



BOARD OF TRUSTEES

AGENDA

August 20, 2021

9:00 a.m. Closed Session

10:00 a.m. Open Session





TO: Board of Trustees
FROM: Carol Hume
DATE: August 10, 2021
SUBJECT: Board Package

Enclosed are the agenda and backup materials for the August 20, 2021, regular Board of Trustees meeting. Trustee Brooks, Trustee Barto and I will meet via Zoom at **8:40 a.m.** to review the agenda. The board meeting will begin at **9:00 a.m. via Zoom.** We will move to a closed session to discuss the proposed 2021-2022 Strategic Priorities. I will then excuse myself from the session to allow 30 minutes for the board members to discuss my evaluation for 2020-2021. We will then reconvene in open session.

I look forward to seeing you next Friday!

Enclosure



COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

BOARD OF TRUSTEES

Friday, August 20, 2021

9:00 a.m. Closed Session

10:00 a.m. Open Session

NOTICE OF VIDEO/TELEPHONIC GOVERNING BOARD MEETING

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

In compliance with the Executive Order, Board Members, interested parties, and members of the public will be able to call or sign into the meeting at 9:00 a.m. on Friday, August 20, 2021.

HOW TO CONNECT TO THE MEETING

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

ELECTRONIC PUBLIC COMMUNICATION TO THE BOARD

Members of the public may submit comments on items on the agenda, and any item within the jurisdiction of the school district, via electronic submission no later than Friday, August 20, 2021 by 8:00 a.m.:

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

On-line: Google Forms (Links below)

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

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

Comments may not exceed three minutes.

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

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

Meetings are recorded for use in the official minutes.

AGENDA

1. BOARD MEETING CALLED TO ORDER

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

2. 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.

3. CLOSED SESSION

Discussion/Action

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

4. RECONVENE IN OPEN SESSION

Reporting out of closed session

5. PLEDGE OF ALLEGIANCE

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

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

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

Motion by _____ Seconded by _____

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

- 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 – Carol Hume**
- 10. **EDUCATIONAL SERVICES’ REPORT – J.S. Coke**

DISCUSSION/ACTION ITEMS

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

Motion by _____ Seconded by _____

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

- 12. **Actuarial Study of Retiree Health Liabilities** **Discussion/Action**

Recommend the Board approve the Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc.

Motion by _____ Seconded by _____

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

13. Quarterly Report of District Investment Performance and Annual Policy Review **Discussion**
Government Code §53646

14. 2021-2022 Revised Interagency Agreement for ROP Services – Recommend the Board approve the revised Appendix A and Schedule of Classes for Irvine Unified School District. **Discussion/Action**

Motion by _____ Seconded by _____

Votes:

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

15. Recruitment and Retention Incentive **Discussion/Action**
Recommend the Board ratify the recruitment and retention incentive as presented.

Motion by _____ Seconded by _____

Votes:

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

16. Restructuring Plan – Recommend the Board ratify the Coastline ROP restructuring plan. **Discussion/Action**

Motion by _____ Seconded by _____

Votes:

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

17. Intermedia Unite – Recommend the Board approve the purchase and implementation of Intermedia Unite’s unified communications services. **Discussion/Action**

Motion by _____ Seconded by _____

Votes:

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

CONSENT CALENDAR

Action

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

It is recommended that the Board approve:

- 18. Minutes from the June 17, 2021 Board of Trustees meeting
- 19. Minutes from the July 15, 2021 Special Board of Trustees meeting
- 20. Ratification of purchase order report ending June 30, 2021
- 21. Ratification of purchase order report ending July 31, 2021
- 22. Ratification of check report ending June 30, 2021
- 23. Ratification of check report ending July 31, 2021
- 24. Regents Point-Windcrest agreement for services
- 25. Contract renewal with Blackboard for 2021-2022 in the amount of \$2,430
- 26. CAROCP 2021-2022 membership in the amount of \$3,000
- 27. WASC annual accreditation membership fee for 2021-22 in the amount of \$1,100
- 28. Agreement with Total Compensation Systems, Inc. for consultant services
- 29. Agreement with Rainbow Disposal Services
- 30. Personnel register No. 1 - 2021-2022 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 31. Inventory deletion report
- 32. Internship sites
- 33. Ratification/Approval of travel conference report

Motion by _____ Seconded by _____

Votes:

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

NEW BUSINESS

Information

ADJOURNMENT

Motion by _____ Seconded by _____

Votes:

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

Next Scheduled Meeting: September 9, 2021

Public Records related to the public session agenda that are distributed to the Governing Board less than 72 hours before a regular meeting may be inspected by the public at 1001 Presidio Square, Costa Mesa, during regular business hours (7:30 a.m. to 4:30 p.m.)

COASTLINE REGIONAL OCCUPATIONAL PROGRAM 2021 BOARD CALENDAR

January 27	(4 th Wednesday)	-	Pre-meeting: Lauren Brooks & Barbara Schulman Board Meeting
February 18	(3 rd Thursday)	-	Pre-meeting: Lauren Brooks & Lynn Davis Board Meeting Textbook Inventory
March 11	(2 nd Thursday)	-	Pre-meeting: Lauren Brooks & Michelle Barto Board Meeting Interim Budget Review 2020-21 Coastline ROP Priorities Update
April 15	(3 rd Thursday)	-	Pre-meeting: Lauren Brooks & Diana Carey Board Meeting
May 20	(3 rd Thursday)	-	Pre-meeting: Lauren Brooks & Barbara Schulman Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
June 17	(3 rd Thursday)	-	Pre-meeting: Lauren Brooks & Lynn Davis Board Meeting Public Hearing for 2021-2022 Budget Adopt 2021-2022 Budget Authorize Superintendent to Approve Travel and Conferences 2021-2022 School Calendar Discussion of Superintendent's Evaluation
July 15	(3 rd Thursday)	-	Board Meeting – Closed Session
August 20	(3 rd Friday) (Date change 6/17/21)	-	Pre-meeting: Lauren Brooks & Michelle Barto Board Meeting Interagency Agreements Appendix A for 2021-2022 Administrative Contract Extensions Board Input for 2021-2022 Coastline ROP Priorities
September 9	(2 nd Thursday)	-	Pre-meeting: Lauren Brooks & Diana Carey Board Meeting Superintendent's Evaluation 2020-21 Unaudited Actuals Report
October 14	(2 nd Thursday) (Date change 5/20/21)	-	Pre-meeting: Lauren Brooks & Barbara Schulman Board Meeting
November 18	(3 rd Thursday)	-	Board Meeting
December 9	(2 nd Thursday)	-	Pre-meeting: Lauren Brooks & Lynn Davis Organizational Meeting Audit Report Interim Budget Review

MEETING TIME - 9:00 a.m.

Board approved: 12/16/20; rev: 5/20/21; rev. 6/17/21



TO: Board of Trustees

FROM: Sesar Morfin

DATE: August 4, 2021

SUBJECT: Actuarial Study of Retiree Health Liabilities as of June 30, 2021

Issue / Background. In July 2004, the Governmental Accounting Standards Board (GASB) implemented Statement No. 45 – Accounting and Financial Reporting by Employers for Post-employment Benefits Other than Pensions (OPEB). GASB 45 was prompted by concern over potentially large government employer obligations for post-employment benefits; it applied to all government entities including public schools. Coastline ROP’s initial actuarial study was completed in June 2010.

In 2015, GASB issued Statement No. 75, which replaces Statement No. 45. It applies to all public employers and became effective for fiscal years beginning after June 15, 2017. Although both statements require entities to calculate present liability for future non-pension, other post-employment benefits (OPEBs) for employees and retirees, GASB 75 requires the full liability to be recognized on the balance sheet; whereas, GASB 45 recognized the liability with a footnote in the financial statements.

In addition, GASB 75, requires entities to have an actuarial study performed every two years. The ROP’s previous actuarial study was completed by Total Compensation Systems, Inc. (TCS) in August 2020 with a measurement date of June 30, 2020. The actuarial study which you have before you is based on standard actuarial “roll-forward” methodology from the actuarial study which was completed in August 2020 in order to estimate the total OPEB liability as of June 30, 2021. Coastline ROP will need to have a new actuarial study completed in 2021-2022 with a measurement date of June 30, 2022, in order to comply with the requirements of GASB 75.

GASB 75 requires that we include the information in our annual financial report; it does not require the liability to be funded on an annual basis.

- In the 2016-17 fiscal year, the ROP established Fund 20, a special reserve fund for other post-employment benefits. In the prior five fiscal years the ROP transferred \$5,000 each year into Fund 20. The beginning fund balance as of June 30, 2020, was \$20,867 which does not include the \$5,000 that was transferred into the fund in 2020-21.



- In April of 2021, the Board of Trustees authorized the establishment of a section 115 trust fund for the purposes of funding our long term OPEB liabilities. The funds which were deposited in Fund 20 were transferred to the newly established section 115 trust fund in June 2021. The total transfer amount was \$25,857. The Board of Trustees authorized that we increase the annual contribution amount into this fund from \$5,000 to \$10,000 beginning in the 2021-22 year.

Financial Implication. As part of our annual financial reporting, GASB 75 requires the following:

- Recognition on the balance sheet of the full liability for other post-employment benefits.
- Provide information about present liabilities for future benefits.
- Provide information useful in assessing potential demands on future cash flows.

Total Compensation Systems, Inc. analyzed the liabilities associated with our current retiree health benefit plan and arrived at the following assumptions and recommendations.

- “Pay-as-you-go” funding: estimated 10-year cash flow projection (page 11 of study);
 - The cost of benefits for current retirees (method used by the ROP)
 - Estimated annual cost each year over the next 20 years
 - Ranges from \$36,996 in 2020 to \$20,733 in 2029
 - Total estimated cost over 10 years is \$295,646
 - Average annual cost over 20 years is \$29,564
- Total liabilities created as of June 30, 2020: Actuarial present value of projected benefits (APVPBP) is \$1,398,927.
 - Estimated amount, assuming actuarial assumptions are right, that represents the amount that would be enough to fund all promised benefits for current employees.
- Service Cost (the cost to prefund retiree benefits) is estimated to be \$55,797 for the year beginning July 1, 2020. Utilizing a service cost to accrue projected retiree benefit costs, over a period of time, is a way to level out the annual cost.
- Total OPEB Liability (TOL) is estimated to be \$522,894 as of June 30, 2021. The TOL is the amount that would have accumulated if the ROP had begun accruing retiree health benefit costs when an employee was hired. The TOL was estimated to be \$495,953 as of June 30, 2020, so this represents an increase of \$26,941. This increase is directly attributable to the assumption that was made in the report regarding interest rate. The interest rate used in this report was 2.16% and in the



previous actuarial report the interest rate used was 2.20%. A decrease in interest rate results in higher liability costs.

- OPEB expense for the fiscal year ending June 30, 2021 is \$51,420.
- TCS, Inc. recommended the following actions that the ROP could take to manage liability.
 - Maintain an inventory of all benefits and services provided to retirees.
 - Conduct a study when events significantly affect present or future liabilities (GASB 75 requires a study every two years).
 - Keep all retiree benefit premiums, claims and expenses separate from active employees.
 - Establish a means to designate employees as eligible or ineligible for retiree health benefits.

Presently, the ROP already has practices and protocols in place which align with the recommendations made by TCS, Inc.

The study completed July 27, 2021, provides Coastline ROP with the necessary information to comply with GASB 75. The study performed by TCS, Inc. is enclosed in the Board of Trustees packets.

Recommendation. It is respectfully requested that the Board of Trustees accept the Actuarial Study of Retiree Health Liabilities prepared by TCS, Inc.

Attachment
Enclosure

**Coastline Regional Occupational Program
Actuarial Study of
Retiree Health Liabilities Under GASB 74/75
Roll-forward Valuation
Valuation Date: June 30, 2020
Measurement Date: June 30, 2021
For Fiscal Year-End: June 30, 2021**

*Prepared by:
Total Compensation Systems, Inc.*

Date: July 27, 2021

Table of Contents

PART I: EXECUTIVE SUMMARY 1

- A. INTRODUCTION 1
- B. KEY RESULTS 1
- C. SUMMARY OF GASB 75 ACCOUNTING RESULTS 2
 - 1. *Changes in Net OPEB Liability* 2
 - 2. *Deferred Inflows and Outflows* 2
 - 3. *OPEB Expense* 3
 - 4. *Adjustments* 3
 - 5. *Trend and Interest Rate Sensitivities* 3
- D. DESCRIPTION OF RETIREE BENEFITS 4
- E. SUMMARY OF VALUATION DATA 4
- F. CERTIFICATION 5

PART II: LIABILITIES AND COSTS FOR RETIREE BENEFITS 7

- A. INTRODUCTION 7
- B. LIABILITY FOR RETIREE BENEFITS 7
- C. ACTUARIAL ACCRUAL 8
- D. ACTUARIAL ASSUMPTIONS 8
- E. TOTAL OPEB LIABILITY 9
- F. VALUATION RESULTS 10
 - 1. *Actuarial Present Value of Projected Benefit Payments (APVPBP)* 10
 - 2. *Service Cost* 10
 - 3. *Total OPEB Liability and Net OPEB Liability* 11
 - 4. *"Pay As You Go" Projection of Retiree Benefit Payments* 11
- G. ADDITIONAL RECONCILIATION OF GASB 75 RESULTS 12
- H. PROCEDURES FOR FUTURE VALUATIONS 13

PART III: ACTUARIAL ASSUMPTIONS AND METHODS 14

- A. ACTUARIAL METHODS AND ASSUMPTIONS: 14
- B. ECONOMIC ASSUMPTIONS: 15
- C. NON-ECONOMIC ASSUMPTIONS: 16

PART IV: APPENDICES 17

- APPENDIX A: DEMOGRAPHIC DATA BY AGE 17
- APPENDIX B: ADMINISTRATIVE BEST PRACTICES 18
- APPENDIX C: GASB 74/75 ACCOUNTING ENTRIES AND DISCLOSURES 19
- APPENDIX D: DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES 23
- APPENDIX E: GLOSSARY OF RETIREE HEALTH VALUATION TERMS 26

**Coastline Regional Occupational Program
Actuarial Study of Retiree Health Liabilities**

PART I: EXECUTIVE SUMMARY

A. Introduction

This report was produced by Total Compensation Systems, Inc. for Coastline Regional Occupational Program to determine the liabilities associated with its current retiree health program as of a June 30, 2021 measurement date and to provide the necessary information to determine accounting entries for the fiscal year ending June 30, 2021. This report may not be suitable for other purposes such as determining employer contributions or assessing the potential impact of changes in plan design.

Different users of this report will likely be interested in different sections of information contained within. We anticipate that the following portions may be of most interest depending on the reader:

- A high level comparison of key results from the current year to the prior year is shown on this page.
- The values we anticipate will be disclosed in the June 30, 2021 year-end financials are shown on pages 2 and 3.
- Additional accounting information is shown on page 12 and Appendices C and D.
- Description and details of measured valuation liabilities can be found beginning on page 10.
- Guidance regarding the next actuarial valuation for the June 30, 2022 measurement date is provided on page 13.

B. Key Results

Coastline ROP uses an Actuarial Measurement Date that is the same as its Fiscal Year-End. This means that these actuarial results measured as of June 30, 2021 will be used directly for the June 30, 2021 Fiscal Year-End.

Key Results	Current Year	Prior Year
	<i>June 30, 2021 Measurement Date for June 30, 2021 Fiscal Year-End</i>	<i>June 30, 2020 Measurement Date for June 30, 2020 Fiscal Year-End</i>
Total OPEB Liability (TOL)	\$522,894	\$495,953
Fiduciary Net Position (FNP)	\$0	\$0
Net OPEB Liability (NOL)	\$522,894	\$495,953
Service Cost <i>(for year following)</i>	\$57,697	\$55,797
Estimated Pay-as-you-go Cost <i>(for year following)</i>	\$47,691	\$41,693
GASB 75 OPEB Expense <i>(for year ending)</i>	\$51,420	\$91,438

Refer to results section beginning on page 10 or the glossary on page 26 for descriptions of the above items.

Key Assumptions	Current Year	Prior Year
	<i>June 30, 2021 Measurement Date for June 30, 2021 Fiscal Year-End</i>	<i>June 30, 2020 Measurement Date for June 30, 2020 Fiscal Year-End</i>
Valuation Interest Rate	2.16%	2.20%
Expected Rate of Return on Assets	N/A	N/A
Long-Term Medical Trend Rate	4.00%	4.00%
Projected Payroll Growth	2.75%	2.75%

Total Compensation Systems, Inc.

C. Summary of GASB 75 Accounting Results

1. Changes in Net OPEB Liability

The following table shows the reconciliation of the June 30, 2020 Net OPEB Liability (NOL) in the prior valuation to the June 30, 2021 NOL. A more detailed version of this table can be found on page 12.

	<i>TOL</i>	<i>FNP</i>	<i>NOL</i>
Balance at June 30, 2020 Measurement Date	\$495,953	\$0	\$495,953
Service Cost	\$55,797	\$0	\$55,797
Interest on TOL / Return on FNP	\$11,066	\$0	\$11,066
Employer Contributions*	\$0	\$41,693	(\$41,693)
Benefit Payments*	(\$41,693)	(\$41,693)	\$0
Administrative Expenses	\$0	\$0	\$0
Experience (Gains)/Losses	\$0	\$0	\$0
Changes in Assumptions	\$1,771	\$0	\$1,771
Other	\$0	\$0	\$0
Net Change	\$26,941	\$0	\$26,941
Actual Balance at June 30, 2021 Measurement Date	\$522,894	\$0	\$522,894

* Includes \$10,716 due to implied rate subsidy.

2. Deferred Inflows and Outflows

Changes in the NOL arising from certain sources are recognized on a deferred basis. The following tables show the balance of each deferral item as of the measurement date and the scheduled future recognition. A reconciliation of these balances can be found on page 12 while the complete deferral history is shown beginning on page 23.

Balances at June 30, 2021 Fiscal Year-End	<i>Deferred Outflows</i>	<i>Deferred Inflows</i>
Differences between expected and actual experience	\$0	(\$328,485)
Changes in assumptions	\$101,754	\$0
Differences between projected and actual return on assets	\$0	\$0
Total	\$101,754	(\$328,485)

To be recognized fiscal year ending June 30:	<i>Deferred Outflows</i>	<i>Deferred Inflows</i>
2022	\$7,056	(\$22,499)
2023	\$7,056	(\$22,499)
2024	\$7,056	(\$22,499)
2025	\$7,056	(\$22,499)
2026	\$7,056	(\$22,499)
Thereafter	\$66,474	(\$215,990)
Total	\$101,754	(\$328,485)

Total Compensation Systems, Inc.

3. OPEB Expense

Under GASB 74 and 75, OPEB expense includes service cost, interest cost, administrative expenses, and change in TOL due to plan changes, adjusted for deferred inflows and outflows. OPEB expense can also be derived as change in net position, adjusted for employer contributions, which can be found on page 12.

To be recognized fiscal year ending June 30, 2021	<i>Expense Component</i>
Service Cost	\$55,797
Interest Cost	\$11,066
Expected Return on Assets	\$0
Administrative Expenses	\$0
Recognition of Experience (Gain)/Loss Deferrals	(\$22,499)
Recognition of Assumption Change Deferrals	\$7,056
Recognition of Investment (Gain)/Loss Deferrals	\$0
Employee Contributions	\$0
Changes in Benefit Terms	\$0
Net OPEB Expense for fiscal year ending June 30, 2021	\$51,420

* May include a slight rounding error.

4. Adjustments

We are unaware of any adjustments that need to be made.

5. Trend and Interest Rate Sensitivities

The following presents what the Net OPEB Liability would be if it were calculated using a discount rate assumption or a healthcare trend rate assumption one percent higher or lower than the current assumption.

Net OPEB Liability at June 30, 2021 Measurement Date	<i>Discount Rate</i>	<i>Healthcare Trend Rate</i>
1% Decrease in Assumption	\$564,481	\$453,703
Current Assumption	\$522,894	\$522,894
1% Increase in Assumption	\$483,859	\$607,850

Total Compensation Systems, Inc.

D. Description of Retiree Benefits

Following is a description of the current retiree benefit plan:

	<u>Certificated</u>	<u>Classified</u>	<u>Management</u>
Benefit types provided	Medical, dental and vision	Medical, dental and vision	Medical, dental and vision
Duration of Benefits	5 years, but not beyond age 65	5 years, but not beyond age 65	5 years, but not beyond age 65
Required Service	20 years*	20 years*	20 years*
Minimum Age	60	60	60
Dependent Coverage	No	No	No
ROP Contribution %	Dependent on Plan Type and Employee Status at Retirement	Dependent on Plan Type and Employee Status at Retirement	Dependent on Plan Type and Employee Status at Retirement
ROP Cap	Re-Established Each Year	Re-Established Each Year	Re-Established Each Year

*Includes service in designated feeder districts and Orange County ROP's. Must have been in health plan at least two years at retirement.

E. Summary of Valuation Data

Because this is a roll-forward valuation, this report is based on census data previously provided to us as of June, 2020 for the June 30, 2020 full valuation. Distributions of participants by age and service can be found on page 17. The active count below excludes employees for whom it was not possible to receive retiree benefits (e.g. employees who were already older than the maximum age to which benefits are payable or who will not accrue the required service prior to reaching the maximum age).

	Valuation Year
	<i>June 30, 2020 Valuation Date</i>
	<i>June 30, 2021 Measurement Date</i>
Active Employees eligible for future benefits	
Count	49
Average Age	42.2
Average Years of Service	7.7
Retirees currently receiving benefits	
Count	3
Average Age	62.7

We were not provided with information about any terminated, vested employees.

Total Compensation Systems, Inc.

F. Certification

The actuarial information in this report is intended solely to assist Coastline ROP in complying with Governmental Accounting Standards Board Accounting Statement 74 and 75 and, unless otherwise stated, fully and fairly discloses actuarial information required for compliance. Nothing in this report should be construed as an accounting opinion, accounting advice or legal advice. TCS recommends that third parties retain their own actuary or other qualified professionals when reviewing this report. TCS's work is prepared solely for the use and benefit of Coastline ROP. Release of this report may be subject to provisions of the Agreement between Coastline ROP and TCS. No third party recipient of this report product should rely on the report for any purpose other than accounting compliance. Any other use of this report is unauthorized without first consulting with TCS.

This report is for fiscal year July 1, 2020 to June 30, 2021, using a measurement date of June 30, 2021. The calculations in this report have been made based on our understanding of plan provisions and actual practice at the time we were provided the required information. We relied on information provided by Coastline ROP. Much or all of this information was unaudited at the time of our evaluation. We reviewed the information provided for reasonableness, but this review should not be viewed as fulfilling any audit requirements. We relied on the following materials to complete this study:

- We used paper reports and digital files containing participant demographic data from the ROP personnel records.
- We used relevant sections of collective bargaining agreements provided by the ROP.

All costs, liabilities, and other estimates are based on actuarial assumptions and methods that comply with all applicable Actuarial Standards of Practice (ASOPs). Each assumption is deemed to be reasonable by itself, taking into account plan experience and reasonable future expectations and in combination represent our estimate of anticipated experience of the Plan.

This report contains estimates of the Plan's financial condition and future results only as of a single date. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. This valuation cannot predict the Plan's future condition nor guarantee its future financial soundness. Actuarial valuations do not affect the ultimate cost of Plan benefits, only the timing of Plan contributions. While the valuation is based on individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. Determining results using alternative assumptions (except for the alternate discount and trend rates shown in this report) is outside the scope of our engagement.

Future actuarial measurements may differ significantly from those presented in this report due to factors such as, but not limited to, the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the measurement methodology (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. We were not asked to perform analyses to estimate the potential range of such future measurements.

The signing actuary is independent of Coastline ROP and any plan sponsor. TCS does not intend to benefit from and assumes no duty or liability to other parties who receive this report. TCS is not aware of any relationship that would impair the objectivity of the opinion.

On the basis of the foregoing, I hereby certify that, to the best of my knowledge and belief, this report is complete and has been prepared in accordance with generally accepted actuarial principles and practices and all applicable Actuarial Standards of Practice. I meet the Qualifications Standards of the American Academy of

Total Compensation Systems, Inc.

Actuaries to render the actuarial opinion contained herein.

Respectfully submitted,



Will Kane, FSA, EA, MAAA
Actuary
Total Compensation Systems, Inc.
(805) 496-1700

PART II: LIABILITIES AND COSTS FOR RETIREE BENEFITS

A. Introduction.

We calculated the actuarial present value of projected benefit payments (APVPBP) separately for each participant. We determined eligibility for retiree benefits based on information supplied by Coastline ROP. We then selected assumptions that, based on plan provisions and our training and experience, represent our best prediction of future plan experience. For each participant, we applied the appropriate assumption factors based on the participant's age, sex, length of service, and employee classification.

The actuarial assumptions used for this study are summarized beginning on page 14.

B. Liability for Retiree Benefits.

For each participant, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent Coastline ROP uses contribution caps, the influence of the trend factor is further reduced. We multiplied each year's benefit payments by the probability that benefits will be paid; i.e. based on the probability that the participant is living, has not terminated employment, has retired and remains eligible. The probability that benefit will be paid is zero if the participant is not eligible. The participant is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's benefit payments and the probability the benefit will be paid equals the expected cost for that year. We multiplied the above expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan. Finally, we discounted the expected cost for each year to the measurement date June 30, 2021 at 2.16% interest.

For any *current retirees*, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 100%).

