricing demonstrated in the table above is valid until this document is fully executed or 60 days from 4/21/2022, whichever comes first. Upon notice to Customer and SHI may adjust the rates above, provided that the rates will remain fixed for at least six (6) months after the SOW Effective Date and then again for at least six (6) months after any subsequent adjustment.

The total cost of this project is not to exceed \$8,496.00, unless otherwise agreed to by both parties via the Change Control Process as described previously.

SHI will invoice for these Services based on hours consumed on a monthly basis or at completion of a project, whichever comes first.

The rates above only apply to Services specified in this SOW as it may be amended by one or more Change Order(s).

The rates presented apply to scheduled Services that are performed during Standard Business Hours (meaning 7AM to 7PM local time, Monday through Friday, excluding holidays). When SHI invoices for *unplanned* services that are not performed during Expanded **Standard Business Hours**, Services Fees will

be calculated at 150% of the Unit Rates. For any unscheduled (i.e., emergency) Services performed at any time of the day, Services Fees will be calculated at 200% of the Unit Rates.

8.1 Travel Expenses

No travel is required for this project.

8.2 Billing Terms

Invoices are processed monthly. All invoices are due and payable within 30 calendar days of the invoice date.

Fees DO NOT include applicable taxes that must be collected. Please allow for taxes that may apply to the work outlined in your Purchase Order. Tax will be applied to the address in the "Billing Information" section unless otherwise specified in "Exception" section below.

8.2.1 Exception

No exceptions apply.

8.3 Final Acceptance

At the completion of the work SHI will provide a "Project Acceptance Form" for execution by Customer. Customer's signature on this form signifies the Customer's Final Acceptance of the work, and agreement that all Deliverables have been completed in accordance with the SOW and the final invoice may be issued by SHI. If the Customer does not so accept the Deliverables then Customer shall, within fifteen calendar days after receipt of the Project Acceptance Form, state specifically which Deliverables were not Final Accepted and why, and return the form to SHI for resolution.

If Customer does not return the Project Acceptance Form within fifteen calendar days after the date of its transmittal, Customer shall be deemed to have Final Accepted the Deliverables, and consequently, the remainder of the Services, and SHI will invoice the Customer for the remainder of the price due to SHI.

9 Terms and Conditions

This statement of work (SOW) is subject to and governed by the terms of the Professional Services Agreement ("Agreement") shown in [SHI PSA - Terms and Conditions](#).

In the event any terms and conditions of this SOW conflict with the Agreement, this SOW will control for the purposes of this SOW only. All terms defined in the Agreement and used herein will have the same meaning as set for in the Agreement.

10 SOW Acceptance

The Terms and Conditions are as outlined in this document. Once fully executed, this document will become the Statement of Work for the Services defined in this document. The Customer's signature below authorizes SHI to begin the Services described above and indicates the Customer's agreement to process and pay the invoices associated with these Services.

Coastline Regional Occupational Program		SHI International Corp.	
Name		Name	
Title		Title	
Signature		Signature	
Date		Date	
Purchase Order			

11 Confidential

The information in this document shall not be duplicated, used, or disclosed in whole or in part outside Customer's organization. If a contract is awarded to SHI as a result of or in connection with the submission of this document, Customer shall have the right to duplicate, use, or disclose the information within its organization to the extent provided by the contract between Customer and SHI. This restriction does not limit Customer's right to use information contained in this document if it is obtained from another source without restriction.

12 Billing Information

The location(s) of Services to be provided and billing contact is:

Billing Information
Company Name Coastline Regional Occupational Program
Street Address 1001 Presidio Square
City, State, Zip Code Costa Mesa, CA, 92626
Contact Name and Title Jeanne Bennett
Contact Phone Number and E-mail Address 714-429-2227, jbennett@coastlinerop.net

13 Project Location(s) & Contact Information

Site Information
Street Address Remote

TO: Board of Trustees

FROM: Sesar Morfin

DATE: May 10, 2022

SUBJECT: Agreement with Business Emergency Resiliency Training
Workplace Safety Solutions

Background. One of the goals identified in our strategic priorities for 2021-2022 is to promote an organizational culture that supports health, safety, and life-long learning. A key objective in support of this goal is to continue to enhance safety protocols and security measures. Due to the limited capacity that staff has, we have solicited the services of an outside firm to review and develop a comprehensive safety and emergency response plan for the Presidio site and our teachers that are off-site.

Business Emergency Resiliency Training (BERT) Workplace Safety Solutions supports basic safety and emergency preparedness goals by providing research, development, training, and tools necessary to support staff, teachers, and students. The goal is for BERT to begin meeting with our staff and teachers beginning in early October over a six-week period. We hope to accomplish several objectives at the conclusion of this six-week period. One objective that we hope to accomplish is to establish an effective operational system to implement within a written program that can be shared with our staff and teachers. Another objective is to streamline the program and safety system and incorporate them into regular drills and training. Another objective is to train staff and teachers, including after-bell and off-site individuals, in operations and assign his or her responsibilities in any situation. Lastly, we hope to more fully incorporate the Crisis GO application that we currently have in place as our emergency management application into operations.

Financial Implication. Estimated to be \$3,125 and to be funded with Covid 19 relief monies.

Recommendation. It is respectfully requested that the Board of Trustees approve the agreement with BERT Workplace Safety Solutions.



May 10, 2022

PROPOSAL FOR SERVICES

(THIS BECOMES A CONTRACT ONCE EXECUTED ON PAGE 6 AND INITIALED ON EACH PAGE)

OVERVIEW

This proposal is presented to Coastline ROP by Community Emergency Management, Inc., dba BERT Workplace Safety Solutions (HEREIN BERT)

BERT is pleased to submit this proposal for services to support Coastline ROP in achieving basic safety and emergency preparedness goals providing research, development, training, and tools necessary to support staff, teachers and students (including after bell). BERT's general mission is to make sure everyone is prepared beyond the minimum standards to be able to take care of themselves, their families, and each other in any emergency, disaster, or incident. From the experience of former and active first responders, School Resource Officers, military, senior city-government employees, to Insurance, marketing and human resource professionals, we draw upon our passion for saving life and limb for people from all walks of life.

Every branch of the United States Armed Forces is represented in our senior leadership. Each of us makes a difference in our own sphere, and together we are a powerful force for good.

With our deliverables, your leadership will discover and understand how to infuse safety concepts and responsibilities into his or her individual sphere of influence, which will eventually permeate throughout the entire organization with ongoing reinforcement, training and drills.

The Objective

Objective 1: Establish an effective operational system to implement the written program, already in place, using a gap analysis with recommendations to fill said gaps.

Objective 2: Streamline the program and safety system and incorporate them into regular drills and training.

Objective 3: Train staff and teachers, including after-bell and off-site individuals, in operations and assign his or her responsibilities in any situation.

Objective 4: Incorporate the CrisisGO application into operations.

Page 1 Client initial



OUR PROPOSAL

Coastline ROP has a well-deserved reputation for preparing students to be contributing members of their community by providing an innovative career technical education focused on college and career readiness. Due to staffing changes and pandemic challenges, we propose to study, enhance, simplify and deliver the established safety and emergency preparedness program, including the CrisisGo application, into the current operations.

Our deliverables, meetings and workshops will help Coastline ROP infuse safety plans, concepts and responsibilities throughout the entire organization. Our training programs are backed by our team of experts, who are involved at every stage of employee training and development. We use the latest training techniques and technology to help keep your employees informed and in compliance.

Execution Strategy

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project will be developed, a proposed timeline of events, and reasons for why we suggest developing the project as described.

Given the staff conversations, we recognize the reduced or increased staffing levels because of pandemic realizations, while the safety requirements remain.

Timeline for Execution

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed.

Description	Dates	Deliverables	Duration
PART ONE - Meet with Senior Team to outline program - Convert current plan into simple templates - Determine ICS roles / Flowchart - Scribes - Clipboards - Introduce CBT	October 3-7, 2022	- Agenda - What are likely scenarios - What are each job duties / Action Steps - Common duties - Special Duties	2.5 hrs onsite with senior staff 2.5 hrs offsite development

Page 2 Client initial

<p>PART TWO</p> <ul style="list-style-type: none"> - Present templates to ICS Staff for development - Group BERT CBT Module 1 & 3 	Oct 10-14	<ul style="list-style-type: none"> - Agenda - ICS draft templates 	<p>2.5 hrs Zoom with senior staff</p> <p>2.5 hrs offsite development</p>
<p>PART THREE</p> <ul style="list-style-type: none"> - CrisisGo basic Integration 	Oct 17-21		<p>1.0 hrs Zoom with Emergency Manager</p> <p>2.5 hrs CrisisGo study</p> <p>1.5 hrs integration</p>
<p>PART FOUR</p> <ul style="list-style-type: none"> - Compile all insights from ICS Staff - Generate templates - Present to all teachers 	Oct 24-28	<ul style="list-style-type: none"> - Agenda - Clipboards - ICS Forms 	<p>1.5 hrs Zoom with senior staff</p> <p>1.0 hrs Zoom with all staff / teachers</p> <p>2.5 hrs offsite development</p>
<p>PART FIVE</p> <ul style="list-style-type: none"> - Tabletop exercise / training - Analysis 	Oct 31-Nov 4	- Agenda	<p>1.0 hrs onsite with senior staff</p> <p>2.5 hrs onsite with all staff / teachers</p> <p>2.5 hrs offsite development</p>
<p>PART SIX</p> <ul style="list-style-type: none"> - Functional Exercise / Drill - All staff After Action Report 	Nov 7-11	<ul style="list-style-type: none"> - Agenda - Involves invited first responders, other school 	<p>3.0 hrs onsite</p> <p>2.0 hrs AAR</p>



Supplied Material

The following materials are to be supplied by Coastline ROP for this project. For BERT to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent our best guess based on current proposed project dates:

To be supplied by Coastline ROP	Due Date*
CrisisGo administrative access	September 23, 2022
Master Calendar for project published to all attendees	September 23, 2022
Meeting Schedules to ensure all attendees are prepared and agendas distributed	Weekly
Initial email acceptance of Proposal (Pending final Board Approval)	May 1, 2022

**We cannot be responsible for cost overruns caused by client's failure to deliver materials by agreed-upon due dates.*

EXPECTED RESULTS

We expect our proposed solution to Coastline ROP's requirements to provide the following results:

- 1- Executive Staff and Safety Leadership have good working knowledge of both the written program and operational system so that future safety decisions can be made with a clear understanding.
- 2- All staff and teachers are provided tools and training to step into a very basic emergency management role using the Incident Management System.
- 3- All possible people are involved in the development of procedures to enhance buy-in and understanding of the overall safety goals.



PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for ## days from the date of this proposal:

Services Cost Category #1	Price
This is a total fixed-price proposal/contract	\$3,000.00
Six clipboards, flashlights, whistles, printed forms	\$125
Additional Time (with prior approval) in one-hour increments	\$125/hr
Payment receipt schedule (ACH preferred)	
May 13, 2022	\$1,125
May 27, 2022	\$1,000
June 10, 2022	\$1,000 *
* Plus any approved additional time	

DISCLAIMERS

The prices listed in the preceding table are an estimate for the services outlined. This summary is not a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed.

BERT, nor its principals, assignees or employees makes any guaranty of results. The work is done on a reasonable or best-effort basis. Further, any written documents or deliverables are provided "as is." BERT's liability is limited to the value of this document. Coastline ROP indemnifies BERT for either party's actions other than Gross Negligence.

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CONCLUSION

We look forward to working with Coastline ROP and supporting your efforts to improve your safety program with integrated CrisisGO, and training and support services. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering an effective safety support solution.

ADDITIONAL SERVICES	
CrisisGO ongoing employee management, advanced functions	
Ongoing Safety Team support including quarterly drills	
CAL/OSHA (EAP) Emergency Action Plan <LINK TO: LEGAL MANDATE >	
CAL/OHSA (IIPP) Injury Illness Prevention Plan <LINK TO: LEGAL MANDATE >	
Business Continuity Plan	
Certified Computer Based Training Program	
Advanced Executive Safety Training	
OSHA Compliance study to reduce injuries	
Active Shooter / Intruder Staff / Student Training	

If you have questions on this proposal, feel free to contact Bill Cunningham at your convenience by email at Bill.C@BERTinc.org or by phone at (714) 838-2923 x2. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

On behalf of the entire BERT TEAM, please accept my sincerest appreciation for this opportunity.