The value generated from the process described above is called the actuarial present value of projected benefit payments (APVPBP). We added APVPBP for each participant to get the total APVPBP for all participants which is the estimated present value of all future retiree health benefits for all *current* participants. The APVPBP is the amount on June 30, 2021 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last participant dies or reaches the maximum eligibility age. However, for most actuarial and accounting purposes, the APVPBP is not used directly but is instead apportioned over the lifetime of each participant as described in the following sections.

Total Compensation Systems, Inc.

C. Actuarial Accrual

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in June of 2015 Accounting Standards 74 and 75 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees), whether they pay directly or indirectly (via an “implicit rate subsidy”).

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method” and uses the APVPBP to develop expense and liability figures. Furthermore, the APVPBP should be accrued over the working lifetime of employees.

In order to accrue the APVPBP over the working lifetime of employees, actuarial cost methods apportion the APVPBP into two parts: the portions attributable to service rendered prior to the measurement date (the past service liability or Total OPEB Liability (TOL) under GASB 74 and 75) and to service after the measurement date but prior to retirement (the future service liability or present value of future service costs). Of the future service liability, the portion attributable to the single year immediately following the measurement date is known as the normal cost or Service Cost under GASB 74 and 75.

The service cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. The actuarial cost method mandated by GASB 75 is the “entry age actuarial cost method”. Under the entry age actuarial cost method, the actuary determines the service cost as the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. Under GASB 75, the service cost is calculated to be a level percentage of each employee’s projected pay.

D. Actuarial Assumptions

The APVPBP and service cost are determined using several key assumptions:

- The current *cost of retiree health benefits* (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the service cost.
- The “*trend*” rate at which retiree health benefits are expected to increase over time. A higher trend rate increases the service cost. A “cap” on ROP contributions can reduce trend to zero once the cap is reached thereby dramatically reducing service costs.
- *Mortality rates* varying by age and sex (and sometimes retirement or disability status). If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce service costs, the mortality assumption is not likely to vary from employer to employer.
- *Employment termination rates* have the same effect as mortality inasmuch as higher termination rates reduce service costs. Employment termination can vary considerably between public agencies.
- The *service requirement* reflects years of service required to earn full or partial retiree benefits. While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

Total Compensation Systems, Inc.

- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase service costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets for funded plans. The rate used for a funded plan is the **real** rate of return expected for plan assets plus the long term inflation assumption. For an unfunded plan, the discount rate is based on an index of 20 year General Obligation municipal bonds rated AA or higher. For partially funded plans, the discount rate is a blend of the funded and unfunded rates.

E. Total OPEB Liability

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. If all actuarial assumptions are exactly met and an employer expensed the service cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the Total OPEB Liability (TOL). The excess of TOL over the value of plan assets is called the Net OPEB Liability (NOL). Under GASB 74 and 75, in order for assets to count toward offsetting the TOL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

Changes in the TOL can arise in several ways - e.g., as a result of plan changes or changes in actuarial assumptions. Change in the TOL can also arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience. GASB 75 allows certain changes in the TOL to be deferred (i.e. deferred inflows and outflows of resources).

Under GASB 74 and 75, a portion of actuarial gains and losses can be deferred as follows:

- Investment gains and losses are deferred five years.
- Experience gains and losses are deferred over the Expected Average Remaining Service Lives (EARSL) of plan participants. In calculating the EARSL, terminated employees (primarily retirees) are considered to have a working lifetime of zero. This often makes the EARSL quite short.
- Liability changes resulting from changes in economic and demographic assumptions are also deferred based on the EARSL.
- Liability changes resulting from plan changes, for example, cannot be deferred.

Total Compensation Systems, Inc.

F. Valuation Results

This section details the measured values of the concepts described on the previous pages. Because this is a roll-forward valuation, the results shown in this section do not match the overall results as of the measurement date.

1. Actuarial Present Value of Projected Benefit Payments (APVPBP)

Actuarial Present Value of Projected Benefit Payments as of June 30, 2020 Valuation Date

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Active: Pre-65 Benefit	\$1,311,804	\$615,214	\$462,755	\$233,835
Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$1,311,804	\$615,214	\$462,755	\$233,835
Retiree: Pre-65 Benefit	\$87,123	\$24,848	\$24,815	\$37,460
Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$87,123	\$24,848	\$24,815	\$37,460
Grand Total	\$1,398,927	\$640,062	\$487,570	\$271,295
Subtotal Pre-65 Benefit	\$1,398,927	\$640,062	\$487,570	\$271,295
Subtotal Post-65 Benefit	\$0	\$0	\$0	\$0

2. Service Cost

The service cost represents the value of the benefit earned during a single year of employment. It is the APVPBP spread over the expected working lifetime of the employee and divided into annual segments. We applied an "entry age" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated service cost.

Service Cost Valuation Year Beginning July 1, 2020

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
# of Eligible Employees	49	24	19	6
First Year Service Cost				
Pre-65 Benefit	\$56,153	\$25,944	\$21,071	\$9,138
Post-65 Benefit	\$0	\$0	\$0	\$0
Total	\$56,153	\$25,944	\$21,071	\$9,138

Accruing retiree health benefit costs using service costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. While the service cost for each employee is targeted to remain level as a percentage of covered payroll, the service cost as a dollar amount would increase each year based on covered payroll. Additionally, the overall service cost may grow or shrink based on changes in the demographic makeup of the employees from year to year.

Total Compensation Systems, Inc.

3. Total OPEB Liability and Net OPEB Liability

If actuarial assumptions are borne out by experience, the ROP will fully accrue retiree benefits by expensing an amount each year that equals the service cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the Total OPEB Liability. We calculated the Total OPEB Liability (TOL) as the APVPBP minus the present value of future service costs. To the extent that benefits are funded through a GASB 74 qualifying trust, the trust's Fiduciary Net Position (FNP) is subtracted to get the NOL. The FNP is the value of assets adjusted for any applicable payables and receivables as shown in the table on page 15.

Total OPEB Liability and Net OPEB Liability as of June 30, 2020 Valuation Date

	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Active: Pre-65 Benefit	410,245	\$134,599	\$144,844	\$130,802
Active: Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$410,245	\$134,599	\$144,844	\$130,802
Retiree: Pre-65 Benefit	\$87,123	\$24,848	\$24,815	\$37,460
Retiree: Post-65 Benefit	\$0	\$0	\$0	\$0
Subtotal	\$87,123	\$24,848	\$24,815	\$37,460
Subtotal: Pre-65 Benefit	\$497,368	\$159,447	\$169,659	\$168,262
Subtotal: Post-65 Benefit	\$0	\$0	\$0	\$0
Total OPEB Liability (TOL)	\$497,368	\$159,447	\$169,659	\$168,262
Fiduciary Net Position as of June 30, 2020	\$0			
Net OPEB Liability (NOL)	\$497,368			

4. "Pay As You Go" Projection of Retiree Benefit Payments

We used the actuarial assumptions shown in Appendix C to project the ROP's ten year retiree benefit outlay, including any implicit rate subsidy. Because these cost estimates reflect average assumptions applied to a relatively small number of participants, estimates for individual years are **certain** to be *inaccurate*. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the ROP's share of retiree health costs, including any implicit rate subsidy.

<i>Year Beginning July 1</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
2020	\$36,996	\$12,332	\$12,332	\$12,332
2021	\$47,691	\$22,181	\$12,753	\$12,757
2022	\$28,529	\$12,604	\$0	\$15,925
2023	\$18,599	\$10,666	\$3,549	\$4,384
2024	\$32,250	\$12,299	\$12,841	\$7,110
2025	\$30,405	\$13,507	\$7,605	\$9,293
2026	\$44,449	\$8,289	\$19,079	\$17,081
2027	\$18,857	\$0	\$11,251	\$7,606
2028	\$17,137	\$0	\$0	\$17,137
2029	\$20,733	\$0	\$0	\$20,733

Total Compensation Systems, Inc.

G. Additional Reconciliation of GASB 75 Results

The following table shows the reconciliation of the June 30, 2020 Net OPEB Liability (NOL) in the prior valuation to the June 30, 2021 NOL. For some plans, it will provide additional detail and transparency beyond that shown in the table on Page 2.

	<i>TOL</i>	<i>FNP</i>	<i>NOL</i>
Balance at June 30, 2020	\$495,953	\$0	\$495,953
Service Cost	\$55,797	\$0	\$55,797
Interest on Total OPEB Liability	\$11,066	\$0	\$11,066
Expected Investment Income	\$0	\$0	\$0
Administrative Expenses	\$0	\$0	\$0
Employee Contributions	\$0	\$0	\$0
Employer Contributions to Trust	\$0	\$0	\$0
Employer Contributions as Benefit Payments**	\$0	\$41,693	(\$41,693)
Benefit Payments from Trust	\$0	\$0	\$0
Expected Benefit Payments from Employer**	(\$41,693)	(\$41,693)	\$0
Expected Balance at June 30, 2021	\$521,123	\$0	\$521,123
Experience (Gains)/Losses	\$0	\$0	\$0
Changes in Assumptions	\$1,771	\$0	\$1,771
Changes in Benefit Terms	\$0	\$0	\$0
Investment Gains/(Losses)	\$0	\$0	\$0
Other	\$0	\$0	\$0
Net Change during 2021	\$26,941	\$0	\$26,941
Actual Balance at June 30, 2021*	\$522,894	\$0	\$522,894

* May include a slight rounding error.

** Includes \$10,716 due to implied rate subsidy.

Changes in the NOL arising from certain sources are recognized on a deferred basis. The deferral history for Coastline ROP is shown beginning on page 23. The following table summarizes the beginning and ending balances for each deferral item. The current year expense reflects the change in deferral balances for the measurement year.

Deferred Inflow/Outflow Balances Fiscal Year Ending June 30, 2021

	<i>Beginning Balance</i>	<i>Change Due to New Deferrals</i>	<i>Change Due to Recognition</i>	<i>Ending Balance</i>
Experience (Gains)/Losses	(\$350,984)	\$0	\$22,499	(\$328,485)
Assumption Changes	\$107,039	\$1,771	(\$7,056)	\$101,754
Investment (Gains)/Losses	\$0	\$0	\$0	\$0
Deferred Balances	(\$243,945)	\$1,771	\$15,443	(\$226,731)

The following table shows the reconciliation of Net Position (NOL less the balance of any deferred inflows or outflows). When adjusted for contributions, the change in Net Position is equal to the OPEB expense shown previously on page 3.

OPEB Expense Fiscal Year Ending June 30, 2021

	<i>Beginning Net Position</i>	<i>Ending Net Position</i>	<i>Change</i>
Net OPEB Liability (NOL)	\$495,953	\$522,894	\$26,941
Deferred Balances	(\$243,945)	(\$226,731)	\$17,214
Net Position	\$739,898	\$749,625	\$9,727
Adjust Out Employer Contributions			\$41,693
OPEB Expense			\$51,420

Total Compensation Systems, Inc.

H. Procedures for Future Valuations

GASB 74/75 require annual measurements of liability with a full actuarial valuation required every two years. This means that for the measurement date one year following a full actuarial valuation, a streamlined “roll-forward” valuation may be performed in place of a full valuation. The following outlines the key differences between full and roll-forward valuations.

	Full Actuarial Valuation	Roll-Forward Valuation
Collect New Census Data	Yes	No
Reflect Updates to Plan Design	Yes	No
Update Actuarial Assumptions	Yes	Typically Not
Update Valuation Interest Rate	Yes	Yes
Actual Assets as of Measurement Date	Yes	Yes
Timing	4-6 weeks after information is received	1-2 weeks after information is received
Fees	Full	Reduced
Information Needed from Employer	Moderate	Minimal
Required Frequency	At least every two years	Each year, unless a full valuation is performed

The majority of employers use an alternating cycle of a full valuation one year followed by a roll-forward valuation the next year. However, a full valuation may be required or preferred under certain circumstances. Following are examples of actions that could cause the employer to consider a full valuation instead of a roll-forward valuation.

- The employer considers or puts in place an early retirement incentive program.
- The employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- The employer desires the measured liability to incorporate more recent census data or assumptions.
- The employer forms a qualifying trust or changes its investment policy.
- The employer adds or terminates a group of participants that constitutes a significant part of the covered group.

We anticipate that the next valuation we perform for Coastline ROP will be a full valuation with a measurement date of June 30, 2022 which will be used for the fiscal year ending June 30, 2022.

PART III: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The ROP should carefully review these assumptions and methods to make sure they reflect the ROP's assessment of its underlying experience. It is important for Coastline ROP to understand that the appropriateness of all selected actuarial assumptions and methods are Coastline ROP's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 74 and 75, applicable actuarial standards of practice, Coastline ROP's actual historical experience, and TCS's judgment based on experience and training.

A. ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD: GASB 74 and 75 require use of the entry age actuarial cost method.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The APVPBP and present value of future service costs are determined on a participant by participant basis and then aggregated.

SUBSTANTIVE PLAN: As required under GASB 74 and 75, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Coastline ROP regarding practices with respect to employer and employee contributions and other relevant factors.

Total Compensation Systems, Inc.

B. ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 2.75% per year used for pension purposes. Actuarial standards require using the same rate for OPEB that is used for pension.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 2.16% per year net of expenses. This is based on the Bond Buyer 20 Bond Index.

TREND: We assumed 4.00% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 2.75% per year. Since benefits do not depend on salary (as they do for pensions), using an aggregate payroll assumption for the purpose of calculating the service cost results in a negligible error.

FIDUCIARY NET POSITION (FNP): The following table shows the beginning and ending FNP numbers that were provided by Coastline ROP.

Fiduciary Net Position as of June 30, 2021

	<i><u>06/30/2020</u></i>	<i><u>06/30/2021</u></i>
Cash and Equivalents	\$0	\$0
Contributions Receivable	\$0	\$0
Total Investments	\$0	\$0
Capital Assets	\$0	\$0
Total Assets	\$0	\$0
Benefits Payable	\$0	\$0
Fiduciary Net Position	\$0	\$0

Total Compensation Systems, Inc.

C. NON-ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35). See Appendix C, Paragraph 52 for more information.

MORTALITY

<i>Participant Type</i>	<i>Mortality Tables</i>
Certificated	2020 CalSTRS Mortality
Classified	2017 CalPERS Mortality for Miscellaneous and Schools Employees

RETIREMENT RATES

<i>Employee Type</i>	<i>Retirement Rate Tables</i>
Certificated	Hired prior to January 1, 2013: 2020 CalSTRS 2.0% @60 Rates Hired on or after January 1, 2013: 2020 CalSTRS 2.0% @62 Rates
Classified	Hired prior to January 1, 2013: 2017 CalPERS 2.0% @55 Rates for Schools Employees Hired on or after January 1, 2013: 2017 CalPERS 2.0% @62 Rates for Schools Employees
Management	Hired prior to January 1, 2013: 2017 CalPERS 2.0% @55 Rates for Schools Employees Hired on or after January 1, 2013: 2017 CalPERS 2.0% @62 Rates for Schools Employees

COSTS FOR RETIREE COVERAGE

Retiree liabilities are based on actual retiree premium plus an implicit rate subsidy of 49.7% of non-Medicare medical premium. Liabilities for active participants are based on the first year costs shown below, which include the implicit rate subsidy. Subsequent years' costs are based on first year costs adjusted for trend and limited by any ROP contribution caps.

<i>Participant Type</i>	<i>Future Retirees Pre-65</i>	<i>Future Retirees Post-65</i>
Certificated	\$12,332	
Classified	\$12,332	
Management	\$12,332	

PARTICIPATION RATES

<i>Employee Type</i>	<i><65 Non-Medicare Participation %</i>	<i>65+ Medicare Participation %</i>
Certificated	100%	
Classified	100%	

TURNOVER

<i>Employee Type</i>	<i>Turnover Rate Tables</i>
Certificated	2020 CalSTRS Termination Rates
Classified	2017 CalPERS Termination Rates for School Employees

SPOUSE PREVALENCE

To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

SPOUSE AGES

To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

AGING FACTORS

We used aging factors from "Health Care Costs - From Birth to Death" prepared by Dale Yamamoto and published in 2013 by the Society of Actuaries as part of the Health Care Cost Institute's Independent Report Series - Report 2013-1.

Total Compensation Systems, Inc.

PART IV: APPENDICES

APPENDIX A: DEMOGRAPHIC DATA BY AGE

ELIGIBLE ACTIVE EMPLOYEES BY AGE AND EMPLOYEE CLASS

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Under 25	1	0	1	0
25 – 29	6	4	2	0
30 – 34	5	1	4	0
35 – 39	10	7	2	1
40 – 44	10	5	4	1
45 – 49	4	2	1	1
50 – 54	2	0	0	2
55 – 59	6	2	3	1
60 – 64	5	3	2	0
65 and older	0	0	0	0
Total	49	24	19	6

ELIGIBLE ACTIVE EMPLOYEES BY AGE AND SERVICE

<i>Total</i>	<i>Under 5 Years of Service</i>	<i>5 – 9 Years of Service</i>	<i>10 – 14 Years of Service</i>	<i>15 – 19 Years of Service</i>	<i>20 – 24 Years of Service</i>	<i>25 – 29 Years of Service</i>	<i>30 – 34 Years of Service</i>	<i>Over 34 Years of Service</i>
Under 25	1	1						
25 – 29	6	6						
30 – 34	5	3	2					
35 – 39	10	9		1				
40 – 44	10	6	2	2				
45 – 49	4	3	1					
50 – 54	2				2			
55 – 59	6			3		2	1	
60 – 64	5				2	2	1	
65 and older	0							
Total	49	28	5	6	4	4	2	0

ELIGIBLE RETIREES BY AGE AND EMPLOYEE CLASS

<i>Age</i>	<i>Total</i>	<i>Certificated</i>	<i>Classified</i>	<i>Management</i>
Under 50	0	0	0	0
50 – 54	0	0	0	0
55 – 59	0	0	0	0
60 – 64	3	1	1	1
65 – 69	0	0	0	0
70 – 74	0	0	0	0
75 – 79	0	0	0	0
80 – 84	0	0	0	0
85 – 89	0	0	0	0
90 and older	0	0	0	0
Total	3	1	1	1

APPENDIX B: ADMINISTRATIVE BEST PRACTICES

It is outside the scope of this report to make specific recommendations of actions Coastline ROP should take to manage the liability created by the current retiree health program. The following items are intended only to allow the ROP to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Coastline ROP's practices, it is possible that Coastline ROP is already complying with some or all of these suggestions.

- We suggest that Coastline ROP maintain an inventory of all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Coastline ROP should determine whether the benefit is material and subject to GASB 74 and/or 75.
- Under GASB 75, it is important to isolate the cost of retiree health benefits. Coastline ROP should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – *even on a retiree-pay-all basis* – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Coastline ROP should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- Coastline ROP should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for ROP-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.
- Several assumptions were made in estimating costs and liabilities under Coastline ROP's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Part III of this report for a summary of assumptions.) For example, Coastline ROP should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Coastline ROP to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

Total Compensation Systems, Inc.

APPENDIX C: GASB 74/75 ACCOUNTING ENTRIES AND DISCLOSURES

This report does not necessarily include the entire accounting values. As mentioned earlier, there are certain deferred items that are employer-specific. The ROP should consult with its auditor if there are any questions about what, if any, adjustments may be appropriate.

GASB 74/75 include a large number of items that should be included in the Note Disclosures and Required Supplementary Information (RSI) Schedules. Many of these items are outside the scope of the actuarial valuation. However, following is information to assist the ROP in complying with GASB 74/75 disclosure requirements:

Paragraph 50: **Information about the OPEB Plan**

Most of the information about the OPEB plan should be supplied by Coastline ROP. Following is information to help fulfill Paragraph 50 reporting requirements.

50.c: Following is a table of plan participants

	Number of Participants
Inactive Employees Currently Receiving Benefit Payments	3
Inactive Employees Entitled to But Not Yet Receiving Benefit Payments*	0
Participating Active Employees	49
Total Number of participants	52

*We were not provided with information about any terminated, vested employees

Paragraph 51: **Significant Assumptions and Other Inputs**

Shown in Part III.

Paragraph 52: **Information Related to Assumptions and Other Inputs**

The following information is intended to assist Coastline ROP in complying with the requirements of Paragraph 52.

52.b: Mortality Assumptions Following are the tables the mortality assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Mortality Table	2017 CalPERS Mortality for Miscellaneous and Schools Employees
Disclosure	The mortality assumptions are based on the 2017 CalPERS Mortality for Miscellaneous and Schools Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.

Total Compensation Systems, Inc.

Mortality Table	2017 CalPERS Retiree Mortality for All Employees
Disclosure	The mortality assumptions are based on the 2017 CalPERS Retiree Mortality for All Employees table created by CalPERS. CalPERS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalPERS analysis.

Mortality Table	2020 CalSTRS Mortality
Disclosure	The mortality assumptions are based on the 2020 CalSTRS Mortality table created by CalSTRS. CalSTRS periodically studies mortality for participating agencies and establishes mortality tables that are modified versions of commonly used tables. This table incorporates mortality projection as deemed appropriate based on CalSTRS analysis.

52.c: Experience Studies Following are the tables the retirement and turnover assumptions are based upon. Inasmuch as these tables are based on appropriate populations, and that these tables are used for pension purposes, we believe these tables to be the most appropriate for the valuation.

Retirement Tables

Retirement Table	2017 CalPERS 2.0% @55 Rates for Schools Employees
Disclosure	The retirement assumptions are based on the 2017 CalPERS 2.0% @55 Rates for Schools Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2017 CalPERS 2.0% @62 Rates for Schools Employees
Disclosure	The retirement assumptions are based on the 2017 CalPERS 2.0% @62 Rates for Schools Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2020 CalSTRS 2.0% @60 Rates
Disclosure	The retirement assumptions are based on the 2020 CalSTRS 2.0% @60 Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Retirement Table	2020 CalSTRS 2.0% @62 Rates
Disclosure	The retirement assumptions are based on the 2020 CalSTRS 2.0% @62 Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Total Compensation Systems, Inc.

Turnover Tables

Turnover Table	2017 CalPERS Termination Rates for School Employees
Disclosure	The turnover assumptions are based on the 2017 CalPERS Termination Rates for School Employees table created by CalPERS. CalPERS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

Turnover Table	2020 CalSTRS Termination Rates
Disclosure	The turnover assumptions are based on the 2020 CalSTRS Termination Rates table created by CalSTRS. CalSTRS periodically studies the experience for participating agencies and establishes tables that are appropriate for each pool.

For other assumptions, we use actual plan provisions and plan data.

52.d: The alternative measurement method was not used in this valuation.

52.e: NOL using alternative trend assumptions The following table shows the Net OPEB Liability with a healthcare cost trend rate 1% higher and 1% lower than assumed in the valuation.

	Trend 1% Lower	Valuation Trend	Trend 1% Higher
Net OPEB Liability	\$453,703	\$522,894	\$607,850

Paragraph 53:

Discount Rate

The following information is intended to assist Coastline ROP to comply with Paragraph 53 requirements.

53.a: A discount rate of 2.16% was used in the valuation. The interest rate used in the prior valuation was 2.20%.

53.b: We assumed that all contributions are from the employer.

53.c: There are no plan assets.

53.d: The interest assumption reflects a municipal bond rate. We used the Bond Buyer 20 Index at June 30, 2021 resulting in a rate of 2.16%.

53.e: Not applicable.

53.f: There are no plan assets.

53.g: The following table shows the Net OPEB liability with a discount rate 1% higher and 1% lower than assumed in the valuation.

	Discount Rate 1% Lower	Valuation Discount Rate	Discount Rate 1% Higher
Net OPEB Liability	\$564,481	\$522,894	\$483,859

Paragraph 55:

Changes in the Net OPEB Liability

Total Compensation Systems, Inc.

Please see reconciliation on pages 2 or 12.

Paragraph 56: Additional Net OPEB Liability Information

The following information is intended to assist Coastline ROP to comply with Paragraph 56 requirements.

56.a: The valuation date is June 30, 2020.

The measurement date is June 30, 2021.

56.b: We are not aware of a special funding arrangement.

56.c: The interest assumption changed from 2.20% to 2.16%.

56.d: There were no changes in benefit terms since the prior measurement date.

56.e: Not applicable

56.f: To be determined by the employer

56.g: To be determined by the employer

56.h: Other than contributions after the measurement, all deferred inflow and outflow balances are shown on page 12 and in Appendix D

56.i: Future recognition of deferred inflows and outflows is shown in Appendix D

Paragraph 57: Required Supplementary Information

57.a: Please see reconciliation on pages 2 or 12. Please see the notes for Paragraph 244 below for more information.

57.b: These items are provided on pages 2 and 12 for the current valuation, except for covered payroll, which should be determined based on appropriate methods.

57.c: We have not been asked to calculate an actuarially determined contribution amount. We assume the ROP contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 24 years.

57.d: We are not aware that there are any statutorily or contractually established contribution requirements.

Paragraph 58: Actuarially Determined Contributions

We have not been asked to calculate an actuarially determined contribution amount. We assume the ROP contributes on an ad hoc basis, but in an amount sufficient to fully fund the obligation over a period not to exceed 24 years.

Paragraph 244: Transition Option

Prior periods were not restated due to the fact that prior valuations were not rerun in accordance with GASB 75. It was determined that the time and expense necessary to rerun prior valuations and to restate prior financial statements was not justified.

Total Compensation Systems, Inc.

APPENDIX D: DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

EXPERIENCE GAINS AND LOSSES

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of Experience Gains and Losses (Measurement Periods)

Measurement Period	Experience (Gain)/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2020	2021	2022	2023	2024	2025	2026	Thereafter
2019-20	(\$373,483)	16.6	(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$215,990)
2020-21	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Increase (Decrease) in OPEB Expense			(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$22,499)	(\$215,990)

Total Compensation Systems, Inc.

CHANGES OF ASSUMPTIONS

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of Changes of Assumptions (Measurement Periods)

Measurement Period	Changes of Assumptions	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2020	Amounts to be Recognized in OPEB Expense after 2021	2021	2022	2023	2024	2025	2026	Thereafter
2018-19	\$15,440	16.2	\$1,908	\$12,578	\$954	\$954	\$954	\$954	\$954	\$954	\$7,808
2019-20	\$99,502	16.6	\$5,995	\$87,512	\$5,995	\$5,995	\$5,995	\$5,995	\$5,995	\$5,995	\$57,537
2020-21	\$1,771	16.6	\$0	\$1,664	\$107	\$107	\$107	\$107	\$107	\$107	\$1,129
Net Increase (Decrease) in OPEB Expense				\$101,754	\$7,056	\$7,056	\$7,056	\$7,056	\$7,056	\$7,056	\$66,474

Total Compensation Systems, Inc.

INVESTMENT GAINS AND LOSSES

Increase (Decrease) in OPEB Expense Arising from the Recognition of Effects of Investment Gains and Losses (Measurement Periods)

Measurement Period	Investment (Gain)/Loss	Original Recognition Period (Years)	Amounts Recognized in OPEB Expense through 2020	Amounts to be Recognized in OPEB Expense after 2021	2021	2022	2023	2024	2025	2026	Thereafter
2020-21	\$0	0	\$0	\$0	\$0						
Net Increase (Decrease) in OPEB Expense			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Compensation Systems, Inc.

APPENDIX E: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non-actuary* understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

<u>Actuarial Cost Method:</u>	A mathematical model for allocating OPEB costs by year of service. The only actuarial cost method allowed under GASB 74/75 is the entry age actuarial cost method.
<u>Actuarial Present Value of Projected Benefit Payments:</u>	The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation or measurement date.
<u>Deferred Inflows/Outflows of Resources:</u>	A portion of certain items that can be deferred to future periods or that weren't reflected in the valuation. The former includes investment gains/losses, actuarial gains/losses, and gains/losses due to changes in actuarial assumptions or methods. The latter includes contributions made to a trust subsequent to the measurement date but before the statement date.
<u>Discount Rate:</u>	Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower service costs and total OPEB liability.
<u>Fiduciary Net Position:</u>	Net assets (liability) of a qualifying OPEB "plan" (i.e. qualifying irrevocable trust or equivalent arrangement).
<u>Implicit Rate Subsidy:</u>	The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees and the employer is expected, in the long run, to pay the underlying cost of retiree benefits.
<u>Measurement Date:</u>	The date at which assets and liabilities are determined in order to estimate TOL and NOL.
<u>Mortality Rate:</u>	Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.
<u>Net OPEB Liability (NOL):</u>	The Total OPEB Liability minus the Fiduciary Net Position.
<u>OPEB Benefits:</u>	Other Post Employment Benefits. Generally, medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.
<u>OPEB Expense:</u>	This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Service Cost plus interest on the Total OPEB Liability (TOL) plus change in TOL due to plan changes minus projected investment income; all adjusted to reflect deferred inflows and outflows of resources.
<u>Participation Rate:</u>	The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower service cost and a TOL. The participation rate often is related to retiree contributions.

Total Compensation Systems, Inc.

<u>Pay As You Go Cost:</u>	The projected benefit payments to retirees in a given year as estimated by the actuarial valuation. Actual benefit payments are likely to differ from these estimated amounts. For OPEB plans that do not pre-fund through an irrevocable trust, the Pay As You Go Cost serves as an estimated amount to budget for annual OPEB payments.
<u>Retirement Rate:</u>	The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with the service requirement to reflect both age and length of service). The more likely employees are to retire early, the higher service costs and actuarial accrued liability will be.
<u>Service Cost:</u>	The annual dollar value of the “earned” portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.
<u>Service Requirement:</u>	The proportion of retiree benefits payable under the OPEB plan, based on length of service and, sometimes, age. A shorter service requirement increases service costs and TOL.
<u>Total OPEB Liability (TOL):</u>	The amount of the actuarial present value of projected benefit payments attributable to participants’ past service based on the actuarial cost method used.
<u>Trend Rate:</u>	The rate at which the employer’s share of the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher service costs and TOL.
<u>Turnover Rate:</u>	The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce service costs and TOL.
<u>Valuation Date:</u>	The date as of which the OPEB obligation is determined by means of an actuarial valuation. Under GASB 74 and 75, the valuation date does not have to coincide with the statement date, but can’t be more than 30 months prior.



TO: Board of Trustees

FROM: Sesar Morfin

DATE: August 4, 2021

SUBJECT: Quarterly Report of Investment Performance and Annual Policy Review

Per our Investment Policy BP 3430, I am presenting the quarterly report of investment performance for the quarter ending June 30, 2021.

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.

In addition, our investment policy, which follows, requires annual review by the board. There have been no changes in law necessitating any changes in policy.

- The investment report is for the month and quarter ending June 30, 2021.
- The quarter yield was as follows for the investments referenced below:

Investment	Yield
Combined OC Educational Investment Pool	1.002%

The monthly yield for the following fund is as follows:

Investment	Yield
Educational Money Market Fund	0.011%
Extended Fund	0.680%

These yields represent a slight decrease compared to the expected yields for this period. The Board of Trustees approved a reduction in expected revenue at the March board meeting in anticipation of lower yields, but these yields came in lower than the adjusted revenue that the board approved. We will continue to monitor these yields closely and adjust our budget in the 2021-2022 year accordingly.

Based on cash availability projections, the Treasurer indicated the pool can meet projected cash flow requirements through December 31, 2021.

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

Enclosure

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2021

INVESTMENT STATISTICS - By Investment Pool

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/2021	MONTHLY Gross Yield	QUARTERLY Average Yield	ANNUAL Average Yield	Current NAV
Orange County Investment Pool (OCIP)	MARKET Value \$ 5,395,664,847	400	0.624%	0.598%	0.566%	0.802%	1.0022
	COST (Capital) \$ 5,385,120,668						
	MONTHLY AVG Balance \$ 5,535,624,812						
	QUARTERLY AVG Balance \$ 5,855,372,147						
	ANNUAL AVG Balance \$ 5,336,992,533						
	BOOK Value \$ 5,384,072,643						
	MARKET Value \$ 5,343,699,918						
Orange County Educational Investment Pool (OCEIP)	COST (Capital) \$ 5,333,938,087	375	0.604%	0.589%	0.599%	0.826%	1.0020
	MONTHLY AVG Balance \$ 5,280,522,445						
	QUARTERLY AVG Balance \$ 5,425,211,958						
	ANNUAL AVG Balance \$ 5,235,851,642						
	BOOK Value \$ 5,332,968,197						

INVESTMENT STATISTICS - Non Pooled Investments⁽¹⁾

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
Specific Investment		
Funds:	MARKET Value \$ 112,334,333	John Wayne Airport Investment Fund \$ 53,347,292
283, FVSD, CCCD	COST (Capital) \$ 110,423,745	Fountain Valley School District Fund 40 34,704,859
	MONTHLY AVG Balance \$ 110,410,094	CCCD Series 2017E Bonds 22,371,594
	QUARTERLY AVG Balance \$ 110,358,442	
	ANNUAL AVG Balance \$ 109,761,332	
	BOOK Value \$ 109,919,643	
		\$ 110,423,745

MONTH END TOTALS

INVESTMENTS & CASH		INVESTMENTS & CASH	
COUNTY MONEY MARKET FUND (OCMMF)			
County Money Market Fund	\$ 405,187,317	OCIP	\$ 5,497,521,385
County Cash & Cash Equivalent	\$ 112,400,717	OCEIP	5,420,574,799
EXTENDED FUND	\$ 9,591,106,027	Specific Investment Funds	110,423,745
EDUCATIONAL MONEY MARKET FUND (OCEMMF)		Non-Pooled Cash & Cash Equivalent	17,252,819
Educational Money Market Fund	\$ 722,765,411		
Educational Cash & Cash Equivalent	\$ 86,636,712		
NON-POOLED INVESTMENTS & CASH			
Non-Pooled Investments @ Cost	\$ 110,423,745		
Non-Pooled Cash & Cash Equivalent	\$ 17,252,819		
	\$ 11,045,772,748		\$ 11,045,772,748

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCIP - MONTHLY GROSS YIELD	0.008%	OCIP	12
OCEIP - MONTHLY GROSS YIELD	0.011%	OCEIP	15
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.043%	JOHN WAYNE AIRPORT WAM	77
90-DAY T-BILL YIELD - MONTHLY AVERAGE	0.031%	LGIP WAM (Standard & Poors)	47
OCIP - YTD NET YIELD ⁽²⁾	0.747%		
OCEIP - YTD NET YIELD ⁽²⁾	0.771%		

(1) Specific non-pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing.

(2) The Net Yield differs from the Monthly Gross Yield as it includes the Treasury Investment administrative fees.

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

July 1, 2020 - June 30, 2021

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month June 2021</i>				
OCMMF	\$ 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>				
OCMMF	\$ 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>				
OCMMF	\$ 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
<i>March 2021</i>				
OCMMF	\$ 385,061,851	\$ 13,185	0.041%	18
OCEMMF	\$ 266,472,163	\$ 6,644	0.029%	17
Extended Fund	\$ 9,847,219,481	\$ 5,908,054	0.711%	293
<i>February 2021</i>				
OCMMF	\$ 407,057,051	\$ 18,908	0.056%	14
OCEMMF	\$ 363,226,941	\$ 16,238	0.047%	10
Extended Fund	\$ 9,752,200,987	\$ 6,381,356	0.851%	244
<i>January 2021</i>				
OCMMF	\$ 410,469,639	\$ 19,157	0.069%	34
OCEMMF	\$ 612,856,841	\$ 33,222	0.068%	17
Extended Fund	\$ 9,878,198,001	\$ 6,997,674	0.810%	251
<i>December 2020</i>				
OCMMF	\$ 249,657,347	\$ 35,860	0.069%	48
OCEMMF	\$ 311,695,334	\$ 19,757	0.059%	9
Extended Fund	\$ 10,478,837,927	\$ 7,296,060	0.829%	237
<i>November 2020</i>				
OCMMF	\$ 504,115,015	\$ 31,703	0.070%	19
OCEMMF	\$ 404,773,832	\$ 20,780	0.065%	9
Extended Fund	\$ 9,221,017,162	\$ 7,568,285	1.001%	273
<i>October 2020</i>				
OCMMF	\$ 716,917,975	\$ 39,934	0.066%	17
OCEMMF	\$ 507,397,580	\$ 29,126	0.066%	8
Extended Fund	\$ 8,884,269,756	\$ 8,155,061	1.109%	288
<i>September 2020</i>				
OCMMF	\$ 590,575,543	\$ 26,769	0.062%	18
OCEMMF	\$ 601,602,920	\$ 34,416	0.075%	16
Extended Fund	\$ 8,723,703,333	\$ 8,688,702	1.213%	292
<i>August 2020</i>				
OCMMF	\$ 524,647,033	\$ 29,076	0.076%	14
OCEMMF	\$ 556,943,376	\$ 55,712	0.095%	17
Extended Fund	\$ 8,594,964,648	\$ 9,186,269	1.270%	299
<i>July 2020</i>				
OCMMF	\$ 449,257,628	\$ 41,168	0.116%	10
OCEMMF	\$ 790,294,575	\$ 75,831	0.112%	23
Extended Fund	\$ 8,605,695,403	\$ 9,987,925	1.337%	312
Fiscal Year July 1, 2020 - June 30, 2021				
	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
OCIP	\$ 5,251,562,416	\$ 43,537,660	0.802%	277
OCEIP	\$ 5,252,516,110	\$ 43,851,702	0.826%	277

ORANGE COUNTY TREASURER-TAX COLLECTOR
CASH AVAILABILITY PROJECTION
FOR THE SIX MONTHS ENDING December 31, 2021

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

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

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

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

The Cash Availability Projection for the six months ending December 31, 2021, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

ORANGE COUNTY INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
June 2021 - Ending Cash				\$ 112,400,717
July	\$ 787,130,091	\$ 302,153,569	\$ 904,015,691	297,668,686
August	311,801,862	523,723,625	514,916,722	618,277,451
September	311,191,380	748,203,371	631,396,223	1,046,275,979
October	172,412,244	1,198,265,640	543,248,935	1,873,704,928
November	198,914,686	1,482,309,919	819,763,908	2,735,165,625
December	180,864,347	2,707,945,038	889,318,097	4,734,656,913

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
June 2021 - Ending Cash				\$ 86,636,712
July	\$ 1,058,053,020	\$ 607,767,188	\$ 581,827,542	1,170,629,378
August	295,564,379	402,766,401	637,986,945	1,230,973,213
September	288,147,870	269,936,969	734,236,753	1,054,821,299
October	159,645,235	182,637,518	796,109,583	600,994,469
November	184,185,189	121,949,456	694,977,831	212,151,283
December	167,471,466	356,068,226	674,101,512	61,589,463

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
FOR THE MONTH, QUARTER AND FISCAL YEAR ENDED JUNE 30, 2021

	<u>Month</u>	<u>Quarter</u>	<u>Year</u>
Treasurer's Accountability at the Beginning of the Period:	<u>11,447,420,831</u>	<u>10,891,635,252</u>	<u>10,271,573,246</u>
Cash Receipts:			
County	473,924,773	3,647,089,639	13,432,326,863
School and Community College Districts	694,489,973	2,745,583,581	9,516,678,616
Total Cash Receipts	<u>1,168,414,746</u>	<u>6,392,673,220</u>	<u>22,949,005,479</u>
Cash Disbursements:			
County	775,753,131	3,902,632,793	12,903,682,575
School and Community College Districts	783,210,434	2,334,224,550	9,266,372,642
Total Cash Disbursements	<u>1,558,963,565</u>	<u>6,236,857,343</u>	<u>22,170,055,217</u>
Net Change in Cost Value of Pooled Assets	<u>(390,548,819)</u>	<u>155,815,877</u>	<u>778,950,262</u>
Net Increase in Non-Pooled Investments	23,864	126,621	953,534
Net Decrease in Non-Pooled Cash	<u>(11,123,128)</u>	<u>(1,805,002)</u>	<u>(5,704,294)</u>
Treasurer's Accountability at the End of the Period:	<u><u>11,045,772,748</u></u>	<u><u>11,045,772,748</u></u>	<u><u>11,045,772,748</u></u>
Assets in the Treasury at the End of the Period (at Cost Value):			
Pooled Investments:			
Orange County Investment Pool			5,385,120,668
Orange County Educational Investment Pool			5,333,938,087
Total Pooled Investments			<u>10,719,058,755</u>
Non Pooled Investments:			
Non-Pooled Investments - John Wayne Airport			53,347,292
Non-Pooled Investments - Fountain Valley School District Fund 40			34,704,859
Non-Pooled Investments - CCCD Series 2017E Bonds			22,371,594
Total Non-Pooled Investments			<u>110,423,745</u>
Cash:			
Cash in Banks - County			112,352,382
Cash in Banks - Schools			86,636,712
Cash in Banks - OC Sheriff			12,643,063
Cash in Banks - John Wayne Airport			4,609,756
Cash - Other			48,335
Total Cash			<u>216,290,248</u>
Total Assets in the Treasury at the End of the Period:			<u><u>11,045,772,748</u></u>

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Business and Noninstructional Operations

BP 3430(a)

INVESTING

All or part of the special reserve fund of the Coastline Regional Occupational Program (CROP), or any surplus monies not required for the immediate necessities of CROP, may be invested as allowed by law for public funds. (Education Code 41015; Government Code 16430, 53601-53609, 53635)

The Board recognizes the importance of overseeing investments made with CROP funds, including investments by the county treasurer. The Superintendent or his/her designee shall maintain ongoing communication with any county committee established for the purpose of overseeing county investments. In addition, the Superintendent or his/her designee shall keep the Board informed about county policies that guide the investment of these funds.

Annual Statement of Investment Policy

CROP's chief business official shall annually provide to the Board and any CROP investment oversight committee a statement of the CROP's investment policy or, if all CROP surplus funds are invested with the county treasurer, the county's investment policy.

At a public meeting, the Board shall review this policy and discuss any changes to be made. (Government Code 53646)

Quarterly Investment Reports

CROP's chief business official shall provide the Board, Superintendent, and internal auditor with quarterly reports of CROP investments in individual accounts that are \$25,000 or more.

Legal Constraints

Pursuant to California Education Code 41001, CROP shall deposit all funds received or collected from any source into the Orange County Treasury, to be placed to the credit of the proper funds of CROP, except as otherwise provided herein.

Authorized Investments

CROP will make investments in the context of the "Prudent Investor Rule" (Civil Code 2261 et seq.), which in substance states that:

"Investment shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence, exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

INVESTING (continued)

CROP shall deposit all funds received or collected from any source into the Orange County Treasury, except as provided for through the California Education Code. Those funds maintained in a Special Reserve Fund or any surplus funds not required for the immediate necessities of the CROP shall be available for investment ("funds available for investment") under the conditions set forth in this policy. These funds may be invested as follows:

1. The Orange County Investment Pool(s) established by the Orange County Treasurer for the benefit of local agencies and/or schools. The CROP may invest up to one-hundred percent (100%) of its funds available for investment in the Orange County Investment Pool(s).
2. The Local Agency Investment Fund established by the California State Treasurer for the benefit of local agencies. The CROP may invest up to one-hundred percent (100%) of its funds available for investment in the Local Agency Investment Fund.

Monies received from the sources, or for the purposes, listed below may be deposited in a bank or other financial institution. Monies so deposited shall be in a fully-insured or collateralized account(s) or instrument(s). Bank accounts maintained outside of the County Treasury shall be limited to the following purposes:

1. Cash Clearing Account: To deposit accounts receivable checks then write check to County Superintendent once checks have cleared
2. Revolving Cash: Emergency transactions for payroll and accounts payable

Legal Reference: (see next page)

INVESTING (continued)

Legal Reference:

EDUCATION CODE

- 41001 Deposit of money in county treasury*
- 41002 General fund deposits and exceptions*
- 41002.5 Deposit of certain funds in insured institutions*
- 41003 Funds received from rental of real property*
- 41015 Authorization of and limitation investment of district funds*
- 41017 Deposit of miscellaneous receipts*
- 41018 Disposition of money received*
- 42840-42843 Special reserve fund*

GOVERNMENT CODE

- 16430 Eligible securities for investment of surplus money*
- 17581.5 Mandates contingent upon state funding*
- 27000.3 Fiduciary for deposits in county treasury*
- 27130-27137 County treasury oversight committees*
- 53600-53609 Investment of surplus*
- 53630-53686 Deposit of funds, especially:*
 - 53635 Local agency funds; deposit or investment*
 - 53646 Treasurer reports and statements of investment policy*
 - 53852.5 Investment term for funds designated for repayment of notes*
 - 53859.02 Borrowing by local agency*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Fiscal Accountability, 2005

School Finance CD-ROM, 2005

CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PUBLICATIONS

Local Agency Investment Guidelines, 2002, rev. 2004

WEB SITES

*California State Treasurer's Office, California Debt and Investment Advisory Commission:
<http://www.treasurer.ca.gov/cdiac>*



TO: Board of Trustees

FROM: J. S. Coke

DATE: August 10, 2021

SUBJECT: Revised Appendix A and Schedule of Classes – Irvine Unified School District

The attached Schedule of Classes and Appendix A reflect changes in the classes offered in the Irvine Unified School District.

It is respectfully recommended that the Board approve the attached agreement.



Joint Powers Agreement – Appendix A

Coastline Regional Occupational Program Operating and Funding Agreement for the 2021-2022 School Year

IRVINE UNIFIED SCHOOL DISTRICT

Projected Total Number of Sections ¹	Cost per Section ²	Projected Total Annual Cost for District	Projected Monthly Invoice Amount for District
33	\$30,289	\$999,537	\$83,295

¹ Projected Total Number of Sections is based on the section counts listed in the appendix. Ten credit classes are factored at 1.5 times the cost per section.

² Cost Per Section is based on the 2019-2020 estimated per section cost.

THE DISTRICT:

1. Requests for additional sections must be in writing and authorized by the Superintendent or designee of the District and include budget verification by the Chief Business Officer.
2. Requests for additional instructional sections should be provided in writing to the ROP Director of Educational Services.
3. Beginning in the 2020-2021 school year, notification of total class section reductions by the DISTRICT for the following year shall be made and provided in writing to the PROGRAM by **February 15th**. Districts may reduce up to three sections or 10% per year, whichever is greater. In the event a district requests to reduce by more than three sections or 10% in a single year, any potential impact shall be assessed with member districts. Agreement to reduce additional sections shall be with the approval of all participating member districts by March 15th of the year preceding the fiscal year in which the reductions will be implemented.

THE PROGRAM:

1. The PROGRAM's Educational Services Division will provide a Section Count document each semester. The document will reflect the breakdown of PROGRAM sections by sector and instructor for each campus.
2. The PROGRAM shall be responsible for invoicing the DISTRICT twelve (12) equal monthly amounts, July through June. Payments shall be due on the 15th of each month.
3. A final version of the Appendix A document will be updated by the PROGRAM and provided to the DISTRICT by **May 30th** of each year in preparation for the upcoming year.

BOTH THE DISTRICT AND THE PROGRAM:

1. A change in the type of program offered by the PROGRAM to the DISTRICT may be made with the written approval from the Educational Services Assistant Superintendents/Directors, from both the DISTRICT and the PROGRAM.
2. In the case of a new instructional program, or an existing program that requires a significant upgrade or financial investment, the DISTRICT and the PROGRAM will determine what additional one-time and/or ongoing funding is required.
3. A periodic review of the per section cost funding model by the Chief Business Officers for the JPA member DISTRICTS and the PROGRAM is recommended annually.
4. The table below is for planning purposes and includes the Funded COLA increases as projected by the Department of Finance in the 2021-2022 Governor's May Revise.

Number of Career Specialists	Projected Total Annual Cost for District Salary & Benefits Only	Projected Monthly Invoice Amount for District
4	\$168,335	\$14,028

Estimated number of sections for each district for 2021/2022. Ten credit classes are factored at 1.5 times the cost per section.

Huntington Beach	21.5
Irvine	33
Newport-Mesa	48
Saddleback	32
Tustin	6.5

October 8, 2019

Revised: May 29, 2020

Revised: July 22, 2020

Revised: June 4, 2021

Revised: August 2, 2021

**Irvine Unified School District
Schedule of Classes
2021-2022**

School	Course Title	BELL / AFTER BELL	Teacher	Credits Per Semester	Section Value
Creekside	Culinary Arts (Double Block)	BELL	Mullen, Maggie	5	1.5
Northwood	Culinary Arts	BELL	Mullen, Maggie	5	1
Northwood	Culinary Arts	BELL	Mullen, Maggie	5	1
Irvine	Automotive Technology ADV	BELL	Campbell, Michael	5	1
Irvine	Automotive Technology MLR I	BELL	Campbell, Michael	5	1
Irvine	Automotive Technology MLR I	BELL	Campbell, Michael	5	1
Irvine	Automotive Technology MLR I	BELL	Campbell, Michael	5	1
Irvine	Automotive Technology MLR I	BELL	Campbell, Michael	5	1
Irvine	Automotive Technology MLR I	BELL	Campbell, Michael	5	1
Irvine	Automotive Technology MLR II	BELL	Campbell, Michael	5	1
Portola	Art of TV and Video Production	BELL	Murphy, Tina	5	1
Portola	Art of TV and Video Production	BELL	Murphy, Tina	5	1
Portola	Art of TV and Video Production	BELL	Murphy, Tina	5	1
Portola	Broadcast News	BELL	Murphy, Tina	5	1
Portola	Intermediate Video and Film	BELL	Murphy, Tina	5	1
Portola	Medical Careers & Health Systems	BELL	Reece, Ashley	5	1
Portola	Sports Medicine & Athletic Training	BELL	Spanjer, Jenn	5	1
Portola	Computer Graphics	BELL	Waldner, Grace	5	1
Portola	Computer Graphics ADV	BELL	Waldner, Grace	5	1
University	Automotive Technology MLR I	BELL	Misich, Thomas	5	1
University	Automotive Technology MLR II	BELL	Misich, Thomas	5	1
Woodbridge	Automotive Technology Introduction	BELL	Misich, Thomas	5	1
Woodbridge	Automotive Technology MLR I	BELL	Misich, Thomas	5	1
Woodbridge	Automotive Technology MLR II	BELL	Misich, Thomas	5	1
Creekside	Medical Nursing Careers Intern.	AFTER BELL	Ghaderifard, Azita	5	1
Creekside	Emergency Medical Technician	AFTER BELL	TBD	5	1
Creekside	Administration of Justice (Fall) Crime Scene Investigation (Sp)	AFTER BELL	Kirkwood, Clint	5	1
Creekside	Baking & Pastry Fundamentals	AFTER BELL	Mullen, Maggie	5	1
Creekside	Culinary Arts (See grant funded note)	AFTER BELL	Mullen, Maggie	5	0.5
Creekside	Culinary Arts ADV	AFTER BELL	Mullen, Maggie	5	1
Creekside	Medical Careers & Health Systems	AFTER BELL	Reece, Ashley	5	1
Creekside	BITA 1 Foundation of Res. & Comm. Constr.	AFTER BELL	TBD	5	1
Creekside	BITA 2 Study of Modern Craftsmanship & Infrastructure	AFTER BELL	TBD	0	0
Creekside	Emergency Medical Responder	AFTER BELL	Wilcox, Charlie	5	1
Portola	Broadcast News	AFTER BELL	Murphy, Tina	5	1

TOTAL 33

**Irvine Unified School District
Schedule of Classes
2021-2022**

GRANT FUNDED SECTIONS

School	Course Title	BELL / AFTER BELL	Teacher	Per Semester	Section Value	Grant Funding Source
Creekside	Sports Medicine Internship	AFTER BELL	Reece, Ashley	5	1	K12 SWP R2
Creekside	Culinary Arts Pathway excess	AFTER BELL	Mullen, Maggie	5	0.5	CTEIG-IUSD
Woodbridge	Automotive Technology Internship	AFTER BELL	Misich, Thomas	5	1	COVID Relief
TOTAL					2.5	

Note:

The culinary arts pathway at Creekside was valued at 1.5 in 19-20. By creating year long sections, it increased to 2.0 in 20-21.