SUBMITTED 4/14/2022

APPROVED DATE: _____



Sig: _____

Wm. F. Cunningham, Jr., CEOP
Community Emergency Management, Inc.
dba BERT Workplace Safety Solutions

Brian K. Dozer, Superintendent
Coastline ROP

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**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING
Minutes
April 21, 2022**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on April 21, 2022, in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:00 a.m. by Lynn Davis.

Present Members

Lynn Davis
Michelle Barto
Diana Carey
Lauren Brooks

Other

Brian Dozer	Uli Garcia	Siteria Edwards	Ayushi Shah
J. S. Coke	Lisa Snowden	Krista Ganga	Kaitlyn Mink
Sesar Morfin	Alita Salazar	Jared Hartel	
Debbie Ludwig	James Newton	Tyler Humphries	
Rocky Murray	James Piccola	Paris Dang	

Updated attendance:

Suzie Swartz updated to present at 9:04 a.m.

**ADOPTION OF
AGENDA**

It was moved by Member Brooks, seconded by Member Carey, to adopt the agenda as presented. Motion carried 4-0 with Member Swartz absent.

**SUPERINTENDENT'S
REPORT**

Dr. Dozer has begun his 4th month as Coastline ROP's Superintendent and is settling into the organization's flow and position. He feels fortunate to work with a great board, an excellent group of superintendents at partner districts, supportive and talented staff, teachers, and students who continually impress him with their work and dedication.

As J. S. Coke, Director of Educational Services, will discuss in greater detail, Coastline ROP is ready for the WASC virtual visit the week of April 25. Dr. Dozer thanked Mr. Coke and his team for their hard work handling the videos and advanced prep work required for the virtual nature of the visit.

One of Dr. Dozer's goals is to raise the visibility of Coastline ROP, increase awareness of the work, and promote CTE to students, parents, and businesses.

Since the last board meeting, he has been highly active outside the Presidio campus. Dr. Dozer provided some highlights to the Board.

Dr. Dozer has attended three of the district board of trustee meetings in person. Visits will be finished by the end of the school year. Dr. Dozer feels it is essential to represent Coastline ROP at the meetings, learn more about the bigger picture of the work at each partner district, find ways to support those efforts, and be a great partner that adds value every day.

He has visited fourteen of the district high schools to view classes and meet teachers, career specialists, and administrators, and he stated It has been enlightening to see the work in person.

He was able to take the experience from those visits into the virtual legislative visits at the end of March. Over a single day, Mr. Coke and Dr. Dozer met with five legislators and with the staff of the sixth. They were important meetings to discuss the legislative priorities we support through CAROCP. The two pieces of legislation of concern are:

- For AB 2058, sponsored by Assemblymember Patrick O'Donnell, seeking support to increase funding for the Career Technical Education Incentive Grant (CTEIG) Program and consolidate key K-12 CTE programs. This bill would provide ongoing funding of \$450 million per year and additional funding for regional CTE coordinators.
- For AB 2573, sponsored by Assemblymember Kevin McCarty, seeking opposition to require a certificated employee of a school district/county office that completes two consecutive school years to be classified as a permanent employee. Currently, our teachers are probationary. Dr. Dozer emphasized ROPs are uniquely situated to provide the flexibility in education to meet the dynamic, ever-changing needs of business and industry and stay agile as the local workforce needs change. This bill would eliminate our ability to adjust our program offerings.

We received support from all the legislators for these positions.

There was great interest in understanding ROPs and its role in the education system. We conveyed the importance of what we do daily for students. Each call concluded with an invitation to join us on a classroom visit.

One of those legislators, The Honorable Dave Min, Senator of the 37th District, accepted that invitation. On Wednesday, April 13, he visited Irvine High School's automotive technology class. Dr. Dozer thanked Trustee Brooks for joining them. Additionally, Irvine Unified School District Superintendent Terry Brooks and two of Senator Min's staff members were present. It was a terrific opportunity to display student work to the Senator and his staff. They were impressed with the hands-on, complex nature of the work.

Mr. Coke and Dr. Dozer have met with most of the steering committee members in-person. This is partially introductory and partially to discuss strategic opportunities and the goals of the district partners. Dr. Dozer plans to continue this type of work and hold a steering committee retreat in June to ensure the 2022-2023

strategic priorities align with the goals and needs of the districts.

On April 19, Dr. Dozer attended the University Lab Partners Medical Innovations, Research, and Entrepreneurship Spring Reception. He was proud of the students for the incredible work they did in this program. Dr. Dozer will be sharing the winning pitch video soon.

He has had strategic meetings with the Orange County Regional Consortium, five community colleges, College and Career Advantage ROP, the Orange County Department of Education, multiple business partners, the Small Business Development Center, University Lab Partners, and more.

Dr. Dozer believes the upshot of all of this is there are ample opportunities for Coastline ROP to expand the number and types of classes and experiences we offer to appeal to students. There are sectors and categories of jobs that have and will continue to experience severe labor shortages. Coastline ROP and our districts will play a critical role in addressing the shortages.

Dr. Dozer participated in the Distinguished Student Recognition application grading and interviews and stated we have some incredibly talented, driven, and impressive students. Dr. Dozer recently shared some of the quotes from the applications with the Board of Trustees and the Coastline ROP staff. Participating in the interviews provided a different level of insight for him. One student runs her own nonprofit while taking our classes and going to school. Another takes care of her mother and younger siblings while working part-time and completing classes. A third student explained how her ROP class and internship had given her something to look forward to when she felt her mental health was suffering. And one from a young woman who, when asked if she would like to tell us anything else about herself, proclaimed, "I'm a super awesome person!" These are the stories we must tell as they are compelling and important for parents, students, and businesses to know.

Last month Dr. Dozer reported we had launched a marketing and social media task force. We have created the timeline of activity for the next year. Upon approval of the agreement to engage the services of Sonychelle Media and Communications, we will begin this important work next month. This will include developing a social media calendar, conducting marketing needs assessments internally and with the districts, developing a strategic marketing plan, building a new website, and launching a logo competition for our students. This will be a key part of the efforts to raise awareness of Coastline ROP, the magnificent work we do, and CTE in general.

Dr. Dozer concluded his report by thanking the board, our district

superintendents, the steering committee, and the entire staff of Coastline ROP for their unwavering support. He is excited about the future of Coastline ROP and the impact we will have on students. In the coming months, he looks forward to providing more detail and a more formal plan for this work.

EDUCATIONAL SERVICES' REPORT

On April 6, Dr. Dozer, Krista Ganga, and Mr. Coke attended the relaunch of Vital Link. Vital Link is an amazing non-profit that serves to connect CTE in the K-12 and community college world. Mr. Coke is excited about the organization's fresh vision and how they support what we do at Coastline ROP.

Educational Services is preparing for fall classes while planning summer offerings. Projects include supporting a dual enrollment pathway in one district and initiating conversations with another. They have conducted twenty-four classroom visits and conducted lesson observations and writing evaluations. We are not only fulfilling our role in service to our partner districts, but we are also working on new initiatives to expand our offerings for students. While the whole department works well together to accomplish much, Mr. Coke thanked Julia Budd, Krista Ganga, and James Piccola for their hard work.

April 27 begins our virtual WASC accreditation visit, and we are excited to see both the culmination of our efforts and the beginning of refocused work to increase student achievement. The goal of a self-study is not a book or a visit but an action plan that creates greater success for all. Recently, Mr. Coke recorded a 10-minute overview video of our self-study process and outcomes we asked all staff to review. Debbie Ludwig will forward the link to you. A copy of the revised Self-Study was provided to the Board, which reflects the Board's comments from the last meeting.

Mr. Coke introduced Jared Hartel, teacher of the Estancia Medical Academy, senior students Tyler Humphries, Kaitlyn Mink, Paris Dang, and junior Ayushi Shah, who shared the CTSO, a Career Technical Student Organization, and a local chapter that has experienced great success.

AB 361 – BROWN ACT AMENDMENT

There was no action taken.

BOARD MEETING DATE/TIME CHANGES

There was no action taken.

WORK-BASED LEARNING/OUTREACH SPECIALIST JOB DESCRIPTION

It was moved by Member Swartz, seconded by Member Brooks, to approve the work-based learning/outreach specialist job description. Motion carried 5-0.

REVISION TO COASTLINE ROP COMPENSATION SCHEDULE	It was moved by Member Brooks, seconded by Member Swartz, to approve the revision to the Coastline ROP compensation schedule. Motion carried 5-0.
CYBERFORWARD MOU	It was moved by Member Swartz, seconded by Member Barto, to approve the MOU between Coastline ROP and CYBERFORWARD. Motion carried 5-0.
K12 STRONG WORKFORCE PROGRAM ROUND 4 SUB-AGREEMENT	It was moved by Member Barto, seconded by Member Brooks, to approve the sub-agreement with Rancho Santiago College District for round 4 K12 SWP grant funds. Motion carried 5-0.
SONYCHELLE MARKETING & COMMUNICATIONS MOU	It was moved by Member Brooks, seconded by Member Swartz, to approve the MOU with Sonychelle Marketing and Communications. Motion carried 5-0.
KYOCERA SERVICE CONTRACT	It was moved by Member Barto, seconded by Member Swartz, to approve the service contract, purchase, and lease agreements with Kyocera Document Solutions. Motion carried 5-0.
CONSULTING SERVICES	It was moved by Member Swartz, seconded by Member Brooks, to approve the continuation of the consulting agreement with Carol Hume to serve as a consultant to Superintendent Brian Dozer. Motion carried 5-0.
CONSENT CALENDAR	<p>It was moved by Member Swartz, seconded by Member Barto, to approve the Consent Calendar without item 21, Agreement with Ontario Refrigeration, and item 25, Field trip request for Newport Harbor Culinary Arts students, pulled for further discussion. Motion carried 5-0.</p> <ul style="list-style-type: none"> • Minutes from the March 9, 2022, Board of Trustees meeting • Ratification of purchase order report ending March 31, 2022 • Ratification of check report ending March 31, 2022 • Annual EDJOIN service agreement with San Joaquin County Office of Education for \$1,200 • Verkada alarm system and monitoring contract • Premier Ambulance affiliation agreement addendum • Field trip request for Culinary Arts students from Ocean View High School to attend the FCCLA State Leadership Conference and Competition in Riverside, Ca. April 23-26, 2022 • New internship sites • Personnel Register #7 – 2021-2022 (Approval of employee appointments, release, retirements,

terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)

- Approval/Ratification of Travel Conference Report

**AGREEMENT WITH
ONTARIO
REFRIGERATION**

It was moved by Member Swartz, seconded by Member Brooks, to approve the agreement with Ontario Refrigeration for HVAC maintenance and projects. Motion carried 5-0.

**FIELD TRIP REQUEST
FOR NEWPORT
HARBOR CULINARY
ARTS STUDENTS**

It was moved by Member Brooks, seconded by Member Barto, to approve the field trip request for Newport Harbor Culinary Arts Students to attend the National Restaurant Association ProStart invitational in Washington DC. Motion carried 5-0.

ADJOURNMENT

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

The meeting adjourned at 9:47 a.m.

Clerk/Secretary

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 05/19/2022**

FROM 04/01/2022 TO 04/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0608	DELL	344.76	172.38	016019057 4331	Mainsite/Schl Adm F2700 COVID / Office
			86.19	016019063 4331	Edwards, S / HR Admin COVID / Office
			86.19	016019094 4331	Ludwig/Executive Assist COVID / Office
R95C0614	NEWPORT URGENT CARE	180.00	180.00	01065012 5892	Bocan/Dental BO Internship ROP / PHYSICAL
R95C0615	AMAZON	103.33	103.33	01762913 4330	Ludwig/Executive Assistant / Office Supplies-Consumable
R95C0616	HOME DEPOT	208.57	208.57	0166630 4310	Rizza/HAAS Engineering Competi / INSTRUCTIONAL
R95C0617	AMAZON	1,059.69	415.14	0166630 4310	Rizza/HAAS Engineering Competi / INSTRUCTIONAL
			644.55	0166630 4320	Rizza/HAAS Engineering Competi / Instructional
R95C0618	OFFICE DEPOT	23.93	23.93	01762913 4330	Ludwig/Executive Assistant / Office Supplies-Consumable
R95C0619	AMAZON	100.14	100.14	0166630 4310	Rizza/HAAS Engineering Competi / INSTRUCTIONAL
R95C0620	KARTING WAREHOUSE	484.83	484.83	0166630 4320	Rizza/HAAS Engineering Competi / Instructional
R95C0621	D.G.L. PRODUCTS	21.45	21.45	0166630 4310	Rizza/HAAS Engineering Competi / INSTRUCTIONAL
R95C0622	OFFICE SUPPLY INC	180.43	45.11	0100260 4310	Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL
			45.11	0100465 4310	Williamson/CG MV CTEIG-6 / INSTRUCTIONAL
			90.21	0101160 4310	Williamson/Mult Comm Des MV C6 / INSTRUCTIONAL
R95C0623	OMAX MARKETPLACE	31.61	31.61	0166630 4310	Rizza/HAAS Engineering Competi / INSTRUCTIONAL
R95C0624	ELECTRICSCOOTERPARTS.COM	464.92	33.27	0166630 4310	Rizza/HAAS Engineering Competi / INSTRUCTIONAL
			431.65	0166630 4320	Rizza/HAAS Engineering Competi / Instructional
R95C0625	FOAMNOODLES.COM	19.99	19.99	0166630 4310	Rizza/HAAS Engineering Competi / INSTRUCTIONAL
R95C0626	GOKARTS USA	155.90	66.40	0166630 4310	Rizza/HAAS Engineering Competi / INSTRUCTIONAL
			89.50	0166630 4320	Rizza/HAAS Engineering Competi / Instructional
R95C0627	GRIN TECHNOLOGIES	171.32	171.32	0166630 4320	Rizza/HAAS Engineering Competi / Instructional
R95C0628	WESCO PERFORMANCE	59.22	59.22	0166630 4310	Rizza/HAAS Engineering Competi / INSTRUCTIONAL
R95C0629	4IMPRINT	588.32	588.32	01665150 4330	Employee Awards / Office Supplies-Consumable

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 05/19/2022**

FROM 04/01/2022 TO 04/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0630	SHI INTERNATIONAL CORP	4,815.96	4,815.96	016019057 4430	Mainsite/Schl Adm F2700 COVID / NON-CAPEQUIP/Con
R95C0631	AMAZON	116.35	116.35	016019063 4331	Edwards, S / HR Admin COVID / Office
R95C0632	AMAZON	441.78	110.45	0100260 4310	Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL
			110.45	0100465 4310	Williamson/CG MV CTEIG-6 / INSTRUCTIONAL
			220.88	0101160 4310	Williamson/Mult Comm Des MV C6 / INSTRUCTIONAL
R95C0633	AMAZON	1,684.07	68.92	0198292 4310	NMUSD Bill Back-Instructional / INSTRUCTIONAL
			429.92	0198292 4320	NMUSD Bill Back-Instructional / Instructional
			1,185.23	0198292 4490	NMUSD Bill Back-Instructional / NON CAP EQUIP -
R95C0634	AMAZON	1,422.15	1,422.15	0198292 4310	NMUSD Bill Back-Instructional / INSTRUCTIONAL
R95C0635	HOME DEPOT	1,544.05	214.42	0198292 4310	NMUSD Bill Back-Instructional / INSTRUCTIONAL
			1,329.63	0198292 4320	NMUSD Bill Back-Instructional / Instructional
R95C0636	MORRISON, CURTIS	14.04	14.04	016019078 5290	All CPR - COVID RELIEF / MILEAGE NON TAXABLE
R95C0638	OFFICE DEPOT	35.33	35.33	0105161 4310	Wilcox/EMR CHS C6 / INSTRUCTIONAL SUPPLIES
R95C0639	OFFICE DEPOT	35.33	35.33	0105161 4310	Wilcox/EMR CHS C6 / INSTRUCTIONAL SUPPLIES
R95C0640	UNIVERSITY OF CALIFORNIA, IRVI	480.00	480.00	016019057 5890	Mainsite/Schl Adm F2700 COVID / OTHER CONTRACTE
R95C0641	STAPLES BUSINESS ADVANTAGE	394.00	394.00	01760933 4330	Dozer/Superintendent / Office Supplies-Consumable
R95C0642	AMAZON	263.99	263.99	016019074 4331	Dozer/Superintendent COVID / Office
R95C0643	MICRO CENTER A/R	218.64	218.64	016019087 4330	Information Technology COVID / Office
R95C0644	CROWNE PLAZA	4,303.75	4,303.75	016019056 5630	Instruction Support Misc COVID / FACILITY RENTAL
R95C0646	AMAZON	87.18	87.18	016019120 4330	Student Awards Fund-COVID / Office Supplies-Consumable
R95C0647	BAUDVILLE INC.	120.64	120.64	016019120 4330	Student Awards Fund-COVID / Office Supplies-Consumable
R95C0648	AMAZON	354.41	354.41	0198292 4310	NMUSD Bill Back-Instructional / INSTRUCTIONAL
R95C0649	HALECREST PARK INC.	646.50	646.50	01900890 5630	Mtg Rm/Facility Rental F2700 / FACILITY RENTAL
R95C0650	SHI INTERNATIONAL CORP	2,700.00	2,700.00	01970910 5888	School Safety / Internet - Software/Licenses

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 05/19/2022

FROM 04/01/2022 TO 04/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0651	CVS PHARMACY	516.98	516.98	016019073 4310	Murillo/CNA OVHS COVID / INSTRUCTIONAL SUPPLI
R95C0652	MEDCO SUPPLY COMPANY	2,904.80	2,904.80	0106062 4310	Milgram/Sports Medicine TH C6 / INSTRUCTIONAL
R95C0653	MEDCO SUPPLY COMPANY	906.95	767.77	0106062 4310	Milgram/Sports Medicine TH C6 / INSTRUCTIONAL
			139.18	0106062 4320	Milgram/Sports Medicine TH C6 / Instructional
R95C0654	APPLE COMPUTER INC	2,065.39	120.69	016019096 4331	Perez/Media Specialist COVID / Office
			395.67	016019096 4430	Perez/Media Specialist COVID / NON-CAP EQUIP/Comp &
			362.03	016019097 4331	Perez/Instr Support Spec COVID / Office
			1,187.00	016019097 4430	Perez/Instr Support Spec COVID / NON-CAP EQUIP/Comp
R95C0655	APPLE COMPUTER INC	4,726.86	353.42	0102361 4320	Murphy/Art of TV PHS C6 / Instructional Supplies-Noncons
			2,758.27	0102361 4430	Murphy/Art of TV PHS C6 / NON-CAP EQUIP/Comp &
			1,615.17	0102361 4490	Murphy/Art of TV PHS C6 / NON CAP EQUIP - OTHER
R95C0656	EFOODHANDLERS INC.	500.00	500.00	0106762 5889	Fouts/Baking & Pastry LHHS C6 / INTERNET-BASED
R95C0657	STARBUCKS	200.00	200.00	01665020 4330	Students-Above and Beyond / Office Supplies-Consumable
R95C0658	TUSTIN AWARDS INC	51.06	15.56	01758011 4330	Taliaferro/AP Spec / Office Supplies-Consumable
			19.93	01771920 4330	Morfin/Dir Business Services / Office Supplies-Consumable
			15.57	01777901 4330	Taliaferro/Purchasing Spec / Office Supplies-Consumable
R95C0659	SHI INTERNATIONAL CORP	25,951.84	9,109.99	016019107 4331	School Safety COVID / Office Supplies-Nonconsumable
			6,302.02	016019107 4490	School Safety COVID / NON CAP EQUIP - OTHER
			2,862.64	016019107 5888	School Safety COVID / Internet - Software/Licenses
			7,677.19	016019107 5890	School Safety COVID / OTHER CONTRACTED SERVICE
R95C0660	NORTH ORANGE COUNTY ROP	6,000.00	1,833.34	0166807 5889	Caldwell/Medical InnR2 SWP ROP / INTERNET-BASED
			1,166.67	0166807 5890	Caldwell/Medical InnR2 SWP ROP / OTHER CONTRACT
			1,833.32	0166808 5889	Hayden/Medical InnR2 SWP ROP / INTERNET-BASED
			1,166.67	0166808 5890	Hayden/Medical InnR2 SWP ROP / OTHER CONTRACTE
R95C0661	K2 AWARDS	412.90	412.90	016019120 4330	Student Awards Fund-COVID / Office Supplies-Consumable
R95C0662	AMAZON	11.84	11.84	0105162 4310	Wilcox/EMResponder EST C6 / INSTRUCTIONAL

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 05/19/2022

FROM 04/01/2022 TO 04/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0663	AMAZON	102.31	102.31	016019076 4331	Coke/Dir, Edu Srvc COVID / Office Supplies-Nonconsumable
R95C0664	SAN JOAQUIN COUNTY OFFICE OF E	1,200.00	1,200.00	01764930 5840	Edwards, S / HR Administrator / ADVERTISING -
R95C0665	KYOCERA DOCUMENT SOLUTIONS WES	3,492.51	1,746.26 1,746.25	01648200 5650 01780940 5650	All Instruction 0105 (6350) / EQUIPMENT LEASE Information Technology F-7700 / EQUIPMENT LEASE
R95C0666	KYOCERA DOCUMENT SOLUTIONS WES	1,147.50	573.75 573.75	01648200 5665 01780940 5665	All Instruction 0105 (6350) / EQUIP MAINT Information Technology F-7700 / EQUIP MAINT
R95C0667	KYOCERA DOCUMENT SOLUTIONS WES	63,711.26	63,711.26	016019057 4430	Mainsite/Schl Adm F2700 COVID / NON-CAPEQUIP/Consumable
R95C0668	MEDCO SUPPLY COMPANY	1,461.76	1,461.76	0106062 4310	Milgram/Sports Medicine TH C6 / INSTRUCTIONAL
R95C0669	ONTARIO REFRIGERATION	695.00	695.00	016019058 5660	Main Site Maintenance COVID / EQUIP MAINT
R95C0670	ANYWHERECART.COM	35.25	35.25	01780940 4330	Information Technology F-7700 / Office Supplies-Consumable
R95C0671	ONTARIO REFRIGERATION	10,753.00	10,753.00	016019058 5670	Main Site Maintenance COVID / BUILDING
R95C0672	DOORDASH	600.00	600.00	01765950 4330	WASC Visiting Committee / Office Supplies-Consumable
R95C0673	AMAZON	25.76	8.50	0105161 4310	Wilcox/EMR CHS C6 / INSTRUCTIONAL SUPPLIES
			8.50	0105162 4310	Wilcox/EMR Responder EST C6 / INSTRUCTIONAL
			8.76	0105163 4310	Wilcox/EMR ETHS C6 / INSTRUCTIONAL SUPPLIES
R95C0674	STAPLES BUSINESS ADVANTAGE	52.24	52.24	01660000 4330	Instructional Support / Office Supplies-Consumable
R95C0675	AMAZON	89.39	89.39	016019088 4330	All Ed Services COVID / Office Supplies-Consumable
R95C0676	AMAZON	232.35	232.35	0105164 4310	Noceti/EMR Edison CTEIG-6 / INSTRUCTIONAL
R95C0677	AMAZON	29.40	29.40	0108662 4310	Rizza/EDD EST CTEIG - 6 / INSTRUCTIONAL SUPPLIES
R95C0678	JETTOOLS.COM	39.64	39.64	0108662 4310	Rizza/EDD EST CTEIG - 6 / INSTRUCTIONAL SUPPLIES
R95C0679	TORMACH.COM	150.75	150.75	0108662 4310	Rizza/EDD EST CTEIG - 6 / INSTRUCTIONAL SUPPLIES
R95X0637	OFFICE DEPOT	200.00	200.00	01778950 4330	All Fiscal Services / Office Supplies-Consumable
R95X0645	GIANNELLI ELECTRIC INC	10,000.00	10,000.00	016019058 5670	Main Site Maintenance COVID / BUILDING
		Fund 01 Total:		162,143.32	

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 05/19/2022**

FROM 04/01/2022 TO 04/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
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Total Amount of Purchase Orders: 162,143.32

COASTLINE R.O.P.

**PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES 05/19/2022**

FRO 04/01/2022 TO 04/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>CHANGE ACCOUNT AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0564	APPLE COMPUTER INC	2,771.56	-70.00 0100468 4430	Waldner/Computer Graph PHS C6 / NON-CAP EQUIP/Comp
R95C0565	APPLE COMPUTER INC	5,870.64	+359.11 0100363 4430	Murphy/Broadcast News C6 PHS / NON-CAP EQUIP/Comp
			+289.00 0102361 4430	Murphy/Art of TV PHS C6 / NON-CAP EQUIP/Comp &
R95C0581	APPLE COMPUTER INC	3,777.54	-32.32 016019076 4331	Coke/Dir, Edu Srvc COVID / Office Supplies-Nonconsumable
			-89.61 016019076 4430	Coke/Dir, Edu Srvc COVID / NON-CAP EQUIP/Comp &
			-32.33 016019090 4331	Ganga/Admin EDU Srvc COVID / Office
			-44.18 016019090 4430	Ganga/Admin EDU Srvc COVID / NON-CAP EQUIP/Comp
R95X0005	CORODATA RECORDS MANAGEMENT IN	1,073.65	+62.50 01795010 4330	Records Mgmt & Storage / Office Supplies-Consumable
			+155.88 01795010 5890	Records Mgmt & Storage / OTHER CONTRACTED

Fund 01 Total: 598.05
Total Amount of Change Orders: 598.05

COASTLINE REGIONAL OCCUPATIONAL PROGRAM


Check Report 04/01/22 – 04/30/2022

Fund 1

General

Total Checks: \$116,725.12

Recommended for
Board Ratification By



Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 4/1/2022 to 4/30/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00031561	V9501125 4IMPRI	9756097	OH	04/04/2022		MW	IS	3,299.06
95	00031562	V9501873 AED SUPERSTORE	2099988	OH	04/04/2022		MW	IS	428.85
95	00031563	V9502258 AMERICAN 3B SCIENTIFIC	SI22164161	OH	04/04/2022		MW	IS	1,567.78
95	00031564	V9500382 B & H PHOTO	200204703	OH	04/04/2022		MW	IS	274.76
95	00031565	V9502325 CALICO BUILDING SERVICES	R1040018	OH	04/04/2022		MW	IS	1,646.51
95	00031566	V9502276 ESCOTO, PASHIA	03/01-03/21/22	OH	04/04/2022		MW	IS	56.86
95	00031567	V9502216 HARTEL, JARED	OOPE-032922JHAR	OH	04/04/2022		MW	IS	237.60
95	00031568	V9502293 INGARDIA BROS PRODUCE INC	07236700	OH	04/04/2022		MW	IS	446.46
95	00031569	V9500071 MICRO CENTER A/R	11799730	OH	04/04/2022		MW	IS	554.30
95	00031570	V9503760 NEWPORT MESA UNIFIED SD	78RIO117	OH	04/04/2022		MW	IS	2,466.45
95	00031571	V9501475 O'REILLY AUTO PARTS	3576-368957	OH	04/04/2022		MW	IS	45.32
95	00031572	V9502233 OCCUPATIONAL HEALTH CENTERS OF	74778714	OH	04/04/2022		MW	IS	33.00
95	00031573	V9503875 OFFICE DEPOT	233551272001	OH	04/04/2022		MW	IS	16.46
95	00031574	V9500134 ORANGE COUNTY DEPARTMENT OF ED	94RI3586	OH	04/04/2022		MW	IS	7,600.00
95	00031575	V9501843 READYREFRESH BY NESTLE	12C0027000850	OH	04/04/2022		MW	IS	168.14
95	00031576	V9501714 SHI INTERNATIONAL CORP	B14849460	OH	04/04/2022		MW	IS	1,758.48
95	00031577	V9500336 SNAP ON TOOLS	52072902	OH	04/04/2022		MW	IS	150.00
95	00031578	VOID:CONTI	VOID:CONTI	OH	04/05/2022		VM	VD	0.00
95	00031579	V9501269 AMAZON	998438663465	OH	04/05/2022		MW	IS	5,705.65
95	00031580	V9501385 NEWPORT URGENT CARE	1250-MARCH	OH	04/05/2022		MW	IS	660.00
95	00031581	V9500651 SMART & FINAL	CREDIT	OH	04/05/2022		MW	IS	941.90
95	00031582	V9502162 SOCIAL OFFICE TECHNOLOGIES	IN2553696	OH	04/05/2022		MW	IS	1,464.86
95	00031583	V9502164 THE BRAND HABIT LLC	1710	OH	04/05/2022		MW	IS	879.01
95	00031584	V9502446 THE MISSION INN HOTEL & SPA	VANDERMERWE-	OH	04/05/2022		MW	IS	1,517.94
95	00031585	V9502368 CLC	04/01-30/22 ID T	OH	04/07/2022		MW	IS	50.00
95	00031586	V9502425 DOZER, BRIAN	OOPE-040422DOZ	OH	04/07/2022		MW	IS	86.40
95	00031587	V9502430 HUME, CAROL LYNNE	2	OH	04/07/2022		MW	IS	425.00
95	00031588	V9502382 INTERMEDIA.NET INC	2204186662 MAR	OH	04/07/2022		MW	IS	854.85
95	00031589	V9502040 METROPOLITAN LIFE INSURANCE CO	APRIL 2022 SUPP	OH	04/07/2022		MW	IS	575.64
95	00031590	V9500937 POST ALARM SYSTEMS	1470792	OH	04/07/2022		MW	IS	59.61
95	00031591	V9501350 REEP FOR BENEFITS	04/01-30/22 TALK	OH	04/07/2022		MW	IS	39,075.32
95	00031592	V9502326 F & M Credit Card	3/3/22-4/4/22	OH	04/12/2022		MW	IS	6,055.67
95	00031593	V9501733 ACSA REGION 17	ACSA / DOZER	OH	04/13/2022		MW	IS	114.00
95	00031594	V9501873 AED SUPERSTORE	2107020	OH	04/13/2022		MW	IS	2,165.78

COASTLINE R.O.P.
Consolidated Check Register
 from 4/1/2022 to 4/30/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00031595	V9500948 CALIFORNIA TACTIC PATROL	190	OH	04/13/2022		MW	IS	1,660.00
95	00031596	V9501068 HARBOR FREIGHT	978874	OH	04/13/2022		MW	IS	102.26
95	00031597	V9502293 INGARDIA BROS PRODUCE INC	07239361	OH	04/13/2022		MW	IS	454.71
95	00031598	V9500071 MICRO CENTER A/R	11811527	OH	04/13/2022		MW	IS	304.76
95	00031599	V9502393 MORRISON, CURTIS	4/30/22	OH	04/13/2022		MW	IS	14.04
95	00031600	V9504457 RAINBOW DISPOSAL CO INC	0605 000870799	OH	04/13/2022		MW	IS	316.06
95	00031601	V9500651 SMART & FINAL	5801	OH	04/13/2022		MW	RV	639.35
95	00031602	V9500722 STAPLES BUSINESS ADVANTAGE	8065698615	OH	04/13/2022		MW	IS	223.48
95	00031603	V9500045 COASTLINE ROP REVOLVING CASH F	APRIL 2022	OH	04/19/2022		MW	IS	4,303.75
95	00031604	V9502011 CORODATA RECORDS MANAGEMENT IN	4786863	OH	04/19/2022		MW	IS	205.99
95	00031605	V9500828 EXXON MOBIL	0942204	OH	04/19/2022		MW	IS	136.98
95	00031606	V9501821 MCKESSON GENERAL MEDICAL CORP	40510151	OH	04/19/2022		MW	IS	36.40
95	00031607	V9501016 MEDCO SUPPLY COMPANY	IN94958597	OH	04/19/2022		MW	IS	2,494.18
95	00031608	V9501934 RICO, MONIQUE	3/24-30-4/4/22	OH	04/19/2022		MW	IS	24.69
95	00031609	V9501714 SHI INTERNATIONAL CORP	B14948772	OH	04/19/2022		MW	IS	2,345.09
95	00031610	V9500651 SMART & FINAL	19301	OH	04/19/2022		MW	IS	202.58
95	00031611	V9505546 VISION SERVICE PLAN	4/3-4/30/22ACTIV	OH	04/19/2022		MW	IS	744.12
95	00031612	V9501770 ANATOMY WAREHOUSE	INV-1100271	OH	04/20/2022		MW	IS	640.00
95	00031613	V9500382 B & H PHOTO	200214311	OH	04/20/2022		MW	IS	142.06
95	00031614	V9502142 HALECREST PARK INC.	05/20/22	OH	04/20/2022		MW	IS	600.00
95	00031615	V9500071 MICRO CENTER A/R	11848714	OH	04/20/2022		MW	IS	35.53
95	00031616	V9500942 PEREZ, ALEX	2/8-3/25/22	OH	04/20/2022		MW	IS	86.00
95	00031617	V9500651 SMART & FINAL	5801	OH	04/20/2022		MW	IS	591.38
95	00031618	V9502271 VAN DER MERWE, ROCHELLE	3/28-4/13/22	OH	04/20/2022		MW	IS	29.84
95	00031619	V9502063 HOME DEPOT	8084602	OH	04/21/2022		MW	IS	1,731.06
95	00031620	V9500071 MICRO CENTER A/R	11847276	OH	04/21/2022		MW	IS	219.73
95	00031621	VOID:CONTIVoid - Continued Stub	CONTINUE	OH	04/26/2022		VM	VD	0.00
95	00031622	V9501269 AMAZON	993597644854	OH	04/26/2022		MW	IS	6,693.47
95	00031623	V9502181 ABI-FADEL, VINA	OOPE-042022VINA	OH	04/27/2022		MW	IS	82.31
95	00031624	V9502325 CALICO BUILDING SERVICES	R1043125	OH	04/27/2022		MW	IS	2,594.50
95	00031625	V9500387 DEPT OF JUSTICE	571728	OH	04/27/2022		MW	IS	64.00
95	00031626	V9502272 EFOODHANDLERS INC.	T-23981	OH	04/27/2022		MW	IS	500.00
95	00031627	V9502563 KATHCO PRODUCTS	108127	OH	04/27/2022		MW	IS	36.34
95	00031628	V9500795 LUDWIG, DEBBIE	OOPE-042022LUD	OH	04/27/2022		MW	IS	34.42

COASTLINE R.O.P.
Consolidated Check Register
 from 4/1/2022 to 4/30/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00031629	V9503847	NORTH ORANGE COUNTY ROP	9883	OH	04/27/2022		MW	IS	6,000.00
95 00031630	V9503875	OFFICE DEPOT	238056396001	OH	04/27/2022		MW	IS	122.46
95 00031631	V9500034	SADDLEBACK VALLEY USD	83RI0804	OH	04/27/2022		MW	IS	286.91
95 00031632	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-042122GAN	OH	04/27/2022		MW	IS	62.56
95 00031633	V9500651	SMART & FINAL	705	OH	04/27/2022		MW	IS	320.41
95 00031634	V9502271	VAN DER MERWE, ROCHELLE	OOPE-042322VAN	OH	04/27/2022		MW	IS	85.07
95 00031635	V9500422	VERIZON WIRELESS	9903377359	OH	04/27/2022		MW	IS	176.97

Issued: 116,085.77
Reversed: 639.35
95 Bank Total: 116,725.12

Grand Total: 116,725.12

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

THIS AGREEMENT is made and entered into effective July 1, 2022 by and between the COASTLINE ROP of Orange County, California, "ROP," and the LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES, "Attorneys."

W I T N E S S E T H

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

WHEREAS, the governing Board has determined that it is in the best interest of the ROP to appoint Attorneys to represent the ROP in the matters specified herein;

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

1. **Services:** The ROP retains Attorneys for the purpose of providing legal services pertaining to ROP 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, pupil personnel, investigation of complaints, instructional compliance, 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 specific direction of the Board, the Superintendent, or designees, Attorneys will interpret relevant statutes, constitutional provisions and case law as deemed necessary by the ROP; prepare, review, and comment on legal documents in correspondence; render legal opinions as appropriate and

requested; advise and represent the ROP in any court or administrative proceeding, provide other legal advice and legal services as requested; work with the ROP staff and Board in the development of policy; and attend meetings in person 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 a ROP's legal representative.

2. Rates and Payment: The ROP shall not be required to pay in advance for any retained services. The ROP 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 ROP.

3. Costs: The ROP shall pay and reimburse Attorneys for any actual and necessary costs and expenses incurred in the course of providing services, including actual charges that Attorneys directly incur such as filing fees, reproduction of documents, 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 consultant services.

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

4. Statements: Attorneys shall present statements for services rendered during the preceding month. The ROP 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. Statement shall include (1) a detailed, confidential account of the legal matters, strategies, and work on behalf of the ROP, 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 ROP's accounts payable staff or, if required, to present in response to a Public Records Act request. Invoices shall be sent directly to the attention of the Superintendent unless we are otherwise directed in writing by the Superintendent or the governing Board.