TO: Board of Trustees
FROM: Carol Hume
DATE: August 4, 2021
SUBJECT: Recruitment and Retention Incentive

ISSUE

Due to the pandemic, it is extremely difficult to recruit potential applicants for our teaching positions. We are competing with ROPs for the same applicants.

BACKGROUND

To fill the open teaching positions, many educational agencies throughout the state are offering signing bonuses. The bonuses range from \$500 to \$20,000. Coastline ROP has implemented a recruitment and retention incentive of \$5,000 to attract qualified applicants. Key components include:

- Available to teachers hired beginning July 1, 2021, for the 2021 -2022 school year.
- The initial payment of \$2,500 would be on the first available payroll.
- The final payment of \$2,500 would be on the last payroll cycle of the academic year. Teacher must complete the hours listed on their offer of employment, have a satisfactory or better evaluation, and sign an agreement outlining the stipulations and terms.
- Funding from the JPA ROP Covid Relief allocation.

RATIONALE

In an effort to meet the staffing needs for our fall classes, it is imperative we utilize every available tool to aid in recruiting qualified teachers.

FINANCIAL IMPLICATIONS

There were 14 openings when the plan was implemented. Many of the positions are part-time and some could possibly be filled by same teacher. If each of the 14 positions were filled by a different teacher, the fiscal impact to the ROP would be \$70,000.

RECOMMENDATION

It is respectfully recommended that the board ratify the recruitment and retention incentive plan.





TO: Board of Trustees

FROM: Carol Hume

DATE: August 4, 2021

SUBJECT: Restructuring Plan

ISSUE

In an effort to manage operations and resources for an efficient and effective learning environment, I feel it is necessary to change our organizational structure.

BACKGROUND

Due to changes in personnel and the needs of our organization, adjustments to the ROP structure are necessary. The following personnel changes result from two resignations and an alignment of staff with organizational requirements. The recommended changes are detailed below.

1. Promote Krista Schweers-Ganga to the position of Administrator in Educational Services. Dr. Schweers-Ganga has been with Coastline ROP for ten years and has served as a teacher, instructional support specialist and K-12 Pathway Coordinator. In her new role, she would also oversee state certification programs. Currently J.S. Coke manages these programs, but we need to ensure other administrators are knowledgeable about the state requirements.
2. Reclassify the second administrator position to a coordinator position. This position would supervise teachers and career specialists but would not have the responsibility of overseeing the state certification programs.
3. Change the classification of the K-12 Pathway Coordinator from certificated to classified. The position does not require a certificated employee. Changing the classification to classified allows for a broader range of applicants.
4. Hire an outreach specialist to increase work-based learning opportunities for students including short-term career experiences. This would be a grant-funded position.
5. Add Siteria Edwards, the human resources administrator, to the Leadership Team.

These changes are included in the attached Compensation System Pay Schedule.





RATIONALE

Implementing this plan will result in a more efficient organization with a more equitable distribution of responsibilities and ensure knowledge of critical programs is shared.

FINANCIAL IMPLICATIONS

The only fiscal impact would be the addition of the outreach specialist, but it would be a grant-funded position.

RECOMMENDATION

It is respectfully recommended that the board ratify the Coastline ROP restructuring plan.





COASTLINE
REGIONAL OCCUPATIONAL PROGRAM

COMPENSATION SYSTEM

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

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

PAY SCHEDULE INFORMATION

CLASSIFIED PAY SCHEDULE:

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

CLASSIFIED MANAGEMENT PAY SCHEDULE:

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

CERTIFICATED TEACHER PAY SCHEDULE:

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

CERTIFICATED SUPPORT PAY SCHEDULE:

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

LEADERSHIP PAY SCHEDULE:

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



Revision Approved: 5-14-20



CLASSIFIED PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	HOURLY RATE		MONTHLY RATE	
		(Min)	(Max)	(Min)	(Max)
Accounting Budgeting Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905
Accounting Payroll Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905
Accounts Payable/Purchasing Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905
Administrative Assistant	119	\$21.07	\$28.30	\$3,652	\$4,905
Career Specialist	120	\$21.60	\$29.01	na	na
Executive Assistant	127	\$25.67	\$34.48	\$4,449	\$5,977
Facility Maintenance and Custodian Worker	107	\$15.68	\$21.04	na	na
Information Technology Specialist	124	\$23.84	\$32.02	\$4,132	\$5,550
Instructional Assistant	108	\$16.06	\$21.57	na	na
K-12 SWP PATHWAY COORDINATOR	131	\$35.52	\$47.60	\$6,157	\$8,251
Network Specialist	124	\$23.84	\$32.02	\$4,132	\$5,550
Program Assistant	119	\$21.07	\$28.30	\$3,652	\$4,905
Receptionist/Administrative Assistant	103	\$14.22	\$19.07	\$2,465	\$3,305
Student Information Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905

Note:

K-12 SWP Pathway Coordinator added to salary schedule.

OTHER CLASSIFIED PAY INFORMATION

Classified Substitute	\$15.00 per hour
Classified Substitute (Career Specialist)	\$18.00 per hour
Skills Helper	\$14.00 per hour
Skills Helper (American Heart Association Certified Instructor)	\$20.00 per hour



CLASSIFIED MANAGEMENT PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	MONTHLY RATE		ANNUAL SALARY	
		(Min)	(Max)	(Min)	(Max)
Administrator, Human Resources	515	\$7,859	\$10,531	\$94,304	\$126,376
Manager, Technology Services	510	\$6,158	\$8,252	\$73,890	\$99,019

Note:
Administrator, Human Resources moved to leadership salary schedule.



CERTIFICATED TEACHER PAY SCHEDULE

JOB TITLE	HOURLY RATE	
	(Min)	(Max)
American Heart Association (AHA) Instructor	\$30.00	n/a
CHAPERONE I (PARTIAL DAY)	\$50 DAY	n/a
CHAPERONE II (FULL DAY)	\$100 DAY	n/a
Mentor Teacher	Regular hourly rate plus 5%	n/a
Substitute Teacher I	\$31.00	n/a
Substitute Teacher II (long-term) plus 25% prep	\$32.00	n/a
Special Project Assignment	\$24.00	n/a
Teacher	\$34.13	\$70.00

CERTIFICATED PAY RATE INFORMATION

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

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

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

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

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

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

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

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



CERTIFICATED SUPPORT STAFF PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	DAILY RATE		ANNUAL SALARY	
		(Min)	(Max)	(Min)	(Max)
(223 Work Days)					
Administrator, Educational Services	513	\$383.57	\$514.02	\$85,536	\$114,627
COORDINATOR, EDUCATIONAL SERVICES	512	\$347.91	\$489.54	\$77,584	\$109,168
Instructional Support/Media Specialist	507	\$286.23	\$383.57	\$63,829	\$85,536
K-12 SWP Pathway Coordinator	510	\$331.35	\$444.03	\$73,890	\$99,019

Note:

Coordinator, Educational Services added.

K-12 SWP Pathway Coordinator moved to classified salary schedule.



LEADERSHIP PAY SCHEDULE

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

Note:
Administrator, Human Resources added to salary schedule.



TO: Board of Trustees

FROM: Jeanne Bennett, Manager of Technology Services

DATE: August 4, 2021

SUBJECT: Intermedia Unite

The telephone system we currently have was purchased in 2009. It has been showing signs of aging with intermittent failures. Additionally, it is unable to comply with FCC MLTS (multi-line telephone systems) 911 requirements that are coming into effect for educational institutions on January 6, 2022.

The MLTS 911 requirements are for compliance with **Kari's Law – Direct Dialing and Notification for MLTS** and **Ray Baum's Act – Dispatchable Location for MLTS**. Essentially the telephone system must allow for an individual in distress to dial 911 directly without selecting a 'line out.' Once the call has gone through, the system should tell 911 dispatchers the caller's exact location, address and room number, allowing emergency responders to know what room to go to immediately rather than going through the front office or receptionist first.

After careful review of many options, it was determined Intermedia Unite provides a telephone system that meets all of these requirements and has many options that will help employees work more efficiently. There is no contract to submit for approval as the service is month-to-month. The following service proposal details everything included in the plan and a summary of the projected monthly fees.

It is respectfully recommended the Board approve the purchase and implementation of Intermedia Unite's unified communications services.



Confidential Service Proposal for Intermedia Unite™

ALL YOUR BUSINESS COMMUNICATIONS –
INTEGRATED, EFFICIENT, AND RELIABLE

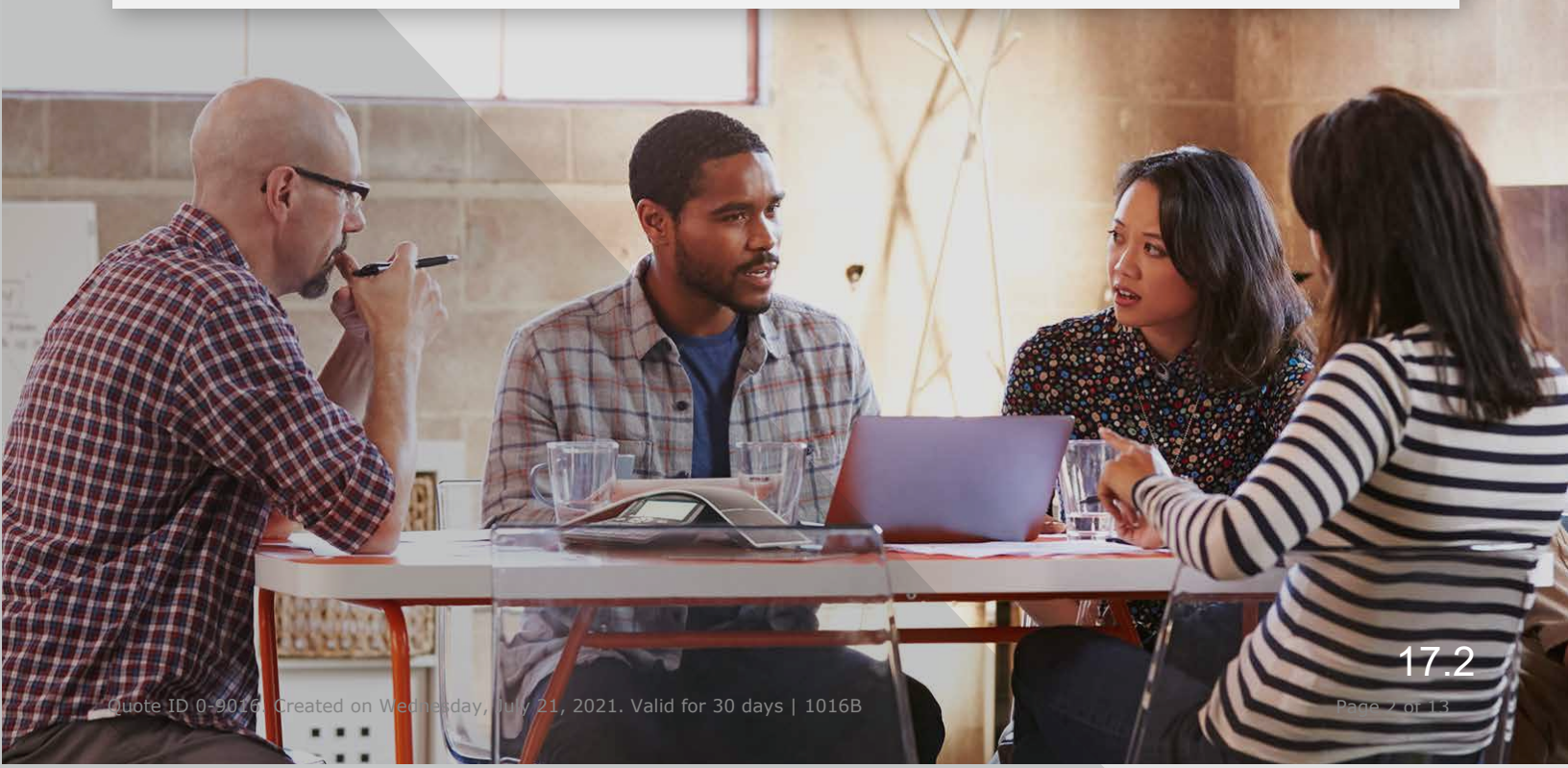


Confidential Services Proposal from Intermedia

Thank you for considering Intermedia as your communication and collaboration provider. Since 1995, Intermedia has built our reputation on delivering reliable, quality cloud products, paired with unparalleled customer service. This is why our Intermedia Unite solution integrates the collaboration and productivity tools you need in one highly mobile platform that's as easy-to-use as it is robust. Intermedia's team of talented and dedicated employees are ready to go above and beyond to make you happy, and we intend to earn your business each and every day of the year. We back up this promise with a financially backed 99.999% uptime service level agreement and J.D. Power-certified 24/7 support. More than 110,000 business customers trust us to manage their most critical cloud applications. We sincerely hope you'll join them.

Best Regards,

Your Intermedia Team



Intermedia Unite

Intermedia Unite is an easy-to-use cloud-based communication platform that helps employees to be more productive and collaborative. It includes a full-featured phone system combined with chat, web/video conferencing, and file collaboration and backup capabilities.



INTERMEDIA UNITE INCLUDES

- Includes 90+ enterprise-grade calling features
- Free local and long distance calling to anywhere in North America & Puerto Rico.
- Intermedia's pre-programmed, plug and play desk phones makes installation easy
- Flat, per-user rates, with no annual contract required
- The Intermedia Unite Mobile App makes any smart phone an essential collaboration tool
- The Intermedia Unite Desktop App integrates with company directory, showing employee availability and enabling click-to-call
- Changes to system settings, devices, or users can be performed by phone administrators online
- Powerful video conferencing, screen sharing and file sharing features facilitate better collaboration
- J.D. Power-certified 24/7 support.

Benefits to Your Business



INCREASED PRODUCTIVITY

Intermedia Unite makes a more productive workforce

- Allows a user's mobile devices to interact seamlessly with the corporate phone system
- Virtually anywhere, anytime, and on any device - creates a more flexible workforce
- Integrated chat, video conferencing, screen sharing, file sharing, file backup and integrations extends reach and facilitates collaboration



LOWER COSTS

No phone system hardware to buy, install, manage, upgrade or replace

- Reduces infrastructure and operating costs with no additional hardware to buy
- Consolidates voice and data onto one network
- Flat, per-user rates with no extra or hidden fees
- 90+ enterprise-grade calling features INCLUDED in the service



HIGH RELIABILITY

The Intermedia voice network is purpose-built for reliability

- 99.999% financially-backed uptime SLA
- Proprietary Intermedia VoIP tests help ensure a reliable connection and high voice quality
- Redundant East/West datacenters increase reliability and reduce latency



SIMPLIFIED SCALING & MANAGEMENT

Unite scales according to the needs of any business

- Mix and Match packages according to user needs: Essentials, Pro and Enterprise
- Order service according to the number of users; no guessing number of lines needed
- Ordering additional service is easy & can be done online; no technician or special expertise required
- Manage service and features using user-friendly HostPilot™ portal
- Scales to a large number of users per business



BUSINESS CONTINUITY

Never miss an important business call

- Intermedia Unite automatically rings all your end points (desk phone, mobile, etc.) with every call and in the event that you don't answer, it routes the call to any number you choose (branch office, automated attendant, mobile number, etc.)



ENHANCED CUSTOMER EXPERIENCE

- Option to add Intermedia Contact Center at any time
- Contact Center delivers more responsive, informed, and positive customer experiences
- Plans for businesses of all sizes, industries, and levels of sophistication

The Business-Class Features You Deserve



90+ ENTERPRISE-LEVEL FEATURES INCLUDED

- Call Forwarding
- Call Park
- Call Transfer
- Do Not Disturb
- Call Recording
- 3-way Calling
- Caller ID
- Extension Dialing
- HD Audio
- Call Waiting
- Receptionist Routing
- Music on Hold
- Spam Caller Protection
- ... And many more



VOICEMAIL

- Voicemail to email via WAV file
- SMS notifications
- Auto-delete of voicemail after 90 days
- Change personal greeting
- Remote voicemail access
- Voicemail transcription (Included with Pro and Enterprise packages only)



CONFERENCE BRIDGE

- Includes a unique local phone number
- Gather up to 200 participants
- Start conferences at any time with Always-On conferencing
- Ability to add video and screen sharing to your conference, if desired



BUSY LAMP FIELD (BLF)

- Indicates presence - whether another user's phone is currently in use
- Other user extension and name information is presented as virtual "buttons" on the desk phone LCD display
- The BLF display can be used for speed dials, and also to make or take calls on behalf of another user



VIDEO CONFERENCING

- HD video conferencing eliminates unnecessary travel and empowers teams with remote members to be more productive
- Share your computer desktop with team members in real time, improving collaboration and speed of decision making
- Includes a conference dial-in number and custom URLs for meetings



CALL FLIP

- Allows the user to seamlessly move an active call from the desktop phone to a mobile phone or vice versa
- Called party will hear hold music while the caller utilizing the Call Flip feature switches devices mid-call



TEAM CHAT

- Pin favorite contacts to the top of your list
- Chat messages automatically sync across desktop and mobile devices
- View free/busy/away statuses of all your contacts
- Chat messages are securely encrypted in transit and at rest

Included with Pro and Enterprise packages only



FILE COLLABORATION

- Easy and secure file sharing
- Access the most current version of files from any device
- Co-edit in real time
- Access file server content from mobile devices without a VPN



WEBFAX

- Users receive, view, manage faxes via the web, or as email attachments
- Users may send faxes from any Internet-connected PC
- Does not require an additional phone line



OPTIONAL: CONTACT CENTER (ADD-ON)

- Smart queueing technology tells customers their position in line, plus wait time
- Deep analytics and reporting help you visualize gaps and improve performance
- Omni-channel capabilities help you connect with customers through their preferred modes of communication

Apps/Productivity Included with Intermedia Unite



INTERMEDIA UNITE MOBILE APP

This powerful mobile application transforms your phone into an essential collaboration tool, making teamwork on-the-go easier than ever. See who is available, send chats and SMS messages, place calls and see voicemails - anytime, anywhere.

Never miss important calls

Extend your business phone number and extension to your mobile phone, so you can place and receive calls on-the-go or even transfer calls from your desktop phone to your mobile device—seamlessly, without interruption.

Easily collaborate from anywhere

Your full desktop chat history is synchronized with your mobile device so you can stay connected and continue conversations no matter where you are.



INTERMEDIA UNITE DESKTOP APP

Our desktop app brings essential collaboration tools together, making teamwork easier than ever. See who is available, send chats, place and receive calls, share screens, start video calls and share files - all from one application.*

Communicate your way

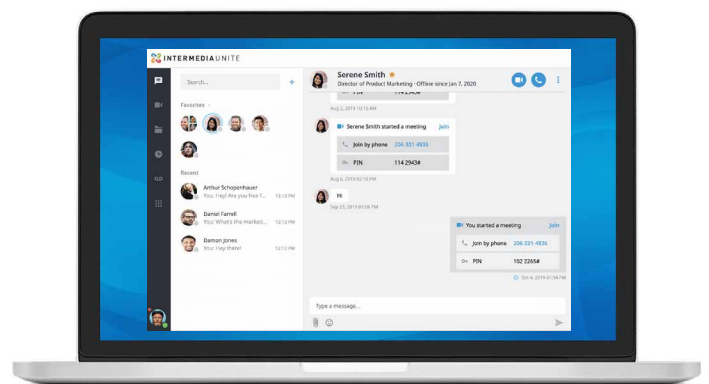
Have the flexibility to use your desktop application to place and receive calls in two ways, either as a call controller for your associated desk phone or as a softphone from your PC or Mac®.

One application for collaboration

One place to see the availability of coworkers, place a phone call, start team chat and launch a video conference.

Stay connected on-the-go

With the Unite desktop and mobile applications, you take your contacts, files and conversations with you—wherever you are.



*Intermedia Unite Pro and Enterprise packages add SMS messaging to the Desktop App

17.8



ANYMEETING VIDEO CONFERENCING & SCREEN SHARING

- HD video conferencing: Face to face meetings eliminate unnecessary travel and empowers teams with remote members to be more productive
- Screen sharing: The computer desktop can be shared in real-time, improving collaboration and speed of decision making
- Screen annotation: Meeting participants can call out important points on a shared screen in during a meeting.
- Includes a conference dial-in number, and custom URLs for meetings
- Up to 4 participants may join with the included Essentials package

Unite Pro includes up to 100 participants and up to 30 simultaneous video feeds

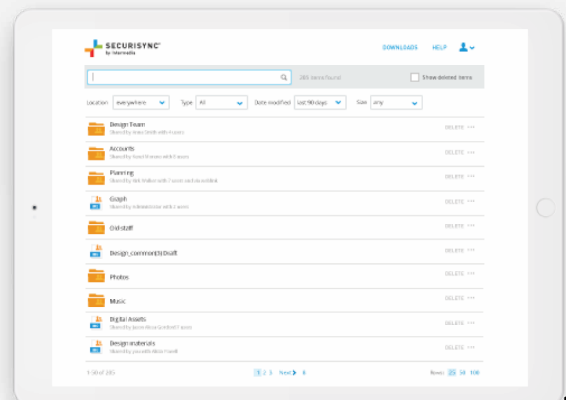
Unite Enterprise includes up to 200 participants and up to 30 simultaneous video feeds



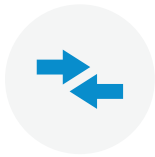
SECURISYNC® FILE SHARING & SECURITY (Included with Pro and Enterprise packages only)

File sync and share with backup for desktops, mobile devices, and file servers.

- The most current version of files from any device
- Easy and secure file sharing
- Reduced downtime from ransomware and other types of data loss
- Integration with Windows file server, Exchange Email, Active Directory, Outlook, Office, and Office 365®
- Full control over files, users, devices, and sharing activities
- Includes 10 GB/user of storage for SecuriSync Backup and File Sharing



17.9



INTERMEDIA UNITE EXTEND

Intermedia Unite Extend is an integrations platform that connects powerful voice, chat, video conferencing and contact center functionalities into everyday business applications like Google®, Microsoft®, Salesforce®, and more — driving higher productivity and increasing customer retention with no heavy costs.



Increase Employee Productivity

Embed communications into everyday business applications across various teams to streamline business workflows and maximize employee efficiency.



Drive customer retention and increase revenue

Combine powerful communication capabilities with relevant customer data to ensure sales and support teams have the right information at the right time.



No heavy IT investment

Our integrations are easy to use and easy to deploy, with no heavy training or implementation costs required.

Integrations packages:

<p>UNITE ESSENTIALS</p> <p>+</p>	<p>Office 365</p> <p>slack</p>	<p>Outlook</p> <p>G Suite</p>	<p>INTERMEDIA UNITE[®] CRM SCREEN POPS</p> <p>Microsoft Teams</p>
<p>UNITE PRO</p> <p>+</p>	<p>ZOHO</p>	<p>sugarcrm</p>	<p>zendesk</p>
<p>UNITE ENTERPRISE</p>	<p>servicenow</p>	<p>Microsoft Dynamics 365</p> <p>ORACLE[®] NETSUITE</p>	<p>salesforce</p>



* J.D. Power 2019 Certified Assisted Technical Program, developed in conjunction with TSIA. Based on successful completion of an audit and exceeding a customer satisfaction benchmark for assisted support operations. For more information, visit www.jdpower.com or www.tsia.com.



Provided by:
Intermedia
dbennani@intermedia.net
14257488272

Prepared for:
Coastline ROP
Jeanne Bennett
jbennett@coastlinerop.net
(714) 429-2227
1001 Presidio Sq # 92626-5632
Costa Mesa, CA
92626-5632, United States

Please note: Your first bill will look different than other bills. It will include: (1) one-time fees and prorated charges for new services added during the prior month, (2) full charges for the next month, (3) applicable usage charges, as well as (4) associated taxes and fees.

SUMMARY OF SERVICES

SERVICES	ONE-TIME CHARGES	MONTHLY CHARGES
Unified Communications Services	\$90.00	\$497.25
Contact Center Services	Free	Free
Equipment	\$276.00	
Shipping	\$39.81	
Services total	\$405.81	\$497.25
TOTALS		
Estimated taxes	\$42.60	\$45.72
Fees		\$99.50
Totals including taxes/fees	\$448.41	\$642.47

Notes:

- Hardware provided on promotion is amortized over a 12-month period. Penalties on hardware for early cancellation of an account are calculated based on the percentage of the term remaining at the time of cancellation.
- Shipping charges may be estimates only and are subject to change. Actual shipping charges will be calculated at the time the order is placed.
- Taxes and fees are based on service address and can differ by address.


17.11



Provided by:
 Intermedia
 dbennani@intermedia.net
 14257488272

Prepared for:
 Coastline ROP
 Jeanne Bennett
 jrbennett@coastlinerop.net
 (714) 429-2227
 1001 Presidio Sq # 92626-5632
 Costa Mesa, CA
 92626-5632, United States

MAIN LOCATION

SERVICES	QUANTITY	UNIT PRICE	ONE-TIME CHARGES	MONTHLY CHARGES
Unite Pro Includes Cloud PBX with unlimited local and long distance calling, connection to up to 5 devices, Chat, File Sharing (10 GB/user), AnyMeeting (100 web participants per meeting). 1 license is required for each unified communications user in the organization.	21	\$22.49		\$472.29
Cloud PBX Resource Line (pay per use) One line of service used for a single lobby, conference, paging device or general purpose phone. All usage billed per minute.	4	\$5.99		\$23.96
WebFax 1 WebFax is included with each eligible user license	21		Free	Free
Auto Attendant 1 Auto Attendant is included free with each account	1		Free	Free
Additional Local Number An additional local phone number that you can assign to other services as desired.	1	\$1.00		\$1.00
Local Number Porting Activation Fee One time charge for Local Number Portability (LNP) which provides the ability to transfer a local phone number from any existing carrier to our service.	30	\$3.00	\$90.00	
 Yealink T40G	4	\$69.00	\$276.00	

Notes:

- Hardware provided on promotion is amortized over a 12-month period. Penalties on hardware for early cancellation of an account are calculated based on the percentage of the term remaining at the time of cancellation.
- Shipping charges may be estimates only and are subject to change. Actual shipping charges will be calculated at the time the order is placed.
- Taxes and fees are based on service address and can differ by address.

17.12



Provided by:
Intermedia
dbennani@intermedia.net
14257488272

Prepared for:
Coastline ROP
Jeanne Bennett
jbennett@coastlinerop.net
(714) 429-2227
1001 Presidio Sq # 92626-5632
Costa Mesa, CA
92626-5632, United States

SERVICES	QUANTITY	UNIT PRICE	ONE-TIME CHARGES	MONTHLY CHARGES
 Yealink T54W	21		Free	Free
Contact Center Express Named license for voice only call queue agent reporting and real-time management. Available only with Unified Communications user license.	21		Free	Free
Shipping 1001 Presidio Sq # 92626-5632, Costa Mesa, California 92626-5632			\$39.81	
Estimated taxes			\$42.60	\$45.72
Fees				\$99.50
Totals			\$448.41	\$642.47

Notes:

- Hardware provided on promotion is amortized over a 12-month period. Penalties on hardware for early cancellation of an account are calculated based on the percentage of the term remaining at the time of cancellation.
- Shipping charges may be estimates only and are subject to change. Actual shipping charges will be calculated at the time the order is placed.
- Taxes and fees are based on service address and can differ by address.

17.13

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING**

**Minutes
June 17, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on June 17, 2021 via Zoom videoconference. The meeting was called to order at 9:01 a.m. by Lauren Brooks, President.

Present Members

Lauren Brooks
Lynn Davis
Michelle Barto
Barbara Schulman
Diana Carey

Other

Carol Hume James Newton
J.S. Coke Siteria Edwards
Sesar Morfin Krista Schweers-Ganga
Debbie Ludwig Carol Crane

**ADOPTION OF
AGENDA**

It was moved by Member Schulman, seconded by Member Barto, to adopt the agenda as presented. Motion carried 5-0. The roll call vote follows:

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

CLOSED SESSION

The Board met in closed session to discuss the Superintendent's evaluation. There was no action taken.

**SUPERINTENDENT'S
REPORT**

Carol Hume reported the unfortunate cancelation of the Distinguished Student Recognition Ceremony this year. Due to limitations associated with the pandemic, the normal process could not be followed, so all nominated students received a Certificate of Recognition. The list of students representing each district was included in the board package. Pathway winners received a \$200 scholarship.

On Friday, May 21, the end-of-year staff meeting was held – in person. It was great to see everyone, even though it was outside, socially distanced, and staff members were wearing masks. Erica Rosas, the career specialist from Beckman High School, was recognized as the Classified Employee of the Year. Patrick Sullivan, the automotive technology instructor for Laguna Hills High School, was recognized as Teacher of the Year.

AB-839, which seeks to increase the CTE Incentive Grant funding to \$300 million, was put in the suspense file but is in the Legislature's proposed budget.

AB-388, which seeks to allow for permanency for ROP teachers, teachers in small school districts, and adult education, did pass through the Assembly on June 2. Some of the meetings with legislators did pay off as Assembly members Choi and Nguyen opposed the bill. As of June 16, the bill had not been scheduled for a hearing in the Senate Education Committee. The director of Governmental Relations at School Services, Leilani Aguinaldo, meets with committee staff this week to see if ROPs can be

amended from the bill. She will have a better sense of the next steps after those meetings.

The COVID-19 relief funding for JPA ROPs is in the Governor's version of the budget and the Legislature's version, so there is optimism it will be in the enacted version.

Ms. Hume and Siteria Edwards participated in an AALRR session on Wednesday, June 16, on COVID-19 Planning for K-12 Institutions. Topics included: Executive Orders and the Brown Act, EEOC guidance, Cal/OSHA standards, and CDPH K-12 Guidance. On Monday, June 21, there is another session to address the Cal/OSHA Guidance specifically, as there are expected changes. In-person board meetings will begin in October.

EDUCATIONAL SERVICES' REPORT

J. S. Coke reported Pharmacy Technician is now approved for "g" credit. Only six course titles offered in the fall are not UC approved but they are being reviewed for possible submission.

The Animal Healthcare Pathway is one of the most requested programs. Students learn how to work with animals in the fall, and in the spring, they intern in local veterinary hospitals and clinics. This spring, 26 students completed their internship, and 13 of them were offered jobs or hired at their internship placement.

Four engineering students from Estancia High School received \$2,500 scholarships from the Hass Foundation. Mr. Coke congratulated Edgar Dominguez, Logan Ku, Marlys Gomez, and Ryan Ray.

Automotive students gain valuable experience interning in local repair facilities. Six Coastline ROP students were offered jobs or hired at their internship sites from this spring.

Corona del Mar High School held an in-person college and career fair on May 26. Mr. Coke acknowledged the hard work of college and career specialist Mary Russell and administrator Kathy Evans for her participation and support.

The Building Industry Association of Southern California granted a construction student at Estancia High School a paid summer internship. Mr. Coke congratulated David Alejandro and wished him the best as he works for Inland Empire Framing.

Olivia Severson of the 2020 class of University High School is a lifeguard for Huntington Beach. She was trying to promote from Lifeguard 1 to Lifeguard 2. Her scope of practice as a Lifeguard 1 was limited to EMR skills, even though she passed her National Registry exam and obtained EMT certification. As a Lifeguard 2, Olivia would be a supervisor and be permitted to practice EMT-level skills. She reached out to her EMT instructor, Mark Brenner,

for a letter of recommendation, passed the practical exam, and, interviewed with the Huntington Beach Fire Chief. On May 28th, she received the promotion. Congratulations to Olivia for her hard work and for Mr. Brenner for making a difference in this student's life.

**2021-2022
PROPOSED BUDGET**

It was moved by Member Schulman, seconded by Member Carey, to approve the budget for the 2021-2022 fiscal period with estimated actuals for 2020-2021. Motion carried 5-0. The roll call vote follows:

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

**2021-2022
INTERAGENCY
AGREEMENTS FOR
ROP SERVICES**

It was moved by Member Davis, seconded by Member Barto to approve the Appendix A and Schedule of Classes for Huntington Beach Union High School District, Irvine, Newport-Mesa, Saddleback Valley, and Tustin Unified School Districts. Motion carried 5-0. The roll call vote follows:

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

**BOARD MEETING
DATE/TIME CHANGES**

It was moved by Member Barto, seconded by Member Carey, to change the Board of Trustees meeting scheduled for Thursday, August 19, 2021 to Friday, August 20, 2021. Motion carried 5-0. The roll call vote follows:

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

**2021-2022 SCHOOL
CALENDAR**

It was moved by Member Schulman, seconded by Member Barto, to approve the 2021-2022 school calendar. Motion carried 5-0. The roll call follows:

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

**RESOLUTION
CONSENT
CALENDAR**

It was moved by Member Davis, seconded by Member Carey, to approve the resolution consent calendar as presented. Motion carried

5-0. The roll call vote follows:

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

- Resolution No. 11/2020-2021: Budget adjustment
- Resolution No. 12/2020-2021: Budget transfer
- Resolution No. 13/2020-2021: Year-End transfer

**CONSENT
CALENDAR**

It was moved by Member Schulman, seconded by Member Carey, to approve the Consent Calendar without item 22, Regents Point-Windcrest agreement for services, to be deferred to the August 20, 2021 Board meeting. Motion carried 5-0. The roll call vote follows:

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

- Minutes from the May 20, 2021 Board of Trustees meeting
- Ratification of purchase order report ending May 31, 2021
- Ratification of check report ending May 31, 2021
- 2021-22 vendor agreement for services

- Memorandum of Understand with University Lab Partners, North Orange County ROP, and Coastline ROP
- Coastline ROP Strong Workforce Program K12 Pathway Improvement Grant Service Agreement
- Inventory deletion report
- Authorization for the Superintendent to approve 2021-22 travel/conference for board members, administrators, and staff
- Gift register
- Personnel register No. 8 - 2020-2021 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Approval of travel conference report

ADJOURNMENT

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

The meeting was adjourned at 10:30 a.m.

Clerk/Secretary

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
SPECIAL BOARD MEETING
Minutes
July 15, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in special session on July 15, 2021 via Zoom videoconference. The meeting was called to order at 9:03 a.m. by Lauren Brooks, President.

<u>Present Members</u>	<u>Other</u>
Lauren Brooks	Carol Hume
Lynn Davis	Debbie Ludwig
Michelle Barto	
Barbara Schulman	
Diana Carey	

**ADOPTION OF
AGENDA**

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

CLOSED SESSION

The Board met in closed session from 9:00 a.m. to 10:20 a.m. to discuss the Superintendent's evaluation. There was no action taken.

ADJOURNMENT

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

The meeting was adjourned at 10:23 a.m.

Clerk/Secretary

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 08/20/2021**

FROM 06/01/2021 TO 06/30/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
P95C0466	MCKESSON GENERAL MEDICAL CORP	8.62	4.31	01059021 4310	Ivy/CNA LHHS / INSTRUCIONAL SUPPLIES
			4.31	01059050 4310	Murillo/CNA OVHS / INSTRUCIONAL SUPPLIES
P95C0467	EAGLE SOFTWARE	4,833.34	1,208.34	01780831 5895	Bolding/Student Info Specialist / OTH CONTR
			3,625.00	01999990 9330	Revenue 0105 (6350) / PREPAID EXPENSES
P95C0469	OFFICE DEPOT	127.12	127.12	01762913 4330	Ludwig/Executive Assistant / Office Supplies-Consumable
P95C0470	TUSTIN AWARDS INC	212.54	212.54	01665150 4330	Employee Awards / Office Supplies-Consumable
P95C0471	NORTH ORANGE COUNTY ROP	6,000.00	1,833.33	0169111 5889	Caldwell/Med Innov-Enterp ROP / INTERNET-BASED
			1,166.67	0169111 5890	Caldwell/Med Innov-Enterp ROP / OTHER CONTRACTED
			1,833.33	0169112 5889	Hayden/Med Innov-Enterp ROP / INTERNET-BASED
			1,166.67	0169112 5890	Hayden/Med Innov-Enterp ROP / OTHER CONTRACTED
P95C0472	AMAZON	66.25	66.25	0169800 4330	Ganga-SWP K12 Pathway Coord 2 / Office
P95C0474	ID CREATOR	15.14	15.14	0119350 4310	Rico/Prof Intrn Summer CHS / INSTRUCIONAL SUPPL
P95C0476	EVOLUTION MECHANICAL	807.37	807.37	01911970 5670	Mainsite/NMUSD/Repair/Maint / BUILDING
P95R0468	SOFTCHOICE CORPORATION	5,457.63	5,457.63	01999990 9330	Revenue 0105 (6350) / PREPAID EXPENSES
	Fund 01 Total:	17,528.01			
	Total Amount of Purchase Orders:	17,528.01			

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES 08/20/2021

FRO 06/01/2021 TO 06/30/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>CHANGE ACCOUNT AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
P95C0437	SNAP ON TOOLS	407.00	-203.50	Sullivan/Auto Tech MLR 1 LHHS / OTHER EQUIPMENT
P95X0388	GANAHL LUMBER	1,205.50	-203.50	Sullivan/Auto Tech MLR 2 LHHS / OTHER EQUIPMENT
			+215.50	Jennrich/BITA 1 EST CTEIG-5 / INSTRUCTIONAL
			-191.50	
			-191.50	

Fund 01 Total: -191.50
Total Amount of Change Orders: -191.50

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 08/20/2021**

FROM 07/01/2021 TO 07/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95A0042	ORANGE COUNTY DEPARTMENT OF ED	7,600.00	7,600.00	01780960 5895	Centralized Data Processing / OTH CONTR
R95C0025	ORANGE COUNTY DEPARTMENT OF ED	5,000.00	5,000.00	01900920 5890	CROPWIDE/CENTRAL SUPPORT / OTHER
R95C0026	ORANGE COUNTY DEPARTMENT OF ED	25,000.00	25,000.00	01780960 5895	Centralized Data Processing / OTH CONTR
R95C0027	ORANGE COUNTY DEPARTMENT OF ED	10,000.00	10,000.00	01780960 5895	Centralized Data Processing / OTH CONTR
R95C0033	CALIFORNIA SCHOOL BOARDS ASSOC	1,150.00	1,150.00	01760935 5395	Hume/Superintendent / MEMBERSHIPS -
R95C0034	CALIFORNIA SCHOOL BOARDS ASSOC	2,495.00	2,495.00	01760935 5889	Hume/Superintendent / INTERNET-BASED
R95C0035	GREATER IRVINE CHAMBER OF COMM	750.00	375.00	0166720 5395	School Admin SWP K12 Coord 3 / MEMBERSHIPS -
			375.00	0169820 5395	School Admin SWP K12 Coord 2 / MEMBERSHIPS -
R95C0036	METROED	4,500.00	4,500.00	01910910 5395	Mainsite/School Admin F2700 / MEMBERSHIPS -
R95C0037	OCSBA	250.00	250.00	01760935 5395	Hume/Superintendent / MEMBERSHIPS -
R95C0039	HARRIS SCHOOL SOLUTIONS	29,795.35	29,795.35	01780831 5895	Bolding/Student Info Specialist / OTH CONTR
R95C0045	VITAL LINK ORANGE COUNTY	4,500.00	4,500.00	0168221 5890	Instr Support SWP 3 / OTHER CONTRACTED SERVICES
R95C0048	ZEP INC	178.94	178.94	01910970 4370	Main Site Maintenance / SUPPLIES - BLDG
R95C0052	COUNTY OF ORANGE	52.00	52.00	01064001 5890	Bocanegra/Dental BO ROP / OTHER CONTRACTED
R95C0060	SHI INTERNATIONAL CORP	1,200.00	1,200.00	01780940 5888	Information Technology F-7700 / Internet - Software/Licens
R95C0061	OFFICE DEPOT	24.46	24.46	01778950 4330	All Fiscal Services / Office Supplies-Consumable
R95C0062	SEL LAUNCHPAD LLC	1,293.00	646.50	01660000 5890	Instructional Support / OTHER CONTRACTED SERVICES
			646.50	01910910 5890	Mainsite/School Admin F2700 / OTHER CONTRACTED
R95C0063	AMAZON	118.79	118.79	01910910 4331	Mainsite/School Admin F2700 / Office
R95C0078	SOUTHWEST SCHOOL & OFFICE SUPP	305.28	305.28	01910910 4330	Mainsite/School Admin F2700 / Office Supplies-Consumabl
R95C0079	HENRY SCHEIN INC.	2,340.78	1,170.35	01064001 4310	Bocanegra/Dental BO ROP / INSTRUCTIONAL SUPPLIES
			1,170.43	01064010 4310	Burns/Dental Assistant BO-ROP / INSTRUCTIONAL
R95C0080	TERRYBERRY COMPANY	986.89	986.89	01910910 4330	Mainsite/School Admin F2700 / Office Supplies-Consumabl

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 08/20/2021

FROM 07/01/2021 TO 07/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0081	CITY OF NEWPORT BEACH	641.00	280.42	01660890 5630	Mtg Room-Instructional Support / FACILITY RENTAL
			360.58	01900890 5630	Mtg Rm/Facility Rental F2700 / FACILITY RENTAL
R95C0083	INDEED.COM	1,185.10	1,185.10	01764930 5840	Edwards, S / HR Administrator / ADVERTISING -
R95C0085	MADISON LIQUIDATORS	1,947.86	1,947.86	01730165 4410	Kreger/Program Assistant ROP / NON CAP EQUIP -
R95C0086	WACOM	2,067.08	682.14	0100260 4310	Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL
			682.14	0100465 4310	Williamson/CG MV CTEIG-6 / INSTRUCTIONAL
			702.80	0101160 4310	Williamson/Mult Comm Des MV C6 / INSTRUCTIONAL
R95C0088	HOME DEPOT	174.02	57.43	0100260 4310	Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL
			57.43	0100465 4310	Williamson/CG MV CTEIG-6 / INSTRUCTIONAL
			59.16	0101160 4310	Williamson/Mult Comm Des MV C6 / INSTRUCTIONAL
R95C0089	DEPT OF TOXIC SUBSTANCES	207.50	103.75	01064001 5891	Bocanegra/Dental BO ROP / TAXES/FEES/PERMITS
			103.75	01064010 5891	Burns/Dental Assistant BO-ROP / TAXES/FEES/PERMITS
R95C0090	NATA	559.00	559.00	01764930 5840	Edwards, S / HR Administrator / ADVERTISING -
R95R0011	SOUTHERN CALIFORNIA NEWS GROUP	440.00	440.00	01761920 5840	Board Expenditures / ADVERTISING - MARKETING
R95R0046	SOFTCHOICE CORPORATION	5,457.63	5,457.63	01999990 9330	Revenue 0105 (6350) / PREPAID EXPENSES
R95X0001	MARGARET A. CHIDESTER & ASSOCI	1,000.00	1,000.00	01761920 5830	Board Expenditures / LEGAL SERVICES
R95X0002	ATT	300.00	300.00	01910910 5930	Mainsite/School Admin F2700 / Communications - Fax Svcs
R95X0003	ATT	2,000.00	2,000.00	01910910 5940	Mainsite/School Admin F2700 / Communications - Intrnet
R95X0004	DRY CLEAN CLUB	750.00	750.00	01910950 5890	Mainsite Operations/0105 / OTHER CONTRACTED
R95X0005	CORODATA RECORDS MANAGEMENT IN	855.27	62.50	01795010 4330	Records Mgmt & Storage / Office Supplies-Consumable
			792.77	01795010 5890	Records Mgmt & Storage / OTHER CONTRACTED
R95X0006	CRISISGO INC.	1,055.00	263.75	01970900 5890	Emergency & Disaster Prep / OTHER CONTRACTED
			791.25	01999990 9330	Revenue 0105 (6350) / PREPAID EXPENSES
R95X0007	KATHCO PRODUCTS	2,500.00	2,500.00	01910950 4375	Mainsite Operations/0105 / SUPPLIES - CUSTODIAL
R95X0008	KELLY PAPER	2,000.00	2,000.00	01608020 4330	Media Resource Center/F.2700 / Office Supplies-Consumable

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 08/20/2021

FROM 07/01/2021 TO 07/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95X0009	METROPOLITAN LIFE INSURANCE CO	2,419.20	2,419.20	01910910 3402	Mainsite/School Admin F2700 / HEALTH & WELFARE -
R95X0010	NEWPORT MESA UNIFIED SD	190.00	190.00	01910950 5510	Mainsite Operations/0105 / UTILITIES - GAS
R95X0012	ORANGE COUNTY TRANSPORTATION A	1,000.00	1,000.00	01648200 5820	All Instruction 0105 (6350) / BUS PASSES/STUDENT
R95X0013	PATTERSON DENTAL SUPPLY INC	560.00	280.00	01064001 5890	Bocanegra/Dental BO ROP / OTHER CONTRACTED
R95X0014	PITNEY BOWES	1,916.20	280.00	01065012 5890	Bocan/Dental BO Internship ROP / OTHER CONTRACTED
R95X0015	READYREFRESH BY NESTLE	103.32	250.00	01910910 4330	Mainsite/School Admin F2700 / Office Supplies-Consumables
R95X0016	READYREFRESH BY NESTLE	1,131.38	1,666.20	01910910 5650	Mainsite/School Admin F2700 / EQUIPMENT LEASE
R95X0017	SOUTHERN CALIFORNIA SHREDDING	500.00	64.59	01761920 4360	Board Expenditures / REFRESHMENTS MTGS - FOOD
R95X0018	CLC	960.00	38.73	01910910 4360	Mainsite/School Admin F2700 / REFRESHMENTS MTGS
R95X0019	NORTHERN OC SELF WC AGENCY	62,130.00	1,131.38	01910950 5531	Mainsite Operations/0105 / DRINKING WATER
R95X0020	ATT	4,128.00	500.00	01970915 5890	Risk Management / OTHER CONTRACTED SERVICES
R95X0021	EIDE BAILLY LLP	8,000.00	960.00	01910910 3462	Mainsite/School Admin F2700 / Supplemental Coverage-Clia
R95X0022	NEWPORT MESA UNIFIED SD	23,500.00	62,130.00	01910910 3602	Mainsite/School Admin F2700 / WORKERS' COMP - CLS
R95X0023	NEWPORT MESA UNIFIED SD	78,862.90	4,128.00	01910910 5920	Mainsite/School Admin F2700 / Communications - Phone S
R95X0024	NORTHERN OC LIABILITY & PROPER	145,748.00	8,000.00	01761930 5860	External Financial Audit / FISCAL AUDITS
R95X0028	REEP FOR BENEFITS	481,098.75	23,500.00	01910950 5520	Mainsite Operations/0105 / UTILITIES - ELECTRICITY
R95X0029	RESERVE ACCOUNT	3,500.00	3,482.49	01910950 5675	Mainsite Operations/0105 / SITE MAINT & REPAIR
R95X0030	VISION SERVICE PLAN	8,996.26	75,380.41	01910960 5640	Main Site/Rents & Leases / BUILDING LEASE
R95X0031	TOTAL COMPENSATION SYSTEMS INC	4,140.00	145,748.00	01900910 5450	General Admin/F2700 / OTH INS - FIRE THFT LIAB
			481,098.75	01910910 3402	Mainsite/School Admin F2700 / HEALTH & WELFARE -
			3,500.00	01910910 5950	Mainsite/School Admin F2700 / Postage - Communications
			8,996.26	01910910 3402	Mainsite/School Admin F2700 / HEALTH & WELFARE -
			4,140.00	01799600 5890	Retiree Benefits-Actuarial / OTHER CONTRACTED

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 08/20/2021

FROM 07/01/2021 TO 07/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95X0032	CALIFORNIA TACTIC PATROL	14,110.00	14,110.00	01910920 5870	Mainsite/Security Svcs / SECURITY SERVICES
R95X0038	EXXON MOBIL	700.00	700.00	01910970 4378	Main Site Maintenance / SUPPLIES - FUEL & PARTS
R95X0040	HOME DEPOT	1,000.00	1,000.00	01910970 4370	Main Site Maintenance / SUPPLIES - BLDG
R95X0041	MICRO CENTER A/R	1,500.00	1,500.00	01779950 4390	IT/Operations Holding Account / SUPPLIES - HOLDING
R95X0043	OFFICE DEPOT	250.00	250.00	01780940 4330	Information Technology F-7700 / Office Supplies-Consumables
R95X0044	VERIZON BUSINESS	912.24	456.12	01779940 5940	Bennett/Mgr Tech Services / Communications - Intrnet Svcs
			456.12	01781950 5940	Zuluaga, L/Network Specialist / Communications - Intrnet Svcs
R95X0047	SOFTCHOICE CORPORATION	1,500.00	1,500.00	01780940 5888	Information Technology F-7700 / Internet - Software/Licenses
R95X0050	BOCANEGRA, LINA	200.00	200.00	01065012 5290	Bocan/Dental BO Internship ROP / MILEAGE NON
R95X0051	IVERSEN, TAMMY	20.00	20.00	01702450 5290	Iversen/Administrative Asst. / MILEAGE NON TAXABLE
R95X0053	MITCHELTREE, DARLENE	200.00	200.00	01047030 5290	Mitcheltree/Animal Hlth ROP / MILEAGE NON TAXABLE
R95X0054	DEPT OF JUSTICE	960.00	960.00	01059050 5850	Murillo/CNA OVHS / FINGERPRINTING - BCKGRND C
R95X0055	STATER BROS MARKETS	1,500.00	1,100.00	01077010 4310	Schatti/Culinary Advanced THS / INSTRUCTIONAL
			400.00	0107750 4310	Schatti/Culinary Advanced THS / INSTRUCTIONAL
R95X0056	VERIZON BUSINESS	456.12	456.12	01076010 5940	Schatti/Culinary Arts Intn THS / Communications - Intrnet Svcs
R95X0057	VERIZON BUSINESS	456.12	456.12	01659000 5940	Evans/Admin EDU Svcs / Communications - Intrnet Svcs
R95X0058	VERIZON BUSINESS	456.12	228.06	0166700 5940	Ganga-SWP K12 Pathway Coord 3 / Communications - Intrnet Svcs
			228.06	0169800 5940	Ganga-SWP K12 Pathway Coord 2 / Communications - Intrnet Svcs
R95X0059	AED SUPERSTORE	1,356.90	678.45	0105158 4490	Hibbard/EMResponder THHS C5 SV / NON CAP EQUIP -
			678.45	0105253 4490	Brenner/EMT THHS C5 SVUSD / NON CAP EQUIP -
R95X0064	POST ALARM SYSTEMS	734.04	734.04	01910920 5870	Mainsite/Security Svcs / SECURITY SERVICES
R95X0065	CHEF'S TOYS	50.00	50.00	01067201 4310	Mullen/Baking and Pastry CHS / INSTRUCTIONAL
R95X0066	HARBOR FREIGHT	500.00	500.00	01178010 4310	Misich/Auto Tech MLR 1 UNI / INSTRUCTIONAL
R95X0067	HOME DEPOT	500.00	250.00	01178010 4310	Misich/Auto Tech MLR 1 UNI / INSTRUCTIONAL