5. **Conflicts:** The ROP 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 ROP. The ROP consents to such continued and future representation without the need for any further consent from the ROP, provided that Attorneys shall promptly notify the ROP in writing of any direct conflict and of the ROP's options in such case.

Attorneys shall not represent any person or entity in any action against the ROP or in any investment matter before the ROP.

6. **Related Post-Investigation Services:** If an attorney who conducted an investigation for the ROP is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration, or any other administrative or judicial proceeding, because of services rendered under this Agreement, and/or if the investigating attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to any matter relating to

or arising out of services performed for the ROP, the ROP agrees to pay 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.

7. Electronic Communication, Confidentiality & Publicity:

The ROP authorizes Attorneys to communicate with the ROP and the ROP'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 utilize encrypted email, shall make reasonable efforts to label electronic communications as confidential and privileged. The ROP acknowledges that electronic communications may be intercepted and that confidentiality cannot be guaranteed. If e-mail is intercepted or confidentiality is otherwise compromised, the ROP will hold Attorneys harmless for any resulting injury.

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

8. 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 ROP input and direction. Actual fees will vary from initial estimates and may be higher or lower based upon ROP direction for legal work and legal options selected by ROP.

9. **Files and Ownership of Documents.** When legal services conclude, and periodically as individual matters conclude, Attorneys will, upon the ROP's request, deliver closed files to the ROP at the ROP's cost, along with any funds or property of the ROP's in Attorneys' possession. Attorneys will retain closed files for a period of up to one (1) year. If the ROP 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 them without further notice.

10. **Assignment.** This Agreement is not assignable without the written consent of the ROP.

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

12. **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 ROP under this Agreement. Attorneys shall, on request, provide the ROP with certificates of insurance evidencing compliance with coverage requirements of this Agreement.

13. **Nondiscrimination.** Attorneys shall not, in the performance of this Agreement, unlawfully discriminate against any employee, applicant for employment, or ROP 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.

14. **Audit.** The ROP 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 ROP activities and provide information regarding ROP legal matters that the ROP may need to defend itself against legal challenges.

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

16. **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.

17. **Term.** This Agreement is effective July 1, 2022. It may be extended or modified by mutual agreement.

This Agreement is terminable by either party upon thirty (30) days written notice.

18. **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: _____, 2022

BY: _____

LAW OFFICES OF MARGARET A.
CHIDESTER & ASSOCIATES

Date: April 22, 2022

BY: Margaret A. Chidester
Margaret A. Chidester

EXHIBIT "A"

Rates are guaranteed through June 30, 2023.

PARTNERS	\$335 per hour
SENIOR ATTORNEYS	\$305 per hour
OTHER ATTORNEYS	\$295 per hour
LAW CLERKS/PARALEGALS	\$185 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

2 2022-2023
3 INTERNET ACCESS AGREEMENT
4 COASTLINE REGIONAL OCCUPATIONAL PROGRAM

5 This Internet Access Agreement is hereby entered into this 1st
6 day of July, 2022, by and between the Orange County Superintendent of
7 Schools, 200 Kalmus Drive, Costa Mesa, California 92626, hereinafter
8 referred to as SUPERINTENDENT, and Coastline Regional Occupational
9 Program, 1001 Presidio Square, Costa Mesa, California 92626,
10 hereinafter referred to as ROP. SUPERINTENDENT and ROP shall be
11 collectively referred to as the Parties.

12 NOW, THEREFORE, the Parties hereto mutually agree as follows:

13 1.0 BASIS OF AGREEMENT. Provide Internet access for up to 10 GB
14 and support to ROP at no cost in accordance with the terms and
15 conditions set forth in this AGREEMENT.

16 2.0 TERM. This AGREEMENT shall be in full force and effect for
17 the period commencing July 1, 2022, and ending on June 30, 2023,
18 subject to termination as set forth in this AGREEMENT.

19 3.0 PAYMENT. SUPERINTENDENT shall provide Internet access and
20 support pursuant to Section 1.0 of this AGREEMENT at no cost to the
21 ROP. SUPERINTENDENT receives Internet access at no charge from the
22 California K-12 High Speed Network. ROP shall be notified in writing
23 if SUPERINTENDENT no longer receives Internet access at no charge at
24 which time, SUPERINTENDENT will provide ROP an itemized invoice. ROP
25 will have the option to pay the invoice or terminate this AGREEMENT
at ROP'S discretion.

1 4.0 TECHNICAL SUPPORT. ROP shall be entitled to ongoing technical
2 support and assistance for Internet access between the ROP and
3 SUPERINTENDENT, provided however, that the availability or performance
4 of this technical support service shall not be construed as altering
5 or affecting SUPERINTENDENT'S obligations as set forth in this
6 AGREEMENT. SUPERINTENDENT'S technical support via telephone shall be
7 provided to ROP without charge Monday through Friday from 8:00 A.M. -
8 5:00 P.M., excluding SUPERINTENDENT'S holidays.

9 5.0 INDEPENDENT CONTRACTOR. SUPERINTENDENT is and at all times
10 shall be an independent contractor and shall be wholly responsible for
11 the manner in which the services required by the terms of this
12 AGREEMENT are performed. Nothing herein contained shall be construed
13 as creating the relationship of employer and employee, or principal
14 and agent, between SUPERINTENDENT and ROP. SUPERINTENDENT assumes the
15 responsibility for the acts of its employees or agents as they relate
16 to the services to be provided. SUPERINTENDENT, its officers, agents,
17 and employees, shall not be entitled to any rights, and/or privileges
18 of ROP'S employees and shall not be considered in any manner to be
19 ROP'S employees.

20 6.0 HOLD HARMLESS.

21 A. SUPERINTENDENT hereby agrees to indemnify, defend, and hold
22 harmless ROP, its Governing Board, officers, agents, and employees
23 from every claim or demand and every liability loss, damage, or expense
24 of any nature whatsoever which may be incurred by reason of any
25 negligent acts or omissions of employees, agents or officers of

1 SUPERINTENDENT or the Orange County Board of Education during the
2 period of this AGREEMENT.

3 B. ROP hereby agrees to indemnify, defend, and hold harmless
4 SUPERINTENDENT, the Orange County Board of Education, and its
5 officers, agents, and employees from every claim or demand and every
6 liability, loss, damage, or expense of any nature whatsoever which may
7 be incurred by reason of any negligent acts or omissions of employees,
8 agents or officers of ROP during the period of this AGREEMENT.

9 7.0 NON-DISCRIMINATION. SUPERINTENDENT and ROP agree that they
10 will not engage in unlawful discrimination of persons because of race,
11 color, religious creed, national origin, ancestry, physical handicap,
12 medical condition, marital status, or sex of such persons.

13 8.0 APPLICABLE LAW. The services completed herein must meet the
14 approval of the ROP'S general right of inspection to secure the
15 satisfactory completion thereof. SUPERINTENDENT and ROP agree to
16 comply with all federal, state and local laws, rules, regulations and
17 ordinances that are now or may in the future become applicable to
18 SUPERINTENDENT or ROP'S business, equipment and personnel engaged in
19 operations covered by this AGREEMENT or occurring out of the
20 performance of such operations.

21 9.0 ASSIGNMENT. Neither party shall subcontract or assign this
22 AGREEMENT or the performance of any of the services set forth in this
23 AGREEMENT without prior written approval of the non-assigning party.

24 10.0 TERMINATION. This AGREEMENT may be terminated by
25 SUPERINTENDENT or ROP with or without cause, upon the giving of sixty
(60) days prior written notice to the other party.

1 11.0 TOBACCO USE POLICY. In the interest of public health, the
2 SUPERINTENDENT provides a tobacco-free environment. Smoking or the
3 use of any tobacco products are prohibited in buildings and vehicles,
4 and on any property owned, leased or contracted for by the
5 SUPERINTENDENT. Failure to abide with conditions of this policy could
6 result in the termination of this AGREEMENT.

7 12.0 NOTICES. All notices or demands to be given under this
8 AGREEMENT by either party to the other shall be in writing and given
9 either by: i) Personal service, or ii) U.S. Mail, mailed either by
10 registered or certified mail, return receipt requested, with postage
11 prepaid. Service shall be considered given when received if personally
12 served or, if mailed, on the third (3rd) day after deposit in any U.S.
13 Post Office. The address to which notices or demands may be given by
14 either party may be changed by written notice given in accordance with
15 the notice provisions of this section. As of the date of this
16 AGREEMENT the addresses of the parties are as follows:

17 ROP: Coastline Regional Occupational Program
18 1001 Presidio Square
19 Costa Mesa, California 92626
20 Attn: _____

21 SUPERINTENDENT: Orange County Superintendent of Schools
22 200 Kalmus Drive
23 P. O. Box 9050
24 Costa Mesa, California 92628-9050
25 Attn: Patricia McCaughey

13.0 SEVERABILITY. If any term, condition or provision of this
AGREEMENT is held by a court of competent jurisdiction to be invalid,
void, or unenforceable, the remaining provisions will nevertheless

1 continue in full force and effect and shall not be affected, impaired
2 or invalidated in any way.

3 14.0 GOVERNING LAW. The terms and conditions of this AGREEMENT
4 shall be governed by the laws of the State of California, with venue
5 in Orange County, California.

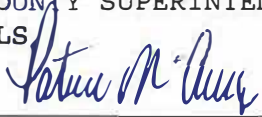
6 15.0 ENTIRE AGREEMENT/AMENDMENT. This AGREEMENT and any exhibits
7 attached hereto constitute the entire AGREEMENT between SUPERINTENDENT
8 and ROP regarding the services and any agreement made shall be
9 ineffective to modify this AGREEMENT in whole or in part unless such
10 agreement is embodied in an Amendment to this AGREEMENT which has been
11 signed by both Parties. This AGREEMENT supersedes all prior
12 negotiations, understandings, representations and agreements.

13 IN WITNESS WHEREOF, the Parties hereto have caused this
14 AGREEMENT to be executed.

15 ROP: COASTLINE REGIONAL
16 OCCUPATIONAL PROGRAM

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

17 BY: _____
Authorized Signature

17 BY:  _____
Authorized Signature

18 PRINTED NAME: _____

18 PRINTED NAME: Patricia McCaughey

19 TITLE: _____

19 TITLE: Administrator

20 DATE: _____

20 DATE: April 12, 2022

21 Coastline ROP-Internet Access(10001028)2022-2023
22 Zip5

COASTLINE REGIONAL OCCUPATIONAL PROGRAM
NETWORK SUPPORT AND CYBER SECURITY SERVICES

This AGREEMENT is hereby entered into this 1st day of July, 2022, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92626, hereinafter referred to as SUPERINTENDENT, and Coastline Regional Occupational Program, 1001 Presidio Square, Costa Mesa, California 92626, hereinafter referred to as ROP. SUPERINTENDENT and ROP shall be collectively referred to as the Parties.

WHEREAS, ROP is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, ROP is in need of such special services and advice; and

WHEREAS, SUPERINTENDENT is specially trained and experienced and competent to perform the special services required by the ROP, and such services are needed on a limited basis;

NOW, THEREFORE, the Parties hereto mutually agree as follows:

1.0 BASIS OF AGREEMENT. Provide network support services for data connectivity and support along with ROP internet circuits(s) handoff and Distributed Denial of Services (DDoS) Protection and to assist ROP in assessing the ROP's network systems defenses against electronic and social exploits to school ROPs within Orange County in accordance with

1 the terms and conditions set forth in this AGREEMENT. SUPERINTENDENT
2 will provide up to 10gbps data connectivity. Additional or higher
3 speeds if requested by ROP will be charged based on cost incurred by
4 SUPERINTENDENT.

5 2.0 TERM.

6 The term of this AGREEMENT shall be for a period of one (1) year
7 commence July 1, 2022, and ending on June 30, 2023, subject to
8 termination as set forth in Section 13.0 of this AGREEMENT.

9 3.0 SCOPE OF WORK.