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 08/20/2021**

FROM 07/01/2021 TO 07/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95X0067	*** CONTINUED ***		250.00	01179030 4310	Misch/Auto Tech MLR 2 UNI / INSTRUCTIONAL
R95X0068	HARBOR FREIGHT	1,000.00	500.00	01178010 4310	Misch/Auto Tech MLR 1 UNI / INSTRUCTIONAL
			500.00	01179030 4310	Misch/Auto Tech MLR 2 UNI / INSTRUCTIONAL
R95X0069	O'REILLY AUTO PARTS	1,250.00	1,000.00	01178031 4310	Campbell/MLR 1 Irv HS / INSTRUCTIONAL SUPPLIES
			250.00	01184200 4310	Campbell/Auto Tech ADV IRV HS / INSTRUCTIONAL
R95X0070	O'REILLY AUTO PARTS	1,000.00	500.00	01178020 4310	Sullivan/Auto Tech MLR 1 LHHS / INSTRUCTIONAL
			500.00	01179020 4310	Sullivan/Auto Tech MLR 2 LHHS / INSTRUCTIONAL
R95X0071	PRUDENTIAL OVERALL SUPPLY	500.00	250.00	01178020 4310	Sullivan/Auto Tech MLR 1 LHHS / INSTRUCTIONAL
			250.00	01179020 4310	Sullivan/Auto Tech MLR 2 LHHS / INSTRUCTIONAL
R95X0072	STATER BROS MARKETS	2,000.00	500.00	01067201 4310	Mullen/Baking and Pastry CHS / INSTRUCTIONAL
			500.00	01077200 4310	Mullen/Culinary Arts ADV CHS / INSTRUCTIONAL
			500.00	01084200 4310	Mullen/Culinary Arts CHS / INSTRUCTIONAL SUPPLIES
			500.00	01084210 4310	Mullen/Culinary Art CHS InBell / INSTRUCTIONAL
R95X0073	SMART & FINAL	4,500.00	1,500.00	01067201 4310	Mullen/Baking and Pastry CHS / INSTRUCTIONAL
			1,000.00	01077200 4310	Mullen/Culinary Arts ADV CHS / INSTRUCTIONAL
			1,000.00	01084200 4310	Mullen/Culinary Arts CHS / INSTRUCTIONAL SUPPLIES
			1,000.00	01084210 4310	Mullen/Culinary Art CHS InBell / INSTRUCTIONAL
R95X0074	SMART & FINAL	2,000.00	2,000.00	01084040 4310	Mullen/Culinary Art NHS InBell / INSTRUCTIONAL
R95X0075	ASRAR, HASAN	400.00	400.00	01742684 5290	Asrar/Career Specialist UNI / MILEAGE NON TAXABLE
R95X0076	ESCOTO, PASHIA	350.00	350.00	01742801 5290	Escoto/CS Portola / MILEAGE NON TAXABLE
R95X0077	GUEMBES, ALEXANDRIA	275.00	110.00	01742692 5290	Guembes/NWHS Career Specialist / MILEAGE NON
			165.00	01742752 5290	Guembes/Woodbridge Career Spec / MILEAGE NON
R95X0082	RAINBOW DISPOSAL CO INC	4,017.15	4,017.15	01910950 5570	Mainsite Operations/0105 / TRASH COLLECTION
R95X0084	NEWPORT MESA UNIFIED SD	2,000.00	2,000.00	01910950 5530	Mainsite Operations/0105 / UTILITIES - WATER
R95X0087	KEENAN AND ASSOCIATES	3,000.00	3,000.00	01780960 5895	Centralized Data Processing / OTH CONTR

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 08/20/2021**

FROM 07/01/2021 TO 07/31/2021

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

Fund 01 Total: 999,217.65

Total Amount of Purchase Orders: 999,217.65

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES 08/20/2021

FRO 07/01/2021 **TO** 07/31/2021

<u>PO</u> <u>NUMBER</u>	<u>VENDOR</u>	<u>PO</u> <u>TOTAL</u>	<u>CHANGE</u> <u>AMOUNT</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
P95C0437	SNAP ON TOOLS	407.00	+203.50	01178020 5685	Sullivan/Auto Tech MLR 1 LHHS / OTHER EQUIPMENT
P95C0475	CDW GOVERNMENT	67,254.31	+203.50	01179020 5685	Sullivan/Auto Tech MLR 2 LHHS / OTHER EQUIPMENT
			+67,254.31	0140050 4430	MVHS Comp Lab Rm/CTEIG-5 / NON-CAP EQUIP/Comp &
			67,661.31		
			67,661.31		

Fund 01 Total:
Total Amount of Change Orders:

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Check Report 06/01/21-06/30/21

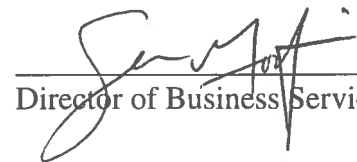
Fund 1 General

Total Checks: \$129,335.89

Submitted By:


Accounts Payable Specialist

Recommended for
Board Ratification By


Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 6/1/2021 to 6/30/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00030884	V9500045	COASTLINE ROP REVOLVING CASH F	101002-MURILLO	OH 06/01/2021		MW	IS	7.00
95	00030885	V9500319	HUME, CAROL	OOPE-052421HUM	OH 06/01/2021		MW	IS	338.36
95	00030886	V9502040	METROPOLITAN LIFE INSURANCE CO	JUNE 2021 SUPPLEOH	OH 06/01/2021		MW	IS	508.24
95	00030887	V9501843	READYREFRESH BY NESTLE	11E0027000850	OH 06/01/2021		MW	IS	127.36
95	00030888	V9501350	REEP FOR BENEFITS	06/01-30/21 LOW	OH 06/01/2021		MW	IS	40,307.96
95	00030889	V9501921	SELMAN & COMPANY	06/01-30/21 ID T	OH 06/01/2021		MW	RV	80.00
95	00030890	V9500651	SMART & FINAL	7401	OH 06/01/2021		MW	IS	204.52
95	00030891	V9504986	STATER BROS MARKETS	035051221TS	OH 06/01/2021		MW	IS	137.27
95	00030892	V9501191	ATT	000016519772	OH 06/07/2021		MW	IS	23.70
95	00030893	V9500948	CALIFORNIA TACTIC PATROL	179	OH 06/07/2021		MW	IS	1,152.00
95	00030894	V9500651	SMART & FINAL	5701	OH 06/07/2021		MW	IS	338.40
95	00030895	V9500886	VOISINET, PATTY	05/04-26/21	OH 06/07/2021		MW	IS	21.62
95	00030896	V9501873	AED SUPERSTORE	1916438	OH 06/11/2021		MW	IS	416.39
95	00030897	V9501919	ATKINSON ANDELSON LOYA RUIUD &	JUNE2021-HUME	OH 06/11/2021		MW	IS	69.00
95	00030898	V9500465	CHEF'S TOYS	3373686	OH 06/11/2021		MW	IS	83.69
95	00030899	V9500045	COASTLINE ROP REVOLVING CASH F	1026/000355	OH 06/11/2021		MW	IS	3.24
95	00030900	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4700788	OH 06/11/2021		MW	IS	47.96
95	00030901	V9500482	FEDEX	7-393-60285	OH 06/11/2021		MW	IS	23.94
95	00030902	V9500519	GANAHL LUMBER	071165915	OH 06/11/2021		MW	IS	401.29
95	00030903	V9502293	INGARDIA BROS PRODUCE INC	6326113	OH 06/11/2021		MW	IS	1,384.54
95	00030904	V9500071	MICRO CENTER A/R	11319163	OH 06/11/2021		MW	IS	152.98
95	00030905	V9501748	MITCHELTREE, DARLENE	05/03-26/21	OH 06/11/2021		MW	IS	96.04
95	00030906	V9504457	RAINBOW DISPOSAL CO INC	0605-000790463	OH 06/11/2021		MW	IS	347.22
95	00030907	V9500651	SMART & FINAL	7801	OH 06/11/2021		MW	IS	447.12
95	00030908	V9502313	SOUTHERN CALIFORNIA NEWS GROUP	513286	OH 06/11/2021		MW	IS	440.00
95	00030909	V9502367	U.S. BANK PARS Account #674605	PARS-CONTRIBUTOH	OH 06/11/2021		MW	IS	25,846.36
95	00030910	V9501191	ATT	000016573863	OH 06/15/2021		MW	IS	504.35
95	00030911	V9502326	F & M Credit Card	05/01-31/21	OH 06/15/2021		MW	IS	3,687.83
95	00030912	V9501821	MCKESSON GENERAL MEDICAL CORP	25214768	OH 06/15/2021		MW	IS	8.00
95	00030913	V9500937	POST ALARM SYSTEMS	1382549	OH 06/15/2021		MW	IS	56.77
95	00030914	V9502364	COOLSYSTEMS INC.	INV242091	OH 06/16/2021		MW	IS	23,790.64
95	00030915	V9501660	EAGLE SOFTWARE	HOST-0070	OH 06/16/2021		MW	IS	4,833.34
95	00030916	V9502276	ESCOTO, PASHIA	MAY 17 2021	OH 06/16/2021		MW	IS	18.14
95	00030917	V9502063	HOME DEPOT	9341482	OH 06/16/2021		MW	IS	318.23

COASTLINE R.O.P.
Consolidated Check Register
 from 6/1/2021 to 6/30/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00030918	V9501981	INSIGHT INVESTMENTS LLC	INV253389	OH	06/16/2021		MW	IS	10,550.16
95 00030919	V9503847	NORTH ORANGE COUNTY ROP	9773	OH	06/16/2021		MW	IS	6,000.00
95 00030920	V9501475	O'REILLY AUTO PARTS	3576-296080	OH	06/16/2021		MW	IS	72.15
95 00030921	V9501629	PRUDENTIAL OVERALL SUPPLY	62610974	OH	06/16/2021		MW	IS	205.80
95 00030922	V9501853	SIANTURI, MORRIS	05/03-12/21	OH	06/16/2021		MW	IS	329.28
95 00030923	V9502162	SOCAL OFFICE TECHNOLOGIES	IN1984982	OH	06/16/2021		MW	IS	1,691.17
95 00030924	V9505546	VISION SERVICE PLAN	06/01-30/21 RETI	OH	06/16/2021		MW	IS	785.46
95 00030925	V9501269	AMAZON	839358856984	OH	06/21/2021		MW	IS	50.57
95 00030926	V9501919	ATKINSON ANDELSON LOYA RUUD &	06/21/21-WEBINAR	OH	06/21/2021		MW	IS	49.00
95 00030927	V9502364	COOLSYSTEMS INC.	INV243090	OH	06/21/2021		MW	IS	2,015.85
95 00030928	V9500387	DEPT OF JUSTICE	513189	OH	06/21/2021		MW	IS	96.00
95 00030929	V9501802	EVOLUTION MECHANICAL	19799	OH	06/21/2021		MW	IS	535.00
95 00030930	V9502563	KATHCO PRODUCTS	106646	OH	06/21/2021		MW	IS	116.88
95 00030931	V9502185	MURPHY, LAURA	04/26/21-6/07/21	OH	06/21/2021		MW	IS	7.56
95 00030932	V9503875	OFFICE DEPOT	178436829001	OH	06/21/2021		MW	IS	72.03
95 00030933	V9500651	SMART & FINAL	4401-JUNE	OH	06/21/2021		MW	IS	18.84
95 00030934	V9505350	TUSTIN AWARDS INC	47007	OH	06/21/2021		MW	IS	212.54
95 00030935	V9500422	VERIZON WIRELESS	9881215218	OH	06/21/2021		MW	IS	304.10

Issued: 129,255.89
Reversed: 80.00
95 Bank Total: 129,335.89

Grand Total: 129,335.89

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Check Report 07/01/21-07/31/21

Fund 1 General

Total Checks: \$290,631.54

Submitted By:


Accounts Payable Specialist

Recommended for
Board Ratification By


Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 7/1/2021 to 7/31/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00030936	V9502364	COOLSYSTEMS INC.	INV244040	OH	07/02/2021	MW	IS	1,285.27
95	00030937	V9501802	EVOLUTION MECHANICAL	19891	OH	07/02/2021	MW	IS	807.35
95	00030938	V9503875	OFFICE DEPOT	178437111001	OH	07/02/2021	MW	IS	39.64
95	00030939	V9501629	PRUDENTIAL OVERALL SUPPLY	62618564	OH	07/02/2021	MW	IS	73.31
95	00030940	V9501499	TIME WARNER CABLE	JUNE 14 2021	OH	07/02/2021	MW	IS	1,535.08
95	00030941	V9501191	ATT	000016663080	OH	07/06/2021	MW	IS	23.71
95	00030942	V9500357	CALIFORNIA SCHOOL BOARDS ASSOC	INV-56361-H8K3Y	OH	07/06/2021	MW	IS	3,645.00
95	00030943	V9501474	CCCAOE	CCCAOECONF-21	OH	07/06/2021	MW	IS	695.00
95	00030944	V9502368	CLC	REISSUE-ID	OH	07/06/2021	MW	IS	240.00
95	00030945	V9501166	GREATER IRVINE CHAMBER OF COMM	919108636	OH	07/06/2021	MW	IS	750.00
95	00030946	V9502038	HARRIS SCHOOL SOLUTIONS	SSIMN0000031	OH	07/06/2021	MW	IS	35,595.35
95	00030947	V9502059	METROED	CROP-JPA 21-22	OH	07/06/2021	MW	IS	4,500.00
95	00030948	V9500071	MICRO CENTER A/R	11350969	OH	07/06/2021	MW	IS	71.09
95	00030949	V9501327	MURPHY, TINA	OOPE-063021MUR	OH	07/06/2021	MW	IS	47.00
95	00030950	V9503846	NORTHERN OC LIABILITY & PROPER	259246	OH	07/06/2021	MW	IS	145,748.00
95	00030951	V9500148	NORTHERN OC SELF WC AGENCY	259548	OH	07/06/2021	MW	IS	21,124.00
95	00030952	V9501475	O'REILLY AUTO PARTS	3576-291229	OH	07/06/2021	MW	IS	64.11
95	00030953	V9500797	OCSBA	OCSBA 21-22	OH	07/06/2021	MW	IS	250.00
95	00030954	V9500937	POST ALARM SYSTEMS	1383905	OH	07/06/2021	MW	IS	165.00
95	00030955	V9501843	READYREFRESH BY NESTLE	11F0027000850	OH	07/06/2021	MW	IS	149.95
95	00030956	V9501819	RESILIENT COMMUNICATIONS INC	802728	OH	07/06/2021	MW	IS	4,150.00
95	00030957	V9500034	SADDLEBACK VALLEY USD	83P10469	OH	07/06/2021	MW	IS	36.76
95	00030958	V9500651	SMART & FINAL	38301	OH	07/06/2021	MW	IS	390.15
95	00030959	V9500240	SOFTCHOICE CORPORATION	90306990	OH	07/06/2021	MW	IS	5,457.34
95	00030960	V9500678	VITAL LINK ORANGE COUNTY	5382	OH	07/06/2021	MW	IS	4,500.00
95	00030961	V9500948	CALIFORNIA TACTIC PATROL	181	OH	07/08/2021	MW	IS	1,080.00
95	00030962	V9500034	SADDLEBACK VALLEY USD	INV2020002-REISS	OH	07/08/2021	MW	IS	137.40
95	00030963	V9501919	ATKINSON ANDELSON LOYA RUUD &	68730012100005	OH	07/12/2021	MW	IS	49.00
95	00030964	V9502368	CLC	JULY 2021 ID THE	OH	07/12/2021	MW	IS	70.00
95	00030965	V9502040	METROPOLITAN LIFE INSURANCE CO	JULY 2021 SUPPLE	OH	07/12/2021	MW	IS	579.84
95	00030966	V9502233	OCCUPATIONAL HEALTH CENTERS OF	71846127	OH	07/12/2021	MW	IS	31.00
95	00030967	V9503875	OFFICE DEPOT	178436829002	OH	07/12/2021	MW	IS	15.45
95	00030968	V9501350	REEP FOR BENEFITS	07/01-31/21 LOW	OH	07/12/2021	MW	IS	37,769.71
95	00030969	V9502370	HYATT LEGAL PLAN	METLIFE-YUUKI	OH	07/15/2021	MW	IS	22.25

COASTLINE R.O.P.
Consolidated Check Register
 from 7/1/2021 to 7/31/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount	
95	00030970	V9501350	REEP FOR BENEFITS	07/01-31/21	EAP	OH	07/15/2021	MW	IS	45.15
95	00030971	V9501191	ATT	000016715595	OH	07/16/2021	MW	IS	533.70	
95	00030972	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4709266	OH	07/16/2021	MW	IS	48.07	
95	00030973	V9502326	F & M Credit Card	06/01-30/21	OH	07/16/2021	MW	IS	200.76	
95	00030974	V9502369	GENTILE III, MICHAEL	OOPE-063021	GEN	OH	07/16/2021	MW	IS	23.00
95	00030975	V9502063	HOME DEPOT	4635014	OH	07/16/2021	MW	IS	278.20	
95	00030976	V9503760	NEWPORT MESA UNIFIED SD	78PI0140	OH	07/16/2021	MW	IS	2,346.48	
95	00030977	V9504238	PATTERSON DENTAL SUPPLY INC	EC158737	OH	07/16/2021	MW	IS	363.50	
95	00030978	V9500937	POST ALARM SYSTEMS	1391136	OH	07/16/2021	MW	IS	56.77	
95	00030979	V9504457	RAINBOW DISPOSAL CO INC	0605-000798474	OH	07/16/2021	MW	IS	422.85	
95	00030980	V9500627	UNITED IMAGING	5051728	OH	07/16/2021	MW	IS	148.67	
95	00030981	V9501161	VERIZON BUSINESS	9883368390	OH	07/16/2021	MW	IS	304.08	
95	00030982	V9501269	AMAZON	645744756957	OH	07/29/2021	MW	IS	66.50	
95	00030983	V9500045	COASTLINE ROP REVOLVING CASH F	1027/000354	OH	07/29/2021	MW	IS	582.22	
95	00030984	V9502011	CORODATA RECORDS MANAGEMENT IN	71988177	OH	07/29/2021	MW	IS	31.00	
95	00030985	V9502296	EIDE BAILLY LLP	EI01185801	OH	07/29/2021	MW	IS	5,000.00	
95	00030986	V9509319	HUME, CAROL	OOPE-072321	IHUM	OH	07/29/2021	MW	IS	327.06
95	00030987	V9500488	KELLY PAPER	10638361	OH	07/29/2021	MW	IS	675.12	
95	00030988	V9503760	NEWPORT MESA UNIFIED SD	78PIO143	OH	07/29/2021	MW	IS	1,211.93	
95	00030989	V9503875	OFFICE DEPOT	179943894001	OH	07/29/2021	MW	IS	24.46	
95	00030990	V9500134	ORANGE COUNTY DEPARTMENT OF ED	94RI0345	OH	07/29/2021	MW	IS	5,000.00	
95	00030991	V9500049	PITNEY BOWES	3104868648	OH	07/29/2021	MW	IS	443.43	
95	00030992	V9501843	READYREFRESH BY NESTLE	01M0027000850	OH	07/29/2021	MW	IS	87.08	
95	00030993	V9500240	SOFTCHOICE CORPORATION	90339658	OH	07/29/2021	MW	IS	379.63	
95	00030994	V9502042	SOUTHERN CALIFORNIA SHREDDING	176155	OH	07/29/2021	MW	IS	190.00	
95	00030995	V9505546	VISION SERVICE PLAN	07/01-31/21	RETI	OH	07/29/2021	MW	IS	744.12

Issued: 290,631.54
95 Bank Total: 290,631.54

Grand Total: 290,631.54



TO: Board of Trustees

FROM: J. S. Coke

DATE: August 10, 2021

SUBJECT: Agreement with Regents Point-Windcrest for CNA Clinical Placement

Human Good, Inc., the parent company of Regents Point retirement community in Irvine, requires an agreement to be executed permitting our Nursing Assistant Pre-Certification (CNA) students to perform their State-mandated clinical hours at their skilled nursing facility, known as Windcrest. It has been reviewed by the legal department at the Orange County Department of Education.

It is respectfully recommended that the Board approve the attached agreement.



CLINICAL AFFILIATION AGREEMENT

THIS CLINICAL AFFILIATION AGREEMENT (“Agreement”) is made effective on the 17th day of June 2021 (“Effective Date” by and between Coastline Regional Occupational Program, located at 1001 Presidio Square, Costa Mesa, CA 92626 (“School”) and Regents Point, a HumanGood SoCal community located at 19191 Harvard Avenue, Irvine, CA 92612 (“Facility”).

WHEREAS, THE School has established the following accredited clinical programs covered by this Agreement of specialized training (“Program”) pursuant to California Code of Regulations, Title 5, §10090 and §10092 and California Education Code §46300 – 46307.1, §51769, and 52372:

X CNA Training Program

WHEREAS, the Program curriculum requires the Program’s students to obtain clinical learning experience;

WHEREAS, Facility has the clinical facilities and equipment needed by Program students for their clinical learning experience (“facilities”); and

WHEREAS, Facility and School have agreed to establish a clinical affiliation with each other based on the mutual promises and covenants contained herein, it being the understanding of the parties that no monetary consideration shall be exchanged.

NOW THEREFORE, in consideration of the foregoing and of the mutual promises and covenants set forth herein, the School and Facility hereby agree as follows:

1. GENERAL TERMS

1.1 NONDISCRIMINATION

Both the school and the facility agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Executive Order 11246, and the Americans with Disabilities Act of 1992 and the related regulations of each. Each party agrees that it will comply with all federal and state laws prohibiting discrimination on the basis of race, religion, creed, color, sex, age, disability, veteran status, or national origin.

The parties hereby acknowledge that they are independent contractors, and neither is the agent, employer or servant of the other, and each is responsible only for its own conduct. In no event shall this Agreement be construed as establishing a partnership, joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other. The School hereby acknowledges that during the course of their participation under the Program established under this Agreement, neither the students nor faculty of the School shall be considered employees of Facility in any way. Accordingly, Facility shall not

provide the students or faculty with workers' compensation insurance, medical/dental insurance, retirement benefits, nor any other employment related benefits provided by Facility to its employees. The School shall obtain written confirmation from its students and faculty acknowledging their Agreement to the foregoing.

1.3 CONFIDENTIALITY

The School will instruct and require students and faculty to maintain the confidentiality of patient information obtained during the clinical or instructional experience at Facility in accordance with applicable laws, including without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). All information obtained from patients, their records or computerized data is to be held in confidence and no copies of patient records shall be made. It shall be required of students and supervising faculty that they not identify any patients in paper, reports or case studies without first obtaining permission of Facility and the patient, utilizing the patient confidentiality policies and procedures of Facility. The School also agrees that any and all confidential information of or concerning the Facility which is acquired by it and/or its students and faculty in connection with performance this Agreement shall not be disclosed to any third party or used by them for their own purposes, except as needed to fulfill their obligations hereunder, without the prior written consent of the Facility. This provision shall survive termination of this Agreement.

1.4 PATIENTS

No provision of this Agreement shall prevent any patient from requesting not to be a teaching patient or prevent any member of the Facility medical staff from designating any patient as a non-teaching patient.

1.5 COMPENSATION

There shall be no monetary consideration paid by either party to the other, it being acknowledged that the program provided hereunder is mutually beneficial. The parties shall cooperate in administering the program in a manner which will tend to maximize the mutual benefits provided to the School and the Facility.

1.6 PROGRAM

Facility and School will predetermine by mutual agreement the number of students who will participate in the Program, the dates of the Program and the length of the Program.

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

2. RIGHTS AND RESPONSIBILITIES OF FACILITY

- 2.1 Facility will allow clinical education experiences as stated in the objectives and curriculum of the School appropriate to the academic and clinical level of assigned students.
- 2.2 Facility will designate appropriate personnel of Facility to act as liaison to the School.
- 2.3 Facility shall provide all equipment and supplies needed for clinical instruction at Facility. The student's name/identification badge shall be provided by the School.
- 2.4 Facility will provide appropriate written orientation material on Facility policy, procedure, and regulations to aid the student.
- 2.5 CNA students are under immediate supervision of the Coastline ROP CNA instructor.
- 2.6 Facility will inform the School when a student is not performing satisfactorily or displays behavior that is not appropriate to the Facility. Facility, in its sole discretion, may cancel the learning experience of any student whose performance is unsatisfactory or whose behavior is inappropriate or violates established rules and regulations of Facility. Facility will notify School as soon as possible, within 24 hours of the cancellation.
- 2.7 Facility will recommend to the School the withdrawal of a Program student if the achievement, progress, adjustment or health of the student does not warrant a continuation at the Facility.
- 2.8 Facility will permit site visits by the school clinical coordinator before, during, or after the clinical evaluation period, providing advance notification of intended visit is given, and the visit does not interfere with patient care of the Facility's activities.
- 2.9 Facility retains responsibility for patient care, the organization, administration, staffing, operating and financing of its services, and the maintenance of standards accepted for efficient management by the appropriate accrediting body, and operating in accordance with acceptable health care standards.
- 2.10 Facility will assume no professional or financial liability for injury to students or faculty members. Facility shall provide necessary emergency care or first aid required by an accident occurring at Facility for a School participant under this Program and, except as herein provided, Facility will have no obligation to furnish medical or surgical care to any student. The cost of any such emergency care provided by Facility shall be the sole liability of the affected School participant.

- 2.11 Facility will verify that student(s) exposed to tuberculosis at Facility's clinical facility will be managed accordingly to the policy of Facility. Facility agrees to notify the School's Student Health Service of the occurrence of such exposure to School student(s).
- 2.12 Facility reserves the right, in its sole discretion, to exclude any student from the Program, for any reasonable grounds.
- 2.13 Completion of training does not entitle students to jobs with the Facility.
- 2.14 Facility will not permit experiences to be assigned in a manner that would allow students to replace a regular employee.
- 2.15 Facility will not decrease patient staffing while students are in the facility for clinical training.

3. RESPONSIBILITIES OF THE SCHOOL

- 3.1 The School's Academic Coordinator of Clinical Education, or similar person, after consultation with Facility, shall assist with planning the clinical educational program for student clinical experiences.
- 3.2 The School will provide Facility with an annual announcement or description of the Program, curriculum and objectives to be achieved at Facility and execute the appropriate curriculum which included instruction and learning experiences essential for the occupational area.
- 3.3 The School will be responsible for the selection of students to be placed at Facility and will assign to Facility only those students who have satisfactorily completed the prerequisite didactic portion of the Program curriculum.
- 3.4 The School shall coordinate the student assignment with the supervisor of the clinical area.
- 3.5 The School will provide qualified instructors to teach the total Program who will work with the staff of the Facility at all times and will be responsible for determination of the student's final grade for the clinical practice gained at Facility.
- 3.6 The School will furnish the necessary teaching aids, library reference books, classroom supplies and equipment and other teaching materials as may be necessary for the systematic and proper conduct of the educational Program.
- 3.7 The School will maintain records of students and correspondence relating to the Program.

- 3.8 The School will require all students to abide by the policies and procedures of Facility while in the Facility. School students will be expected to conduct themselves in a professional manner, and their attire as well as their appearance, will conform to the accepted standards of Facility.
- 3.9 The School will inform students that they will not submit for publication any material based on records or data derived from the clinical education experience at Facility without prior written approval from School and Facility.
- 3.10 The School assures Facility that all students are covered by the liability insurance described in paragraph 6.1 below. In addition, the School shall inform students of their responsibility to maintain at all times during their participation in the Program at Facility adequate medical and health insurance coverage, as determined in the sole discretion of Facility, and provide Facility with proof of such medical and health insurance prior to clinical placement and thereafter upon request.
- 3.11 The School will verify that prior to clinical placement each student has taken or declined the Hepatitis B series and has had instruction in occupational exposure to bloodborne pathogens, including HIV/AIDS, protective practices to avoid contamination, and procedures for decontamination in case of exposure, or potential exposure to infectious material or potentially infectious materials. The Schools shall provide Facility with proof in writing of such instruction. COVID-19 Testing: The School acknowledges and agrees that individual faculty and students are subject to the Facility's testing protocols and any faculty or student that experiences symptoms or tests positive will not be permitted to participate in the Program activities at the Facility's premises.
- 3.12 The School will verify that each student participating in the Program shall agree to be subject to drug/alcohol screening policy in effect at Facility during the time of the clinical experience. Positive drug test results shall be submitted to the School Program Director, or other applicable person, for action according to School Policy.
- 3.13 The School will verify that, prior to clinical placement, each student will be skin tested for tuberculosis with the PPD test and provide written evidence thereof to Facility and that each student will provide to School and to Facility documentation of any required immunization(s) or titers as follows: a) Measles, Mumps, Rubella (MMR); b) Tetanus/Diphtheria booster; 3) Chickenpox; d) Rubeola (2MMRs); e) diphtheria and f) tetanus, unless otherwise required by state guidelines produced in writing. School will determine frequency of testing and retesting for student(s) based on School Protocol and guidelines. A letter verifying the status of Student's health shall remain on file with School's Education Director and shall be available to Facility upon request.
- 3.14 If required by any applicable federal, state or local law, rule or regulation, School will provide to Facility a copy of a personal history background check

(including, as required, criminal background and fingerprinting) on each student prior to student's arrival at Facility.

3.15 The School shall verify that its students and faculty members comply with the terms of this Agreement. Any breach of this Agreement by either a student or faculty member of the School shall be considered a breach of the Agreement by the School.

3.16 In performing its duties, responsibilities and obligations under this Agreement, the School shall comply with all applicable federal, state and local laws, rules and regulations, and credentialing and quality improvement standards including, but not limited to accreditation and LicVerify requirements regarding the provision of the educational services under this Agreement. The School shall coordinate with Facility to perform, with respect to each student, all criminal background checks, immunizations, drug tests, CPR training, fingerprinting, and other screenings required by California Health and Safety Code Section 1569.17 and/or all other applicable law. The School will inform and assist students in obtaining the requirements. Unless provided by the Facility, the costs associated with any such requirement will be paid by the School or the student. The School shall verify that:

- (i) each of its faculty members and students comply with all directives of Facility's professional personnel;
- (ii) any and all medical and rehabilitee services provided by its faculty members or students shall be performed in accordance with the highest professional standards; and
- (iii) School's students and faculty members comply with all applicable laws, rules and regulations related to the provision of medical and rehabilitation services, including such laws governing the confidentiality of patient health information.

4. RESERVATION OF RIGHTS: PLACEMENT

The Facility reserves the right to withhold placement of Program students depending upon the availability of facilities and personnel to adequately provide a satisfactory field experience.

5. DEPARTMENTAL LETTER AGREEMENTS AUTHORIZED

Recognizing that the specific nature of the clinical experience may vary, it is agreed by the School and Facility upon execution of this Agreement and within the scope of its provisions, the School departments may develop letter Agreements with their clinical counterparts in Facility to formalize operational details of the Clinical Education program.

6. SCHOOL INSURANCE AND INDEMNIFICATION

- 6.1 The School shall, at its sole cost and expense, provide coverage for the activities of its students, faculty members, employees and agents in connection with this Agreement by maintaining in full force and effect programs of insurance and/or self-insurance as follows:
- A. Hospital Professional Liability coverage with limits of One Million Dollars (\$1,000,000) per occurrence and aggregate of Three Million Dollars (\$3,000,000);
 - B. General Liability coverage with a limit of One Million Dollars (\$1,000,000) per occurrence and an aggregate of Three Million Dollars (\$3,000,000);
 - C. Worker's Compensation coverage covering School's full liability as required under state law; and
 - D. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties, against other insurable risks relating this Agreement.
- 6.2 The School, upon the execution of this Agreement, shall furnish Facility with certificates evidencing compliance with the insurance requirements set forth above, Certificates shall further provide the thirty (30) days advance written notice to Facility of any cancellation of the above coverage. The coverage required under this Section 6 shall not in any way limit the liability of School.
- 6.3 The School hereby agrees to defend, indemnify, and save harmless Facility from any liability costs, expenses or damages (including reasonable attorney fees and costs) Facility may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation of the Program covered by this Agreement from the negligence or willful misconduct of the School, its employees, students, or authorized agents. Facility agrees to give the School notice in writing within thirty (30) days of any claim made against it on the obligation covered hereby provided, however, the failure of Facility to provide School such notice shall not release the School from the aforesaid indemnity. The indemnity provisions of this section 6.3 shall survive the termination of this Agreement.

7. FACILITY INSURANCE AND INDEMNIFICATION

- 7.1 The Facility shall at its sole cost and expense, provide coverage for the activities of its employees and agents in connection with this Agreement by maintaining in full force and effect programs of insurance and/or self-insurance as follows:
- A. Hospital Professional Liability coverage with limits of One Million Dollars (\$1,000,000) per occurrence and an aggregate of Three Million Dollars (\$3,000,000).
 - B. General Liability coverage with a limit of One Million Dollars (\$1,000,000) per occurrence and an aggregate of Three Million Dollars (\$3,000,000);

C. Worker's Compensation coverage covering Facility's full liability as required under state law; and

D. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties, against other insurable risks relating this Agreement.

7.2 Facility, upon the execution of this Agreement, shall furnish School with certificates evidencing compliance with these insurance requirements. Certificates shall further provide for thirty (30) days advance written notice to School of any cancellation of the above coverage.

7.3 Facility hereby agrees to defend, indemnify, and save harmless the School from any liability or damage the School may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation of the Program covered by this Agreement resulting from the negligence of Facility, its employees, or authorized agents. The school agrees to give Facility notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby. The indemnity provisions of this section 6 shall survive termination of this Agreement.

8. ACKNOWLEDGEMENT OF CODE OF CONDUCT AND COMPLIANCE PROGRAM

8.1 School acknowledges that Facility has entered into a Corporate Integrity Agreement with the United States Department of Health and Human Services/Office of Inspector General which agreement requires Facility to include the acknowledgement of this section 8 in all of its contracts with companies who provide, or arrange for, patient or resident care to Federal health care program beneficiaries.

8.2 School acknowledges that Facility has established and adhered to a Compliance Program and a Code of Conduct, and that Facility has made available to School a copy of the Code of Conduct.

8.3 School represents that School and School's employees are not ineligible to participate in Federal health care programs or in any other state or federal government payment program. School understands that if DHHS excludes School, or any of School's employees who provide health care services, from participation in Federal health care programs, School must notify Facility within 5 days of such fact, and Facility may immediately terminate the Agreement.

9. NONASSIGNMENT

This Agreement shall not be assigned or transferred by School.

10. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior Agreements and understanding between the

parties with respect to the subject matter hereof. No alteration or modification of this Agreement shall be valid unless in writing and executed by each of the parties hereto.

11. TERM and TERMINATION

This agreement shall be for a term of one year, shall automatically renew for periods of one year, and may be terminated by either party, with or without cause, upon thirty (30) days prior written notice, provided that students undergoing their clinical education experience at the time of termination shall be allowed to complete the semester at the Facility.

12. NOTICES

Any and all notices required to be given hereunder shall be made in writing and sent registered or certified mail, postage prepaid, return receipt requested to the address provided above, which may be changed by submitting written notice from time to time.

13. SEVERABILITY

Should any one or more of the provisions of this Agreement be determined to be invalid, unlawful or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

14. INTENTIONALLY OMITTED

15. ATTORNEY'S FEES

In the event either party seeks to enforce the terms of this Agreement, the prevailing party shall be entitled to an award for its reasonable attorney's fees and costs, including fees and costs incurred in any appeal.

16. GOVERNING LAW

This Agreement shall be governed under the laws of the state in which Facility is located.

IN WITNESS WHEREOF, the parties hereby execute this Agreement as of the date first set forth above.

FACILITY

SCHOOL

Sign Name: _____

Sign Name: _____

Print Name: _____

Print Name: Carol Hume

Title: Executive Director

Title: Superintendent

Date: _____

Date: _____

New Period or Contract Renewal Confirmation Notice

CUSTOMER INFORMATION:

Billing Address:

Coastline Regional Occupational Program
1001 Presidio Square
Costa Mesa, CA 92626
USA

Date: 06/11/2021
Customer No: 302102
Document No: CSF000361391

Customer Primary Contact: JS Coke

PRODUCTS AND SERVICES SUBJECT TO NEW PERIOD OR RENEWAL:

<u>Qty</u>	<u>Product Code</u>	<u>Product Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Price (USD)</u>
1500	BC-MN	Reliable mass notification system for sending messages via voice, text, email, push notification, website announcement, website alert, and social media.	09/01/2021	08/31/2022	2,430.00

Renewal Amount (USD) 2,430.00

CONFIRMATION:

Per the terms of your contract currently in place for Blackboard products and/or services, the next period or contract renewal period starts on **09/01/2021**. With respect to contract renewals, per the terms of your contract your license(s) may be automatically renewed 30 days prior to the renewal period start date, and **use of the product and/or services on or beyond 09/01/2021 may result in an automatic invoice from Blackboard for the renewal amount noted above.**

Any utilization beyond licensed quantities allowed under your current contract with Blackboard may result in license fees charged in addition to the new period or contract renewal amount noted above. Please reach out to Blackboard to adjust your current license quantity if applicable.

You will be invoiced for products and/or services for the total above upon receipt of this form unless other arrangements are made. Please note that taxes are not included in the total Amount Due and will be added, where applicable, when invoiced. If you are exempt from paying sales tax, include your current state tax exemption certificate or forward to exemptcerts@blackboard.com.

Please review the following to ensure accurate billing:

1. Provide updated billing information if inaccurate
2. Provide Purchase Order No., if required
3. Include current tax-exempt form for your institution, if applicable
4. Purchase Orders and/or Tax-Exempt Form can be sent via any one of the following methods by **09/01/2021**:
 - Email: operations@blackboard.com
 - Fax: +1.312.236.7251
 - Mail: Blackboard Inc., 11720 Plaza America Drive Fl 11, Reston, VA 20190, USA
5. If you do not require a Purchase Order, please provide confirmation via email that "No PO is required" to operations@blackboard.com or directly to your renewal representative.

INVOICE



DATE: 7/1/2021
INVOICE #: 19202218
Member ID:74120

BILL TO

Coastline ROP
Carol Hume
1001 Presidio Sq.
Costa Mesa, CA, 92626

CAROCP Membership	Due on receipt
-------------------	----------------

DESCRIPTION	AMOUNT
2021-2022 CAROCP Membership	\$3000
Term: July 1, 2021 - June 30, 2022	

Note: Please submit the 2021-22 application, along with this invoice.

TOTAL	\$3000
--------------	---------------

Thank you for your business!

Make all checks payable to:

CAROCP Treasurer, Stephanie Houston
SBCSS Innovation and Engagement Branch
601 North E Street
San Bernardino, CA 92415

Accrediting Commission for Schools
 Western Assoc of Schools & Colleges
 533 Airport Blvd., Ste. 200
 Burlingame, CA 94010



INVOICE

Telephone: (650) 696-1060
Fax: (650) 696-1867

Invoice No.	1306732
Account No.	3074120031

Bill To:

Coastline ROP
 1001 Presidio Square
 Costa Mesa, CA 92626

Telephone: 714-979-1955
Fax: 714-557-6812

Bill For:

Coastline ROP
 1001 Presidio Square
 Costa Mesa, CA 92626

Telephone: 714-979-1955

Ship Via		Shipped By		Terms		Chairperson	
				Net 30 Days			
Invoice Date	Order Date	Ordered By			PO #		
07/16/21	07/16/21						
Ord Qty	Ship Qty	Tax	Item Number	Item Description	Unit Price	Extended Price	
1	1	N		MEMBER-POSTSECONDARY Annual Accreditation Membership Fee: 2021-2022	\$1,100.00	\$1,100.00	
Keep this portion for your records					Subtotal	\$1,100.00	
					Freight	\$0.00	
					Invoice Total	\$ 1,100.00	

Please return this portion with your payment. Thank you.

Invoice No.	Account No.	District #	Invoice Date	Invoice Total	Balance Due
1306732	3074120031		07/16/21	\$ 1,100.00	\$ 1,100.00
1306732	3074120031				

Remit To: Accrediting Commission for Schools
 Western Assoc of Schools & Colleges
 533 Airport Blvd., Ste. 200
 Burlingame, CA 94010



TO: Board of Trustees
FROM: Sesar Morfin
DATE: August 4, 2021
SUBJECT: Actuarial Study of Retiree Health Liabilities as of June 30, 2022

Issue / Background. In July 2004, the Governmental Accounting Standards Board (GASB) implemented Statement No. 45 – Accounting and Financial Reporting by Employers for Post-employment Benefits Other than Pensions (OPEB). GASB 45 was prompted by concern over potentially large government employer obligations for post-employment benefits; it applied to all government entities including public schools. Coastline ROP’s initial actuarial study was completed in June 2010.

In 2015, GASB issued Statement No. 75, which replaces Statement No. 45. It applies to all public employers and became effective for fiscal years beginning after June 15, 2017. Although both statements require entities to calculate present liability for future non-pension, other post-employment benefits (OPEBs) for employees and retirees, GASB 75 requires the full liability to be recognized on the balance sheet; whereas, GASB 45 recognized the liability with a footnote in the financial statements.

In addition, GASB 75, requires entities to have an actuarial study performed every two years. The ROP’s previous actuarial study was completed by Total Compensation Systems, Inc. (TCS) in July 2021 with a measurement date of June 30, 2021 which was based on “roll-forward” methodology from the actuarial study that was previously completed with a measurement date of June 30, 2020. As such, Coastline ROP will need to have a full actuarial study completed in the 2021-2022 year with a measurement date of June 30, 2022 in order to comply with the requirements of GASB 75.

The contract that you have before you is for consultant services to be provided by TCS in order to ensure that Coastline ROP is in compliance with the requirements of GASB 75.

Financial Implication. The cost for the consultant services is \$4,600 for the 2021-2022 year but the cost will be reduced by 10% if a non-refundable deposit is made by November 1, 2021. In addition, there is a cost of \$2,300 for the 2022-2023 year for





TCS to provide the services needed in order to comply with the reporting requirements of GASB 75. Again, this cost will be reduced by 10% if a non-refundable deposit is made by November 1, 2021. The contract cost represents no increase compared to the previous contract that was entered into with TCS to provide these same consultant services.

Recommendation. It is respectfully requested that the Board of Trustees approve the contract with TCS.

Attachment
Enclosure



CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 1st day of January, 2022 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Coastline Regional Occupational Program ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until December 31, 2023, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"
TOTAL COMPENSATION SYSTEMS, INC.

"CUSTOMER"
COASTLINE REGIONAL OCCUPATIONAL
PROGRAM

Signed: _____


Signed: _____

By: Geoffrey L. Kischuk

By: _____

Title: President

Title: _____

Date: July 27, 2021

Date: _____

SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two years, including one full valuation and one "roll-forward" valuation. Study results will be separated between three employee classifications. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested by Customer at the fee shown in Schedule 2. Services also do not include a funding valuation unless requested by Customer.

SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of \$4,600. One-half, or \$2,300 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$2,300 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the “roll-forward” valuation a total of \$2,300 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the “roll-forward” valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of \$2,070 by November 1, 2021, all amounts shown above shall be reduced by 10%.

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,900 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting, and such fee is not subject to the above discount or to any other discounts.



Customer Service Agreement

AGREEMENT NUMBER A217478403
 ACCOUNT NUMBER 605-2761
 EMAIL lopez@coastlinerop.net

INVOICE TO		SITE LOCATION	
CUSTOMER NAME	COASTLINE ROP	SITE NAME	COASTLINE ROP
ATTN	Laura Lopez	ADDRESS	1001 PRESIDIO SQ
ADDRESS	1001 PRESIDIO SQ	CITY	COSTA MESA, CA
CITY	COSTA MESA, CA	STATE	
STATE		SUITE	
ZIP CODE	92626-5632	ZIP CODE	92626
TEL. NO.	(714) 979-1955	TEL. NO.	(714) 979-1955
FAX NO.		FAX NO.	
		AUTHORIZED BY	Laura Lopez
		TITLE	
		CONTACT	Laura Lopez
		TITLE	

INVOICE TO		SITE LOCATION	
CUSTOMER NAME	COASTLINE ROP	SITE NAME	COASTLINE ROP
ATTN	Laura Lopez	ADDRESS	1001 PRESIDIO SQ
ADDRESS	1001 PRESIDIO SQ	CITY	COSTA MESA, CA
CITY	COSTA MESA, CA	STATE	
STATE		SUITE	
ZIP CODE	92626-5632	ZIP CODE	92626
TEL. NO.	(714) 979-1955	TEL. NO.	(714) 979-1955
FAX NO.		FAX NO.	
		AUTHORIZED BY	Laura Lopez
		TITLE	
		CONTACT	Laura Lopez
		TITLE	

N/O	CONT. GRP	TYPE	SIZE	C	QTY	ACCT. TYPE	C/O	SERV. FREQUENCY	EST. LIFTS	S	P.O. REQ	RECEPT. REQ	L/F CODE	OPEN/ CLOSE DATE	LIFT CHARGE	MONTHLY SERVICE	EXTRA LIFT	DISP RATE	ADDITIONAL CHARGES	SUPPLEMENTAL CHARGES	TC/RC CMP
N	3	FL	3.0 Yd(s)	N	1	P	N	1/1W				N	RB0M	7/1/2021		\$142.36	\$65.00			Delivery \$133.10 Exchange \$200.00 Extra Yds \$54.45 Relocate \$0.00 Removal \$130.68	
O	3	FL	3.0 Yd(s)	N	1	P	N	2/1W				N	RB0M	6/30/2021		\$266.09	\$157.30				
N	4	FR	3.0 Yd(s)	N	1	P	N	1/1W				N	RB0R	7/1/2021		\$167.73	\$65.00			Delivery \$133.10 Exchange \$200.00 Extra Yds \$54.45 Relocate \$0.00 Removal \$130.68	
O	4	FR	3.0 Yd(s)	N	1	P	N	1/1W				N	RB0R	6/30/2021		\$156.76	\$157.30				

Rainbow Disposal Co., Inc. DBA Rainbow Environmental Services
 HEREINAFTER REFERRED TO AS THE "COMPANY"
 The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign the Agreement on behalf of the Customer.

BY: _____ TITLE: _____
 (AUTHORIZED SIGNATURE) (AUTHORIZED SIGNATURE)
 _____ DATE OF AGREEMENT
 (CUSTOMER NAME (PLEASE PRINT))

COMMENTS
 Delivery Notes:
 Safety: No Safety Concerns
 Fuel Recovery Fee - No, Environmental Recovery Fee - No, Administrative Fee - No
 Exempt From: Fuel Recovery Fee, Environmental Recovery Fee, Administrative Fee

TERMS AND CONDITIONS

AGREEMENT. This Customer Service Agreement consists of the service details above, including the Comments ("Service Details"), and these Terms and Conditions (together, the "Agreement"). If Customer's Site is located within a franchised service area and the Terms and Conditions in this Agreement conflict with the applicable franchise agreement with respect to the Services covered by such franchise agreement, the terms and conditions in the franchise agreement shall control.

TERM (SCHEDULED AND ON-CALL SERVICES). FOR ALL SCHEDULED AND ON-CALL SERVICES, THE INITIAL TERM OF THIS AGREEMENT SHALL BEGIN ON THE DATE WHEN SERVICE COMMENCES AND CONTINUE FOR 12 MONTHS. UNLESS OTHERWISE SPECIFIED, THIS AGREEMENT SHALL AUTOMATICALLY AND SUCCESSIVELY RENEW FOR 1 MONTH UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS, BUT NOT MORE THAN 180 DAYS, BEFORE THE END OF THE THEN-CURRENT TERM. If Customer's Site is within the jurisdiction of the Sacramento Regional Solid Waste Authority (SWA), then this Agreement shall terminate before the expiration of the term if and when the Company's legal right to collect solid waste in the SWA's (or its successor agency's) jurisdiction terminates.

TERM (TEMPORARY SERVICES). FOR ALL TEMPORARY SERVICES, THE TERM SHALL BEGIN ON THE EFFECTIVE DATE AND CONTINUE THROUGH THE FINAL LIFT OF THE TEMPORARY CONTAINER(S).

WASTE DEFINITIONS. "Waste Material" means all non-hazardous solid waste and Recyclable Material. Waste Material excludes all radioactive, volatile, flammable, corrosive, explosive, regulated medical, infectious, biomedical, biohazardous, pollutants, contaminants, or hazardous waste, toxic substance or material, each as defined by, characterized or listed under Applicable Law (collectively, "Excluded Waste"). "Recyclable Material" is material that Company determines can be recycled such as aluminum, used beverage containers, cardboard (free of wax), ferrous metal cans, mixed office paper, newspaper, and plastics containers.

SCOPE OF SERVICES. Customer grants to Company the exclusive right to collect and dispose of and/or recycle all of Customer's Waste Material on a scheduled and/or temporary basis as set forth in the Service Details ("Services"), and Company agrees to furnish such Services in compliance with all applicable international, federal, state, or local laws or regulations ("Applicable Laws"). Customer represents and warrants that all material to be collected under this Agreement shall be only acceptable Waste Material. Customer agrees not to deposit, or permit the deposit for collection of, any Excluded Waste. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company. Company shall acquire title to conforming Waste Material when they are collected or received by Company.