10 A. NETWORK SUPPORT. SUPERINTENDENT agrees to provide ROP
11 access to applications and services via the SUPERINTENDENT'S network
12 utilized by the SUPERINTENDENT. Applications and services shall include
13 access to the following:

- 14 1. Payroll Services
- 15 2. Financial (Separate contract required)
- 16 3. Human Resources (Separate contract required)
- 17 4. Time and Attendance (Separate contract required)
- 18 5. Imaging/Workflow (i.e. Pan, etc.) (Separate contract
19 required)
- 20 6. Data Center Site Services-California (Separate contract
21 required)
- 22 7. Data Center Site Services-Arizona (Separate contract
23 required)
- 24 8. Technical Support/Professional Services (Separate
25 contract required)

1 B. DDoS PROTECTION. SUPERINTENDENT shall make the best effort
2 to protect against a Distributed Denial of Services (DDoS) attack against
3 the ROP. ROP agrees that network traffic for the ROP may be rerouted
4 during a DDoS attack to a third-party entity for protection. ROP also
5 agrees that SUPERINTENDENT may use alternative methods for DDoS
6 protection. DDoS protection mechanism will only need to inspect META
7 Data. A minimum of 20 total hours will be expended by SUPERINTENDENT
8 staff to mitigate DDoS attack. SUPERINTENDENT has option to charge ROP
9 a rate of One hundred fifty dollars (\$150.00) per hour for services
10 beyond the 20 hours for this service per ROP request.

11 C. ROP is engaging SUPERINTENDENT as an independent contractor
12 to assist ROP in assessing ROP's network systems defenses against
13 electronic and social exploits. SUPERINTENDENT's cyber security
14 services shall include the following:

- 15 1. Security Awareness Training
- 16 2. Security Assessment against Center for Internet
17 Security (CIS) for effective cyber defense controls
- 18 3. Security Program Road Mapping
- 19 4. Security Program Document Development
- 20 5. Vulnerability Assessment
- 21 6. Security testing

22 D. ROP understands and agrees that SUPERINTENDENT's services
23 do not include data breach or forensic services. SUPERINTENDENT shall
24 perform the services referenced above as long as ROP maintains a
25 reasonable request for cyber security guidance and not for data breach

1 or forensic services by the SUPERINTENDENT. SUPERINTENDENT assumes no
2 responsibility for any security or data loss/breach from the guidance
3 provided.

4 E. SUPERINTENDENT may, upon written request from the ROP,
5 provide other cyber security services that may arise. The ROP shall
6 pay SUPERINTENDENT for such additional services at a rate of One hundred
7 fifty dollars (\$150.00) per hour.

8 F. ROP shall be solely responsible for all of ROP's remediation
9 based on findings, end user training, data, security, maintenance and
10 upkeep of its network hardware, servers, storage and any other
11 equipment based upon the cyber security services provided.

12 G. SUPERINTENDENT shall provide ROP a report analysis of cyber
13 security services provided. ROP is responsible for correcting items in
14 written analysis.

15 H. The written analysis provided by the SUPERINTENDENT is
16 solely for the use of the ROP. Accordingly, before taking actions based
17 upon such information, SUPERINTENDENT encourages ROP to consult with
18 the appropriate professionals.

19
20 4.0 ROP'S RESPONSIBILITIES.

21 A. ROP acknowledges that ROP's timely provision of and
22 SUPERINTENDENT's access to relevant ROP assistance, cooperation, and
23 complete and accurate information and data is essential to the
24 performance of SUPERINTENDENT's services and that SUPERINTENDENT shall
25 not be liable for any deficiency in performing the services if such

1 deficiency results from ROP's failure to provide the foregoing.

2 B. ROP shall provide SUPERINTENDENT with appropriate
3 information and reasonable access to ROP's computer and network systems
4 and provide all information, access, and cooperation reasonably
5 necessary to facilitate the services, including an employee of ROP who
6 has substantial computer systems and network experience to act as a
7 liaison between ROP and SUPERINTENDENT. In addition, ROP shall provide
8 SUPERINTENDENT access to specific files or other data necessary to
9 perform its work.

10 5.0 PAYMENT. ROP agrees to pay SUPERINTENDENT the sum of Seven
11 thousand six hundred dollars (\$7,600.00) for network support services
12 and cyber security services rendered, pursuant to Section 3.0 of this
13 AGREEMENT. ROP's agrees to pay SUPERINTENDENT charges within (30) days
14 upon receipt of an invoice from SUPERINTENDENT. SUPERINTENDENT shall
15 invoice ROP separately for additional network support services or cyber
16 security services requested by ROP. Payment shall be mailed to: Orange
17 County Superintendent of Schools, Attn: Accounting Manager, 200 Kalmus
18 Drive, Costa Mesa, California 92626-9050, or at such other place as
19 SUPERINTENDENT may designate in writing.

20 Charges per year shall be as follows:

- 21 1. \$4,600.00 Network Support Services
- 22 2. \$3,000.00 Cyber Security Services

23 **Total Fees: \$7,600.00**

24 6.0 TECHNICAL SUPPORT. ROP shall be entitled to ongoing technical
25 support and assistance on SUPERINTENDENT'S Network between the ROP and

1 SUPERINTENDENT, provided however, that the availability or performance
2 of this technical support service shall not be construed as altering
3 or affecting SUPERINTENDENT'S obligations as set forth in this
4 AGREEMENT. SUPERINTENDENT'S technical support via telephone shall be
5 provided to ROP without charge Monday through Friday from 7:00 A.M. -
6 5:00 P.M., excluding SUPERINTENDENT'S holidays. Technical support
7 outside of this timeframe will require prior authorization.

8 7.0 INDEPENDENT CONTRACTOR. SUPERINTENDENT is and at all times
9 shall be an independent contractor and shall be wholly responsible for
10 the manner in which the services required by the terms of this AGREEMENT
11 are performed. Nothing herein contained shall be construed as creating
12 the relationship of employer and employee, or principal and agent,
13 between SUPERINTENDENT and ROP. SUPERINTENDENT assumes the
14 responsibility for the acts of its employees or agents as they relate
15 to the services to be provided. SUPERINTENDENT, its officers, agents,
16 and employees, shall not be entitled to any rights, and/or privileges
17 of ROP'S employees and shall not be considered in any manner to be
18 ROP'S employees.

19 8.0 HOLD HARMLESS.

20 A. SUPERINTENDENT hereby agrees to indemnify, defend, and hold
21 harmless ROP, its Governing Board, officers, agents, and employees from
22 liability and claims of liability for bodily injury, personal injury,
23 sickness, disease, or death of any person or persons, or damage to any
24 property, real personal, tangible or intangible, arising out of the
25 negligent acts or omissions of employees, agents or officers of

1 SUPERINTENDENT or the Orange County Board of Education during the
2 period of this AGREEMENT.

3 B. ROP hereby agrees to indemnify, defend, and hold harmless
4 SUPERINTENDENT, the Orange County Board of Education, and its
5 officers, agents, and employees from liability and claims of
6 liability for any loss or damage that results from scanning and/or
7 security testing of the ROP's network and computer systems, bodily
8 injury, personal injury, sickness, disease, or death of any person or
9 persons, or damage to any property, real, personal, tangible or
10 intangible, arising out of the negligent acts or omissions of
11 employees, agents or officers of ROP during the period of this
12 AGREEMENT.

13 9.0 NON-DISCRIMINATION. SUPERINTENDENT and ROP agree that they will
14 not engage in unlawful discrimination because of race, color, religious
15 creed, national origin, ancestry, physical handicap, medical condition,
16 marital status, or sex of such persons.

17 10.0 APPLICABLE LAW. SUPERINTENDENT and ROP agree to comply with
18 all federal, state and local laws, rules and regulations and ordinances
19 that are now or may in the future become applicable to SUPERINTENDENT
20 or ROP's business, equipment and personnel engaged in operations
21 covered by this AGREEMENT or occurring out of the performance of such
22 operations.

23 11.0 ASSIGNMENT. ROP or SUPERINTENDENT shall not subcontract or
24 assign the performance of any of the services in this AGREEMENT without
25

1 prior written approval of the other party.

2 12.0 TOBACCO USE POLICY. In the interest of public health, the
3 SUPERINTENDENT provides a tobacco-free environment. Smoking or the
4 use of any tobacco products are prohibited in buildings and vehicles,
5 and on any property owned, leased or contracted for by the
6 SUPERINTENDENT pursuant to SUPERINTENDENT Policy 400.15. Failure to
7 abide with conditions of this policy could result in the termination
8 of this AGREEMENT.

9 13.0 TERMINATION. SUPERINTENDENT or ROP may terminate this
10 AGREEMENT with or without cause, upon the giving of thirty (30) days
11 prior written notice to the other party.

12
13 14.0 NOTICES. All notices or demands to be given under this
14 AGREEMENT by either party to the other shall be in writing and given
15 by: i) Personal service, or ii) U.S. Mail, mailed either by registered
16 or certified mail, return receipt requested, with postage prepaid.
17 Service shall be considered given when received if personally served
18 or, if mailed, on the third (3rd) day after deposit in any U.S. Post
19 Office. The address to which notices or demands may be given by either
20 party may be changed by written notice given in accordance with the
21 notice provisions of this section. As of the date of this AGREEMENT
22 the addresses of the parties are as follows:

23 ROP: Coastline Regional Occupational Program
24 1001 Presidio Square
25 Costa Mesa, California 92626
Attn: _____

1 SUPERINTENDENT: Orange County Superintendent of Schools
2 200 Kalmus Drive
3 Costa Mesa, California 92626
4 Attn: Patricia McCaughey

5 15.0 SEVERABILITY. If any term, condition or provision of this
6 AGREEMENT is held by a court of competent jurisdiction to be invalid,
7 void or unenforceable, the remaining provisions will nevertheless
8 continue in full force and effect and shall not be affected, impaired
9 or invalidated in any way.

10 16.0 GOVERNING LAW. The terms and conditions of this AGREEMENT shall
11 be governed by the laws of the State of California, with venue in
12 Orange County, California.

13 17.0 ENTIRE AGREEMENT/AMENDMENT. This AGREEMENT and any exhibits
14 attached hereto constitute the entire agreement between SUPERINTENDENT
15 and ROP regarding the services and any agreement made shall be
16 ineffective to modify this AGREEMENT in whole or in part unless such
17 agreement is embodied in an Amendment to this AGREEMENT which has been
18 signed by both Parties. This AGREEMENT supersedes all prior
19 negotiations, understandings, representations and agreements.

20 //

21 //

22 //

23 //

24 //

25 //

1 IN WITNESS WHEREOF, the Parties hereto have caused this
2 AGREEMENT to be executed.

3 ROP: COASTLINE REGIONAL
4 OCCUPATIONAL PROGRAM

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

5 BY: _____
6 Authorized Signature

BY: Patricia McCaughey
Authorized Signature

7 PRINTED NAME: _____

PRINTED NAME: Patricia McCaughey

8 TITLE: _____

TITLE: Administrator

9 DATE: _____

DATE: April 7, 2022

10 Coastline ROP-Network Support-Cyber Security Services(10000964)2022-2023
11 Zip5

Softchoice
20 Mowat Avenue
Toronto, ON M6K 3E8

Sales/Order desk
Phone: (800) 268-7638
Fax: (800) 268-7639



Quote

Quote	Q-979516
Date	18-Mar-2022

Ship To :

Coastline Regional Occupational Program
1001 PRESIDIO SQ
COSTA MESA, CA 92626

Quote Prepared For

Coastline Regional Occupational Program

Phone:
Email:
Michelle Dahmer
michelle.dahmer@softchoice.com
Phone: 619-452-1775

Quote Sent By

Fax:
01-Jun-2022
85575328
31-May-2027

Anniversary Date
Authorization Number
Agreement End Date
Comments

CAMSA EES 85575328 Ann Pay Yr 2 - 6/1

Item #	Mfg SKU #	Description	Qty	Billing Frequency	Start Date	End Date	Usage Country	License Type	Unit Price	Extended Price
2000279133	6QK-00001	Azure prepayment	1	Upfront	01-Jun-2022	31-May-2023	United States	Subscription	\$1,224.00	\$1,224.00
2000279437	AAD-38391	M365 EDU A3 Unified ShrdSvr ALING SubsvL MVL PerUsr	65	Upfront	01-Jun-2022	31-May-2023	United States	Subscription	\$49.07	\$3,189.55
2000279443	AAD-38397	M365 EDU A3 Unified ShrdSvr ALING SubsvL MVL PerUsr STUUseBnft	5000	Upfront	01-Jun-2022	31-May-2023	United States	Subscription	\$0.00	\$0.00

2000279324	D87-01057	VisioPro ALNG LicSAPk MVL	5	Upfront	01-Jun-2022	31-May-2023	United States	Term License & Maintenance	\$50.28	\$251.40
2000279361	9EA-00039	WinSvrDCCore ALNG LicSAPk MVL 2Lic CoreLic	24	Upfront	01-Jun-2022	31-May-2023	United States	Perpetual License & Maintenance	\$37.50	\$900.00
GROUP TOTAL										\$5,564.95

SUBTOTAL	\$5,564.95
DELIVERY: Ground - 3 to 5 days	\$0.00
State Tax	\$0.00
Local Tax	\$0.00
TOTAL	\$5,564.95

All currency in this quote is in (USD).

Payment options are only available in listed currency and not billable in other currencies. Pricing, availability, and special offers are subject to change at any time. This document and the transaction(s) to which it pertains are governed by Softchoice's online terms of sale, unless a separate purchase agreement was signed by both your company and Softchoice, in which case, that separate agreement will govern. Softchoice's terms of sale can be found <http://www.softchoice.com/softchoice-terms-and-conditions-for-products>

As noted in the Microsoft Enterprise Agreement, any online subscription services within this quote will automatically renew annually unless Softchoice is notified in writing at least 30 days prior to your anniversary. If you are within the final year of your agreement the previous statement does not apply; new products and quantities will be reviewed in your renewal process.

Signature :

Name :

Title :

Date :

PO# : {{PO_es_signer1}}

US - California Education - Microsoft ESS (CAMSA) -
Please note all products priced in accordance to the CAMSA Microsoft contract.

Cage Code: 3DH15
DUNs: 929022028
TIN: 13-3827773

Memorandum of Understanding

This Memorandum of Understanding (this “**Memorandum**”), effective as of May 5, 2022, by and between University Lab Partners (“**ULP**”), on the one hand, and the Regional Occupational Program in the Coastal Orange County Region, known respectively as Coastline Regional Occupational Program (Coastline) on the other hand.

W I T N E S S E T H:

WHEREAS, Coastline has requested that ULP prepare the curriculum and materials for, and virtually host and provide speakers and mentors regarding, a high school educational course titled, “Medical Innovation, Research, and Entrepreneurship” (the “**Course**,” also known as “**MIRE**”);

WHEREAS, ULP is willing to prepare and make the Course and such curriculum and materials, to act as such virtual 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, Coastline 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 scheduled to run on three (3) sessions on the following dates: July 18, 2022, through August 4, 2022; and September 12, 2022, through November 11, 2022; and January 16, 2023, through March 17, 2023. The Course is and will be a virtual/online program where high school student teams work with industry leaders/mentors to solve real-world unmet pediatric clinical needs devising a proof-of-concept, an intellectual property/patent strategy, and devising an exit plan which they pitch to industry leaders on the final day of the Course.

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**”). Coastline 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, Coastline hereby irrevocably assigns and transfers to ULP and its successors and assigns, all of Coastline'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**"). Coastline 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. Coastline 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 Coastline shall pay (or reimburse ULP for) any such costs and related damages arising from or relating to (A) Coastline (or any Coastline 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 Coastline of this Agreement, or (D) Coastline's continued use of the offending material/thing after ULP has informed Coastline of the claim or alleged infringement at issue.

3. Other ULP Materials. Beyond the Course Materials, Coastline understands and agrees that all right, title and interest in and to any other materials, content and information furnished or made available to Coastline 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. Coastline 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 Coastline's Name. Coastline hereby grants to ULP a limited, nonexclusive, non-sublicensable, and non-transferable right and license, solely, to display Coastline'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 Coastline 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 Coastline.

5. Coastline's Contributions. Coastline agrees to pay ULP the aggregate amount of \$21,000 (\$7,000 per session) for ULP's development of the Course and Course Materials and its hosting and management of the Course (such \$21,000 fee being the "**Course Fees**"). Coastline shall be responsible for paying the Course Fees (i.e., \$21,000) to ULP, such payment to be made on the date of Coastline's

signature to this Memorandum. In addition to the Course Fee, Coastline will be making in-kind contributions regarding the Course. The Course Fees and such Coastline in-kind contributions are reflected in Table A below (however, for the avoidance of doubt, such in-kind contributions are not payments to ULP and are not income to ULP, but instead are estimates of the time and effort that the Coastline have contributed and will contribute in relation to the Course).

TABLE A: Itemized Coastline Contribution

Course Fees	Funding Source	Amount
Administration Fee	General Fund	\$7,000
Technology / Platform Fee	General Fund	\$2,000
Program Coordinator	General Fund	\$8,000
Textbooks	General Fund	\$4,000
DIRECT TOTAL:		\$21,000
In-Kind Contributions	Funding Source	Estimated Amount
Teacher Instructional Hours	General Fund	In Kind - \$36,000
Administration Fee	General Fund	In Kind - \$24,000
Program Coordinator Hours	General Fund	In Kind - \$39,000
Program Support Staff	General Fund	In Kind - \$6,000
Curriculum Design Hours	General Fund	In Kind - \$14,400
ESTIMATED IN KIND TOTAL:		\$118,400
GRAND TOTAL:		\$140,400

6. ULP’s Contributions. ULP anticipates expending in-kind contributions toward the Course in the estimated aggregate amount of \$119,400. Such in-kind contributions are estimated in Table B below.

TABLE B: Itemized ULP Contribution

Item Description	Funding Source	Estimated In-Kind Amount
Industry Mentor Stipend	ULP	\$23,000
Program Coordinator Hours	ULP	\$36,000
Program Support Staff	ULP	\$45,000
Curriculum Design Hours	ULP	\$20,000
Facilities/ Infrastructure	ULP	\$22,500
Reception	ULP	\$18,000
ESTIMATED IN KIND TOTAL:		\$164,500

7. ROP Cooperation. Coastline 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.

8. Insurance. Coastline shall carry commercial general liability (“**CGL**”) insurance of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Coastline shall ensure that through the end of the Course, and for 12 months thereafter, Coastline’s CGL insurance policy designates ULP and its

directors, officers, employees and agents as additional insureds thereunder. Upon request, Coastline 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.

9. Hold Harmless:

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

10. 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 Coastline 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



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

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.]



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Irvine, CA 92617
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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.

**REGIONAL OCCUPATIONAL PROGRAM IN
THE COASTAL ORANGE COUNTY REGION**
(also known as Coastline Regional
Occupational Program)

UNIVERSITY LAB PARTNERS

By: _____
Brian Dozer, Ed.D.,
Superintendent

By: _____
Karin Koch,
Executive Director

Date: _____

Date: _____

Date of
Board Approval: _____

TO: Board of Trustees

FROM: J. S. Coke

DATE: May 10, 2022

SUBJECT: Memorandum of Understanding –
CPR Services for the Tustin Unified School District

Coastline ROP is an official Training Center for the American Heart Association. This designation permits the ROP to certify staff in teaching AHA CPR courses and for the purpose of granting CPR certifications. The Tustin Unified School District requests that Coastline ROP provide CPR instruction for their non-ROP students to provide access to this invaluable industry certification. The TUSD will purchase their own equipment, cover all costs of materials and supplies, and ROP staff time for coordination and instruction and associated benefits. The intent is that TUSD staff will be trained and certified as CPR instructors under the ROP's training center designation. The TUSD approved this MOU on April 28, 2022.

The Orange County Department of Education legal division has reviewed the MOU for the Board's approval.

It is respectfully recommended that the Board of Trustees approve the Memorandum of Understanding between the Tustin Unified School District and Coastline ROP.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
TUSTIN UNIFIED SCHOOL DISTRICT
AND
COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

The Tustin Unified School District (TUSD) requests that Coastline Regional Occupational Program (CROP) serve as the Training Center for American Heart Association (AHA) Basic Life Support (BLS) CPR Certifications for TUSD staff and students.

CROP operates an American Heart Association Training Center and is approved by the American Heart Association to offer BLS Certifications for its students. Since the TUSD is part of the Joint Powers Authority, CROP can provide services to TUSD staff and students. This approval allows TUSD to conduct AHA BLS training sessions in accordance with all AHA and CROP guidelines, subject to the terms and conditions of this MOU.

1. Coastline Regional Occupational Program shall do the following:
 - A. Maintain current AHA guidelines and information and provide policies and procedures that meet or exceed AHA requirements.
 - B. Provide site visits, review CPR equipment and teaching materials, and ensure AHA and CROP compliance.
 - C. Report all necessary training information requested by the American Heart Association.
 - D. Provide AHA BLS certifications, examinations, and instructional updates as required by the AHA in conjunction with AHA Instructor Network and following all CROP policies.
 - E. Process and send BLS certifications to TUSD earners with an active CPR coordinator aligned with CROP.
 - F. Provide a list of issued BLS certifications to TUSD.
 - G. Conduct bi-annual instructor renewal training, course updates, and instructor reviews held onsite at CROP's main office.

2. The Tustin Unified School District (TUSD) shall do the following:
 - A. Provide a district coordinator for the administration of CPR activities within the TUSD. The responsibilities of the coordinator are attached in Appendix A of this MOU.
 - B. The TUSD shall purchase and maintain all equipment, supplies, and materials associated with sponsored training courses.
 - C. Reimburse CROP for all costs associated with Training Facility requirements to conduct CPR in the TUSD, to include required manuals, DVDs, tests, forms, certification e-cards, etc., the training of TUSD instructors, the cost of site visits, and certification processing.
 - D. Pay the hourly rate and all related benefits for TUSD employees who serve as approved CPR instructors. This payment shall be made directly from the TUSD to its employees. If a sufficient number of TUSD employees who are AHA approved instructors are not available, the TUSD will reimburse CROP for the use of its employees including related benefits.
3. Severance
 - a. The term of this Agreement shall be for a continuous period, beginning on the date listed above, and remain in effect unless otherwise terminated as outlined below.
 - b. Either party shall be permitted to terminate this Agreement, at any time, upon thirty (30) day written notice to the other party provided all financial and organizational obligations have been met. This Agreement shall automatically terminate if the CROP upon the termination of the Training Center Agreement between CROP and the AHA.
4. HOLD HARMLESS: TUSD agrees to, and shall, hold harmless and indemnify the CROP, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever which may be incurred by reason of:
 - a. A. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, or expense sustained by TUSD or any person, firm, or corporation employed by the CONTRACTOR in connection with the services called for in this AGREEMENT except for liability for damages referred to above which result from the sole negligence or willful misconduct of the CROP, its officers, employees, or agents.

- b. B. Any injury to, or death of, persons or damage to property sustained by any persons, firm, or corporation, including the CROP, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off CROP property, except for liability for damages which result from the sole negligence or willful misconduct of the CROP, its officers, employees, or agents.

- c. At TUSD's expense, cost, and risk, shall defend any and all actions, suits, or other proceeding that may be brought or instituted against the CROP, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment that may be rendered against the CROP, its officers, agents, or employees in any action, suit, or other proceedings as a result thereof.

COASTLINE REGIONAL
OCCUPATIONAL PROGRAM

TUSTIN UNIFIED SCHOOL DISTRICT

Brian K. Dozer, D.Mgt., Superintendent



Date: _____

Date: 4/28/2022

APPENDIX A
Qualifications and Responsibilities of the TUSD Coordinator

1. The coordinator shall be a current AHA instructor aligned with the CROP AHA Training Center.
2. Oversee training operations in the TUSD
3. Act as the liaison with CROP, and ensure TUSD compliance with AHA requirements, including, but not limited to the use of authorized AHA BLS materials.
4. Maintain strict adherence to all rules and regulations of the AHA and CROP related to course offering, instruction, delivery, testing, remediation, course documentation, and reporting.
5. Ensure that supplies, equipment, and necessary paperwork are ready for CPR administration.
6. Order required AHA materials for all classes, including required manuals, DVDs, tests, forms, certification e-cards, etc. All AHA materials are provided at cost to TUSD.
7. Attend a bi-annual instructor renewal training, course updates, and instructor reviews held onsite at CROP's main office.
8. Only Instructors aligned with CROP will have access to AHA BLS certification materials.
9. Ensure that all paperwork arrives at CROP offices in Costa Mesa within 48 hours of the end of the CPR class. This includes Student Course Evaluation, AHA BLS Skills Rubrics, BLS Course Roster, BLS Exam Answer Sheets.
10. Ensure that only approved AHA instructors provide CPR instruction and that instructors are recertified every two years by the CROP AHA Training Center.
11. All AHA BLS certifications are valid for two (2) years, and TUSD will not indicate a recommended renewal date less than or more than two (2) years.
12. BLS certifications will be emailed within ten (10) business days of course completion. Replacement of lost or stolen e-cards can be found on the AHA website at no cost.

13. TUSD will adhere to the advertising, marketing, and internet rules and regulations as set forth in the current AHA Program Administration Manual.
14. TUSD will not duplicate AHA DVDs, Textbooks, or Manual.
15. TUSD is strictly prohibited from using AHA logos as outlined in the Program Administration Manual. All advertising, including internet, media, or print, must follow the AHA guidelines outlined in the most current Program Administration Manual and be preapproved by CROP.



Career Technical Education Joint Powers Authority Coalition

Letter of Agreement to Participate 2022-23

The Coastline ROP expresses its agreement to participate in the Career Technical Education Joint Powers Authority Coalition (Coalition), effective July 1, 2022, through June 30, 2023.

As a participant, our Joint Powers Authority (JPA) agrees to support and participate in legislative efforts for sustained funding for Career Technical Education (CTE) programs and direct funding for JPAs that provide CTE programs.

To assist in this effort, the Metropolitan Education District (MetroED) will contract with School Services of California Inc. (SSC) to provide legislative services for the Coalition. Legislative services shall include, but not be limited to, representing and advocating on behalf of the Coalition before the California State Legislature, the Governor’s Office, the California Department of Finance, the California Department of Education, the California Community College Chancellor’s Office, and other state departments, as appropriate.

In addition, SSC staff shall organize and facilitate at least two in-person meetings (to the extent possible) of the Coalition as well as regular conference calls throughout the year. Meetings and conference calls shall be used to provide policy updates on matters related to CTE and to give Coalition members a shared space to discuss best practices and to identify challenges and opportunities in their CTE programs. SSC staff will work with members of the Coalition to develop the agenda for the meetings and conference calls.

The contract on behalf of the Coalition shall be for the period of 12 months, beginning July 1, 2022, and terminating June 30, 2023. The contracted amount will be equal to \$4,500 per participant, which includes expenses.

The membership fee for July 1, 2022, to June 30, 2023, is \$4,500 per participant, for the term of the contract.

Superintendent Name: Brian K. Dozer, D.Mgt.	
Email Address: bdozer@coastlinerop.net	
Name of JPA: Coastline ROP	
Enrollment Count: 2,298	County: Orange
Mailing Address: 1001 Presidio Square, Costa Mesa, CA 92626	
Telephone No.: 714-979-1955	Fax No.: 714-557-6812
List of Participating School Districts: Huntington Beach Union High School District, Irvine, Newport-Mesa, Saddleback, and Tustin Unified High School Districts	
Membership Fee:	\$4,500.00

Additional Contacts (for CTE JPA Coalition emails):

Name	Job Title	Email Address

Signature _____ Date _____

Please make checks payable to MetroED. This serves as an official invoice.

Please make checks payable to MetroED and submit this agreement along with payment to:

c/o Tina Gerges
 School Services of California Inc.
 1121 L Street, Suite 1060
 Sacramento, CA 95814
 Questions? Email: kellys@sscal.com or leilania@sscal.com

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

TO: Board Members
FROM: J. S. Coke
DATE: May 6, 2022
SUBJECT: New Internship Sites

Culinary Arts Internship

Gina's Pizza
420 Iris Avenue
Corona Del Mar, CA 92625

Gina's Pizza
3142 West Balboa Boulevard
Newport Beach, CA 92663

Emergency Medical Technician

Emergency Ambulance Service, Inc.
3200 E. Birch Street, Suite A
Brea, CA 92821

TO: Board of Trustees

FROM: Sesar Morfin

DATE: May 10, 2022

SUBJECT: Inventory Deletion Report and Donation of Obsolete Items

Background. Over the last several months, Coastline has utilized the Covid 19 relief monies for the replacement and/or upgrading of our obsolete technology within our classrooms and at our main site. Due to the age and/or condition of these items, our partner districts will have no educational use for them. Rather than to simply recycle these items, Coastline would like to donate these items to outside entities that serve an educational purpose.

California Education Code 60510 allows us to donate any surplus or undistributed obsolete instructional materials that are usable for educational purposes to any organization that agrees to use the materials for educational purposes.

Financial Implication. None

Recommendation. It is respectfully requested that the Board of Trustees approve the donation of the items identified within our inventory deletion report and the subsequent disposal of any items that are not donated.

Thank you

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: May 19, 2022

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
COMPUTERS/TECHNOLOGY						
5763	Computer	Presidio Site	\$1,023.02	3/27/2013	Obsolete	Donation
5764	Computer	Presidio Site	\$1,023.02	3/27/2013	Obsolete	Donation
5765	Computer	Presidio Site	\$1,023.02	3/27/2013	Obsolete	Donation
5799	Television	Presidio Site	\$448.19	9/3/2013	Obsolete	Donation
5839	Computer	Presidio Site	\$1,081.39	7/3/2014	Obsolete	Donation
5840	Computer	Presidio Site	\$1,081.39	7/3/2014	Obsolete	Donation
5841	Computer	Presidio Site	\$1,081.40	7/3/2014	Obsolete	Donation
5958	Computer	Presidio Site	\$1,364.80	3/24/2015	Obsolete	Donation
5959	Computer	Presidio Site	\$1,364.80	3/24/2015	Obsolete	Donation
5961	Computer	Presidio Site	\$1,364.80	3/24/2015	Obsolete	Donation
5963	Computer	Presidio Site	\$1,364.80	3/24/2015	Obsolete	Donation
5989	Switch	Presidio Site	\$1,373.85	6/15/2015	Obsolete	Donation
5990	Switch	Presidio Site	\$1,373.85	6/15/2015	Obsolete	Donation
5995	Switch	Presidio Site	\$2,405.85	6/15/2015	Obsolete	Donation
6111	Server	Presidio Site	\$61,462.08	10/7/2015	Obsolete	Donation
6116	Computer	Presidio Site	\$1,012.36	11/6/2015	Obsolete	Donation
6117	Computer	Presidio Site	\$1,012.37	11/6/2015	Obsolete	Donation
6297	Computer	Estancia High School	\$1,271.92	8/3/2016	Obsolete	Donation
6298	Computer	Estancia High School	\$1,271.92	8/4/2016	Obsolete	Donation
6299	Computer	Estancia High School	\$1,271.92	8/5/2016	Obsolete	Donation
6300	Computer	Estancia High School	\$1,271.92	8/6/2016	Obsolete	Donation
6301	Computer	Estancia High School	\$1,271.92	8/7/2016	Obsolete	Donation
6302	Computer	Estancia High School	\$1,271.92	8/8/2016	Obsolete	Donation
6303	Computer	Estancia High School	\$1,271.92	8/9/2016	Obsolete	Donation
6304	Computer	Estancia High School	\$1,271.92	8/10/2016	Obsolete	Donation

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: May 19, 2022

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
6305	Computer	Estancia High School	\$1,271.92	8/11/2016	Obsolete	Donation
6306	Computer	Estancia High School	\$1,271.92	8/12/2016	Obsolete	Donation
6307	Computer	Estancia High School	\$1,271.92	8/13/2016	Obsolete	Donation
6308	Computer	Estancia High School	\$1,271.92	8/14/2016	Obsolete	Donation
6309	Computer	Estancia High School	\$1,271.92	8/15/2016	Obsolete	Donation
6310	Computer	Estancia High School	\$1,271.92	8/16/2016	Obsolete	Donation
6311	Computer	Estancia High School	\$1,271.92	8/17/2016	Obsolete	Donation
6312	Computer	Estancia High School	\$1,271.92	8/18/2016	Obsolete	Donation
6313	Computer	Estancia High School	\$1,271.92	8/19/2016	Obsolete	Donation
6314	Computer	Estancia High School	\$1,271.92	8/20/2016	Obsolete	Donation
6315	Computer	Estancia High School	\$1,271.92	8/21/2016	Obsolete	Donation
6316	Computer	Estancia High School	\$1,271.92	8/22/2016	Obsolete	Donation
6317	Computer	Estancia High School	\$1,271.92	8/23/2016	Obsolete	Donation
6318	Computer	Estancia High School	\$1,271.92	8/24/2016	Obsolete	Donation
6319	Computer	Estancia High School	\$1,271.92	8/25/2016	Obsolete	Donation
6320	Computer	Estancia High School	\$1,271.92	8/26/2016	Obsolete	Donation
6321	Computer	Estancia High School	\$1,271.92	8/27/2016	Obsolete	Donation
6322	Computer	Estancia High School	\$1,271.92	8/28/2016	Obsolete	Donation
6324	Computer	Estancia High School	\$1,271.92	8/29/2016	Obsolete	Donation
6325	Computer	Estancia High School	\$1,271.92	8/30/2016	Obsolete	Donation
6326	Computer	Estancia High School	\$1,271.92	8/31/2016	Obsolete	Donation
6327	Computer	Estancia High School	\$1,271.92	9/1/2016	Obsolete	Donation
6328	Computer	Estancia High School	\$1,271.92	9/2/2016	Obsolete	Donation
6329	Computer	Estancia High School	\$1,271.92	9/3/2016	Obsolete	Donation
6330	Computer	Estancia High School	\$1,271.92	9/4/2016	Obsolete	Donation
6393	Computer	Presidio Site	\$684.00	12/6/2016	Obsolete	Donation

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: May 19, 2022

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
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Director of Business Services

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

SUMMER SCHOOL EMPLOYEES PERSONNEL REGISTER 2022-2023

It is recommended that the Board approve the following teachers for summer semester 2022 employment:

<u>TEACHER</u>	<u>CLASS</u>	<u>LOCATION</u>
1 Eric Caldwell	Medical Innovations Research and Entrepreneurship	Virtual
2 Michael Gentile	CyberForward	Virtual
3 Jared Hartel	Medical (Middle School Enrichment)	Tewinkle Middle School
4 Kathleen Hayden	Medical Innovations Research and Entrepreneurship	Virtual
5 Teresa Laffen	Professional Internship	Trabuco Hills High School
6 Darin Petzold	Construction (Middle School Enrichment)	Tewinkle Middle School
7 Harry Smith	Emergency Medical Responder	Presidio Site
8 Rochelle Van Der Merwe	Culinary Arts (Middle School Enrichment)	Ensign Middle School
9 TBD	Careers in Artificial Intelligence	Virtual
10 TBD	Multimedia Communications Design	Virtual
11 TBD	Professional Internships	University High School



Brian K. Dozer

BOARD UPDATE
May 4, 2022
EMPLOYEE PERSONNEL REGISTER NO. 8 – 2021-2022

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

EMPLOYMENT:

Name: Anastasia Halpin
Position: Substitute Teacher
Program: Educational Services
Location: All Sites
Effective: April 22, 2022

Name: Michelle Taliaferro
Position: Accounts Payable/Purchasing Specialist
Program: Business Services
Location: Presidio Site
Effective: May 9, 2022

Name: Pamela Zuniga
Position: College and Career Specialist
Program: Student Services
Location: Newport Harbor High School
Back Bay High School
Effective: May 9, 2022

RESIGNATION:

Name: Carlos Campos
Position: Teacher
Program: Construction Technology
Location: Estancia High School
Effective: June 10, 2022

Name: Linda Doone
Position: Accounting/Budgeting Specialist
Program: Business Services
Location: Presidio Site
Effective: August 2, 2022

Name: Darlene Mitcheltree
Position: Teacher
Program: Animal Health Care Internship
Location: Presidio Site
Effective: June 2, 2022

Name: Ashley Reece
Position: Teacher
Program: Medical Careers and Health Systems
Sports Medicine and Athletic Training
Location: Portola High School
El Toro High School
Creekside High School
Effective: June 4, 2022

Name: Suzanne Williamson
Position: Teacher
Program: Digital Media Arts
Location: Mission Viejo High School
Effective June 2, 2022

A handwritten signature in black ink that reads "Brian K. Dozer". The signature is written in a cursive style with a large initial 'B' and 'D'.

Brian K. Dozer

Coastline Regional Occupational Program
Travel/Conference Report
Board Meeting
May 19, 2022

Name	Date(s)	Destination	Purpose	Amount
Brian Dozer, Superintendent Presidio Campus	Jun. 14	Virtual	CSBA: The Brown Act	\$250.00
Brian Dozer, Superintendent Presidio Campus	May 19	Anaheim, CA	CALSA / ACSA Networking Event	0.00
Brian Dozer, Superintendent Presidio Campus	Jun. 20-22	San Diego, CA	CAROCP Board Transition Meeting	1,288.89
J. S. Coke, Director of Educational Service Presidio Campus	June 20-22	San Diego, CA	CAROCP Board Transition Meeting	1,288.89
Total				\$2,827.98