PAYMENT AND CHARGES. Customer shall pay Company all rates, fees, taxes and other amounts payable under this Agreement for the Services ("Charges") within 20 days after the date of Company's invoice. Any invoiced amounts not received by their due date are subject to a late payment fee, and any payment returned for insufficient funds is subject to an insufficient funds fee, both in an amount at Company's discretion up to the maximum amount allowed by Applicable Law. Customer acknowledges that any late or insufficient funds fees charged by Company are not to be considered a penalty or interest but are a reasonable charge for late or insufficient payments. If indicated in the Service Details, Customer shall pay administrative fees ("ADMIN"), fuel recovery fees ("FRF") environmental recovery fees ("ERF") and a recycling processing charge ("RPC") in the amounts shown on each of Company's invoices, which fees Company may change from time to time by showing the amount on Customer's invoice (additional information regarding these fees is available on the "Understanding Our Fees") page of Company's website, www.replicateservices.com). ADMIN, FRF and ERF are not associated with any explicit cost to service Customer's account but are designed to help Company recover certain costs and achieve an acceptable operating margin. If applicable, Company may impose additional Charges at its prevailing rates for extra service, extra yards, minimum lift, contamination, service attempts and container delivery, relocation, removal and exchange, and other additional services not listed in the Service Details. If Company becomes concerned about Customer's creditworthiness and/or Customer makes any late payment, Company may require Customer to pay a deposit in an amount equal to two months' Charges under this Agreement if allowed by Applicable Law. The rates set forth in the Service Details do not include taxes or franchise and/or local fees, which shall be separately itemized on Customer's invoice where applicable.

ADJUSTMENTS TO CHARGES. Notwithstanding any information contained in the Service Details, Company may, from time to time by notice to Customer (on its invoice), add a surcharge, fee or increase any Charges provided in this Agreement to account for: (a) increased Company costs due to uncontrollable events including, but not limited to, changes in Applicable Laws, imposition of taxes, fees or surcharges, or acts of God such as fires, weather, disease, strikes or terrorism; (b) increased disposal or processing costs; (c) increased transportation costs; (d) costs or fees due to the inclusion of Excluded Waste and/or contamination; (e) decreased value of Recyclable Material or changes in commodity markets; or (f) actual Services or equipment that differ from those listed in the Service Details. Subject to any Comments in the Service Details, Company may, from time to time by notice to Customer (on its invoice), increase any Charges provided in this Agreement to achieve or maintain an acceptable operating margin as determined in Company's sole discretion. Company may also increase Charges for any other reason with Customer's consent, which may be evidenced verbally, in writing, or by the parties' actions and practices.

SERVICE CHANGES. The parties may change the type, size or amount of equipment, the type or frequency of Service, and correspondingly the Charges by mutual agreement, which may be evidenced verbally, in writing, by payment of the invoice, or by the parties' actions and practices. In the event there are changes to Services and/or Charges, or Customer changes its Site Location within the area in which Company provides collection and disposal (or processing) services, the parties agree that this Agreement shall continue in full force and effect as so adjusted.

RESPONSIBILITY FOR EQUIPMENT; ACCESS. Any equipment furnished by Company shall remain Company's property. Customer shall be liable for all loss or damage to such equipment (except for normal wear and tear and for loss or damage resulting from Company's handling of the equipment). Customer shall use the equipment only for its proper and intended purpose and shall not overload (by weight or volume), move, or alter the equipment. If a Company container is moved from Customer's Site Location by anyone other than Company, Customer agrees to pay Company \$250 per moved container, which amount is a reasonable estimate of the damage Company will incur from the unauthorized moving of its container. After the Initial Term, Company may increase the fee for the unauthorized moving of its container at its discretion. Customer shall provide safe, unobstructed access to the equipment on the scheduled collection day. Company may charge an additional fee for any additional collection service required by Customer's failure to provide access. Company shall not be responsible for any damages to Customer's pavement, curbing, or other driving surfaces resulting from Company providing service at Customer's Site Location.

INDEMNIFICATION. COMPANY SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS CUSTOMER FROM AND AGAINST ANY LOSSES TO THE EXTENT ARISING FROM (A) COMPANY'S BREACH OF THIS AGREEMENT; OR (B) COMPANY'S NEGLIGENCE OR WILLFUL MISCONDUCT. THE OBLIGATIONS SET FORTH IN THIS SECTION SHALL SURVIVE THE EXPIRATION AND/OR TERMINATION OF THIS AGREEMENT. CUSTOMER SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS TO THE FULLEST EXTENT PERMITTED BY LAW COMPANY, ITS PARENT, AND CORPORATE AFFILIATES FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, SUITS, PENALTIES, FINES, REMEDIATION COSTS, AND LIABILITIES (INCLUDING COURT COSTS AND REASONABLE ATTORNEYS' FEES) (COLLECTIVELY, "LOSSES") ARISING FROM (A) CUSTOMER'S BREACH OF THIS AGREEMENT; (B) CUSTOMER'S NEGLIGENCE OR WILLFUL MISCONDUCT; (C) EXCLUDED WASTE CONTAINED IN CUSTOMER'S WASTE MATERIAL; AND (D) CUSTOMER'S USE, OPERATION, OR POSSESSION OF COMPANY'S EQUIPMENT.

SUSPENSION; TERMINATION. If any amount due from Customer is not paid within 60 days after the date of Company's invoice, Company may, without notice and without terminating this Agreement, suspend collecting and disposing of Waste Material until Customer has paid such amount to Company. If Company suspends service, Customer shall pay Company a service interruption fee in an amount determined by Company in its discretion up to the maximum amount allowed

by Applicable Law. Either party may terminate this Agreement upon 30 days prior written notice to the other party if the other party breaches a material obligation of the Agreement (including non-payment) and fails to cure such breach within 10 days after receiving written notice of the breach. Company may terminate this Agreement for its convenience upon 30 days prior written notice to Customer.

LIQUIDATED DAMAGES. If Customer terminates this Agreement before its expiration for any reason other than Company's breach (or if Company terminates this Agreement due to Customer's non-payment), Customer shall pay Company an amount equal to the average Charges from Customer's last 6 invoices multiplied by the lesser of (a) six months during the Initial Term, (b) three months during any renewal term, or (c) the number of months remaining in the current Term. Customer acknowledges that in the event of such a termination, actual damages to Company would be uncertain and difficult to ascertain, such amount is the best, reasonable and objective estimate of the actual damages to Company, such amount does not constitute a penalty, and such amount is reasonable under the circumstances. Any amount payable under this paragraph shall be in addition to amounts already owing under this Agreement.

RIGHT OF FIRST REFUSAL. Customer agrees to notify Company in writing of any offer that Customer receives from any third party relating to the provision of any permanent or temporary collection, disposal or recycling services during any term of this Agreement ("Offer") and agrees to give Company the right of first refusal and reasonable opportunity to match such Offer prior to acceptance.

COMMUNICATIONS. To ensure timely and accurate receipt of communications, all communications to Company regarding this Agreement and/or the Services must come directly from Customer. Customer acknowledges that Company will not accept any communications from any third parties acting as the Customer's agent or representative (absent proof of medical necessity as reasonably determined by Company). All written notices to Company pertaining to this Agreement shall be sent prepaid certified or overnight mail, return receipt requested, and must be received by Company. Any notice related to this Agreement will be deemed effective no less than 60 days from the certified mail return receipt date.

DISPUTE RESOLUTION-ARBITRATION; CLASS ACTION WAIVER. (a) Except for Excluded Claims (defined below), Customer and Company agree that any and all existing or future controversy or claim between them arising out of or related to this Agreement, whether based in contract, law or equity or alleging any other legal theory, or arising prior to, in connection with, or after the termination of this Agreement, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules with a single arbitrator, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. (b) Customer and Company agree that under no circumstances, whether in arbitration or otherwise, may Customer bring any claim against Company, or allow any claim that Customer may have against Company to be asserted, as part of a class action, on a consolidated or representative basis or otherwise aggregated with claims brought by, or on behalf of, any other entity or person, including other customers of Company or its parent or corporate affiliates. (c) The following claims constitute "Excluded Claims" and are not subject to mandatory binding arbitration: (i) either party's claims against the other in connection with bodily injury or real property damage; (ii) claims for indemnity pursuant to the Indemnification Section of this Agreement; and (iii) Company's claims against Customer for collection or payment of Charges, damages (liquidated or otherwise), or any other amounts due or payable to Company by Customer under this Agreement.

MISCELLANEOUS. (a) This Agreement shall be governed by and construed in accordance with the internal laws of the State where the Services are provided, without giving effect to any conflict of law provision. (b) This Agreement represents the entire agreement between the parties and supersedes all prior agreements, whether written or verbal, that may exist between the parties for the same Services. (c) Except for Customer's obligation to pay amounts due to Company, any failure or delay in performance due to contingencies beyond a party's reasonable control, including strikes, riots, terrorist acts, compliance with Applicable Laws or governmental orders, fires and acts of God, shall not constitute a breach of this Agreement. (d) Company shall have no confidentiality obligation with respect to any waste or recyclable materials. (e) Company may assign this Agreement without Customer's consent. This Agreement shall be binding upon and inure solely to the benefit of the parties and their permitted successors and assigns. (f) If any provision of this Agreement is declared invalid or unenforceable, it shall be modified so as to be valid and enforceable but so as most nearly to retain the intent of the Parties. If such modification is not possible, such provision shall be severed from this Agreement. In either case, the validity and enforceability of the remaining provisions of this Agreement shall not in any way be affected thereby. (g) Failure or delay by either party to enforce any provision of this Agreement will not be deemed a waiver of future enforcement of that or any other provision. (h) If any litigation or arbitration is commenced under this Agreement, the successful party shall be entitled to recover, in addition to such other relief as the court may award, its reasonable attorneys' fees, expert witness fees, litigation and arbitration related expenses, and court or other costs incurred in such litigation, arbitration or proceeding. (i) Customer and Company agree that electronic signatures are valid and effective, and that an electronically stored copy of this Agreement constitutes proof of the signature and contents of this Agreement, as though it were an original.

The following Terms and Conditions apply to Customer only if Customer is receiving the applicable Service from Company.

CONTAINER REFRESH. If the Services include Container Refresh, Customer is limited to one (1) exchange of each participating container every 12 months of paid enrollment; any additional exchange is subject to Company's standard container exchange fee. Customer agrees that during any enrollment year in which Customer receives an exchange under the program, any request by Customer to cancel Container Refresh will not be effective until Customer completes payment for 12 consecutive months of enrollment in the program. The Charge for Container Refresh will be itemized on Customer's invoice, which Charge may be changed by Company by showing the amount of the new Charge on Customer's invoice. Company reserves the right to suspend or cancel the Container Refresh program at any time.

RECYCLABLE MATERIAL. If the Services include recycling, Customer shall comply with all Applicable Laws regarding the separation of solid waste from Recyclable Material and not place items in any recycling container that may make the Recyclable Material unsuitable for recycling or decrease the value of the Recyclable Material. Customer agrees that Company in its sole discretion may determine whether any load of Recyclable Material is contaminated and may refuse to collect it or may collect it but charge Customer for any additional costs, fees or surcharges associated with sorting, processing, contamination, transportation, and/or disposal.

ROLL-OFF. Republic may charge rent or a minimum lift charge if a roll-off container is not lifted or hauled at least once per month. The following additional terms shall apply to any roll-off service: (a) Company will not accept: white goods, tires, drums, paint, solvents, chemicals, or other such materials that would be considered flammable or explosive, or other materials not permitted to be disposed of at the designated disposal facility. (b) If the roll-off is loaded with extremely heavy material, such as block concrete, asphalt, dirt or roofing material, such material must be evenly distributed at the bottom of the roll-off and shall not exceed three feet in depth. (c) Customer shall not load materials above the top of the roll-off. (d) Customer shall close and latch the back door of the roll-off before service. The driver cannot load a roll-off with an open or unlatched back door. (e) If Company is unable to safely haul a roll-off, Customer shall off-load the impermissible overage or type of materials or otherwise improve any conditions necessary to enable safe hauling. Customer will be charged a dry run fee for each attempted trip where hauling does not occur. (f) If Company hauls an overloaded roll-off, Customer shall be responsible for all service charges based on the actual tonnage hauled, plus any tickets, fines, penalties or damages incurred by Republic due to the overweight container.

EQUIPMENT RENTAL. Rented equipment shall remain at Customer's Site Location at all times, except when handled by Company. Customer shall not make any changes, alterations, additions, or improvements in or to the equipment or move or relocate the equipment without Company's prior written consent. Customer shall allow Company and/or its designee to enter the Site to examine or inspect the equipment, perform preventative maintenance and repairs, or for any other purpose permitted by this Agreement. Customer agrees that the installation of the equipment is for the primary benefit of Company to provide services, and that Company has the right, at any time and at its sole discretion, to substitute the equipment for similar equipment of make and size, or of a make and size that provides for more efficient or economical service.

MAINTENANCE. Company shall maintain the equipment in good operating condition and make repairs necessitated only by normal wear and tear. Customer shall be responsible for repairs, replacement parts, and labor necessitated by abuse or negligent operation or care of the equipment. Once installed, Customer shall have the care, custody, and control of the equipment. Customer assumes all risks of loss, damage, destruction or interference with the use of, and accepts responsibility for, the equipment and the supervision and operation of the equipment, accessories and contents during the term of this Agreement. Company will not be responsible for installation of utility service necessary to operate the equipment or any utility service charges attributable to the equipment's operation. If electrical or any other installment requirements are not satisfied prior to delivery of the equipment, Company may charge Customer all

costs incurred by Company for its inability to complete the installation of the equipment. Customer shall be responsible for (a) connecting the equipment to the electrical service and any other utility services in conformance with all applicable building and zoning codes and regulations, (b) providing the necessary electrical power to operate the equipment, and (c) all costs of electrical wiring, and/or other utility hook-up and inspection thereof necessary for use of the equipment.

CUSTOMER'S OBLIGATIONS. Customer shall operate the equipment solely for its intended purpose and in strict conformance with this Agreement, the manufacturer's and Company's instructions, and shall not allow the equipment to be used by any person other than Customer's employees without Company's written consent. Customer shall comply with all reporting and operating requirements related to the operation, maintenance, and management of the equipment as required by Company or as otherwise mandated by Applicable Laws. Any Site-related licenses and permits concerning the equipment shall be obtained and maintained by Customer at Customer's sole cost and expense. Customer shall take all action necessary to ensure that the equipment is not abused, misused, or otherwise harmed by Customer or its employees, agents, and representatives or any other persons. Customer shall immediately notify Company of any damage to the equipment, or any injuries relating to the use or operation of the equipment. Customer shall keep the equipment free from any and all liens and claims and shall not do or permit any act whereby Company's title or rights might be encumbered or impaired.

DISCLAIMER OF WARRANTIES; DAMAGES. COMPANY MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE, AND COMPANY HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES THEREFOR. COMPANY EXPRESSLY DISCLAIMS ALL INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES ARISING IN CONNECTION WITH THIS AGREEMENT OR THE EQUIPMENT, INCLUDING, WITHOUT LIMITATION, LOST SALES AND PROFITS AND OTHER BUSINESS INTERRUPTION DAMAGES. EVEN IF COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND WITHOUT REGARD TO THE NATURE OF THE CLAIM OR THE UNDERLYING THEORY OR CAUSE OF ACTION (WHETHER IN CONTRACT, TORT, OR OTHERWISE), AND CUSTOMER HEREBY EXPRESSLY WAIVES AND RELEASES COMPANY FROM AND AGAINST ANY SUCH DAMAGES.

ELECTRONIC MATERIAL AND/OR BULB & BATTERY (UNIVERSAL) RECYCLING SERVICES. Electronic Material Services and/or Bulb & Battery (Universal) Recycling Services are provided only within the continental United States (not available in Alaska or Hawaii). Company or its subcontractor shall collect, transport, or receive via mail, treat, recycle, and/or dispose of Electronic Material and/or Bulbs & Batteries as provided in the Service Details. Customer acknowledges and understands that due to a variety of factors, including without limitation market conditions and processing costs, some or all of the Electronic Material and Bulbs & Batteries may be disposed of in a disposal facility and not recycled. Weights and/or unit counts of all Electronic Material and Bulbs & Batteries shall be determined upon receipt by Company or its subcontractor. All references to "Company" in this section of the Agreement shall also include Company's subcontractor(s).

ADDITIONAL DEFINITIONS. The following additional definitions apply to Electronic Material Services and Bulb & Battery Recycling Services only:

- "Box Mail-Back Services" means services in which Company delivers boxes or containers designated for the packing and shipping of Electronic Material or Bulbs & Batteries by Customer (hereinafter "Box") to the designated processing facility.
- "Bulbs & Batteries" means those materials included in the Environmental Protection Agency's Universal Waste regulations set forth in 40 C.F.R. 273, including bulbs, batteries, TSCA-exempt ballasts and non-PCB ballasts, lamps, and other mercury-containing items and materials.
- "Bulb & Battery Recycling Services" includes Box Mail-Back Services as a means to recycle or dispose of Bulbs & Batteries.
- "Electronic Material" consists of any High Grade, Low Grade and Video Display Devices that are not excluded by these provisions relating to Electronic Material Services. Electronic Material does not include any solid waste, non-electronic Recyclable Material or Excluded Waste.
- "Electronic Material Services" includes Box Mail-Back, Pack-Up and Pick-Up and/or Full Service as a means to recycle or dispose of Electronic Material.
- "Excluded Waste" means any material other than Electronic Material or Bulbs & Batteries. Electronic Material and Bulbs & Batteries may not be commingled. If Electronic Material is commingled with Bulbs & Batteries for a Bulb & Battery Recycling Service, the Electronic Material will be treated as Excluded Waste, and vice versa.
- "Full Service" means services in which Company provides all necessary containers, packaging, removal, loading and shipping of the Electronic Material to the designated processing facility.
- "High Grade" means electronic items that contain gold, silver and/or large circuit boards including, but not limited to, computers, switching equipment, telephones (cellular, cordless, wireless), and telephone carrier switching equipment.
- "Low Grade" means electronic items that consist mostly of plastic and metal including, but not limited to, printers, keyboards/mice, countertop appliances with cords, media storage devices, and video games and accessories.
- "Pack Up & Pick Up Services" means services in which pre-packaged or palletized Electronic Material are collected by Company from a Site Location and transported directly to the designated processing facility.
- "Video Display Device" means computer terminal, oscilloscope, TV (CRT, LCD, plasma, rear projection), IT equipment, E-waste containing glass, monitor (CRT, LCD, plasma), and tablets.

BOX MAIL-BACK SERVICES. In connection with Box Mail-Back Services, the following additional terms shall apply:

Pre-Payment; No Refunds. With respect to Electronic Material, payment for Box Mail-Back Services is made in advance and if Customer returns an unused Box, Customer will receive a refund of up to 50% of the purchase price. If Customer subsequently requests a Box for Electronic Material, Customer will be responsible for full pre-payment. With respect to Bulbs & Batteries, payment for Box Mail-Back Services is made in advance and will

not be refunded after a Box has been shipped to Customer. If Customer returns an unused Box, Customer will be responsible for its shipping cost to return the Box plus a restocking fee, which is \$14 for a lamp box and \$12 for a battery/ballast box (restocking fees for other types of Boxes may vary). If Customer subsequently decides they require a Box, Customer will be responsible for the cost of re-shipping the Box.

Expiration of Boxes. Each Box must be received by Company or its subcontractor by the expiration date printed on the prepaid return shipping label, which is typically twelve (12) months (the "Expiration Date"). If Customer ships a Box (for Electronic Material only) after its original Expiration Date or requests up to a one-year extension of the Expiration Date, Customer shall pay Company an additional fee in the amount of 50% of the original Box purchase price. Company has no obligation after the Expiration Date (original or extended, if applicable) to process materials sent in for recycling and may return such materials to Customer at Customer's expense.

Safe Packaging Obligation. Customer is responsible for complying with all packaging (including safely packaging contents), sealing, and shipping instructions included with each Box.

Electronic Material Specifications. With respect to Electronic Material Box Mail-Back Services, Company reserves the right to bill additional amounts for any of the following: (i) any Box exceeding its specified maximum weight in the amount of up to \$0.83 per pound; (ii) shipping materials in the wrong Box or mixing materials in a Box; (iii) shipping materials that require additional labor for unpacking or disassembly up to \$0.37 per pound; (iv) processing electronics containing wood up to \$0.23 per pound; (v) additional shipping charges beyond the amounts prepaid for any prepaid label; and/or (vi) return shipping charges for any Excluded Waste or Boxes received with expired labels.

Bulbs & Batteries Specifications. With respect to Bulb & Battery Recycling Box Mail-Back Services, Company reserves the right to bill additional amounts for any of the following: (i) any Box exceeding its specified maximum weight up to \$1.50 per pound; (ii) shipping materials in the wrong Box or mixing materials in a Box; (iii) shipping materials that require additional labor for unpacking or disassembly; (iv) additional shipping charges beyond the amounts prepaid for any prepaid label; and/or (v) return shipping charges for any Excluded Waste or boxes with expired labels received by Company.

Automatic Reordering. For automatic reordering of Box Mail-Back Services, the following provisions will apply:

Upon receipt of a Box from Customer, Company will automatically send Customer a Box identical to the one returned by Customer. Any Box must be used by Customer within twelve (12) months of receipt or an additional charge may apply.

Company may increase rates to cover increases in shipping, recycling, refurbishment, reuse, and/or disposal rates upon notice to Customer.

Customer shall have 30 days following the expiration or termination of the Electronic Material Services or Bulb & Battery Recycling Services, as applicable, to use and return all of the Boxes in Customer's possession. Company reserves the right to bill Customer for any Boxes not received by Company within 30 days following the expiration or termination of the Electronic Material Services or Bulb & Battery Recycling Services, as applicable.

PACK-UP & PICK UP SERVICES. In connection with Pack Up & Pick Up Services, the following additional terms shall apply:

Safe Packaging Obligation. Customer is responsible for complying with all safety, packaging, sealing, and loading/palletizing instructions (including removing materials from their original packaging and/or not individually wrapping all materials) included with each order, and shall ensure such is completed prior to the scheduled pickup date.

Electronic Material Specifications. With respect to Electronic Material Pack-Up and Pick-Up Services, Customer shall ensure that Electronic Material is sorted into the following categories: (1) Video Display Devices; (2) High Grade; (3) Low Grade. A full list of Video Display Devices, High Grade and Low Grade Electronic Material is available upon request. If the Electronic Material is not properly sorted, Customer shall pay Company a sorting charge of up to \$0.22 per pound. If Electronic Material are not removed from their original packaging, an additional unpacking fee in the amount of up to \$0.37 per pound will apply. If Electronic Material are not properly loaded and palletized, an additional unsafe load conditions fee in the amount of up to \$0.37 per pound will apply.

FULL SERVICE. There is a minimum charge for Full Service. For loads of Electronic Material up to 466 pounds, the minimum charge for Full Service will be \$660. For loads of Electronic Material over 466 pounds, the charge for Full Service will be the weight of the load multiplied by the per pound charge quoted in the Service Details.

CUSTOMER'S INITIAL: [Redacted] DATE: [Redacted]

BOARD UPDATE
August 9, 2021
EMPLOYEE PERSONNEL REGISTER NO. 1 – 2021 -2022

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

EMPLOYMENT:

Name: Franz Abellion
Position: Teacher
Program: Sports Medicine
Location: Edison H.S.
Effective: Pending new hire processing

Name: Tracy Armour
Position: Teacher
Program: Medical Careers and Health Systems
Location: Oceanview H.S.
Effective: Pending new hire processing

Name: Joshua Behrens
Position: Teacher
Program: Theater Technology
Location: Huntington Beach H.S.
Effective: Pending new hire processing

FROM:
TO:
Name: Rachel Friedman
Position: Substitute
Position: Teacher
Program: Medical Careers and Health Systems
Location: Beckman H.S.
Effective: August 16, 2021

FROM:
TO:
Name: Krista Schweers-Ganga
Position: K12 Pathway Coordinator
Position: Administrator, Educational Services
Program: Educational Services
Location: Presidio Site
Effective: August 16, 2021

Name: Courtney Jacobs
Position: Teacher
Program: Sports Medicine
Location: Marina H.S.
Effective: Pending new hire processing

Name: Mar Jimenez
Position: Career Specialist
Program: Student Services
Location: Beckman H.S.
Effective: Pending new hire processing

FROM:
TO:

Name: Rachel Kreger
Position: Temporary Worker
Position: Program Assistant
Program: Educational Services
Location: Presidio Site
Effective: August 2, 2021

Name: Teresita Lubrino
Position: Medical Careers and Health Systems
Program: Educational Services
Location: Early College H.S.
Effective: Pending new hire processing

Name: Curtis Morrison
Position: Emergency Medical Technician
Program: Educational Services
Location: Presidio Site
Effective: Pending new hire processing

Name: Charles Wilcox
Position: Emergency Medical Responder
Program: Educational Services
Location: Estancia H.S.
Creekside H.S.
El Toro H.S.
Effective: August 18, 2021

Name: Suzanne Williamson
Position: Teacher
Program: Digital Media Arts
Location: Mission Viejo H.S.
Effective: August 16, 2021

RESIGNATION:

Name: Kathy Evans
Position: Administrator, Educational Services
Program: Educational Services
Location: Presidio Site
Effective: August 7, 2021

Name: Hope Frisch
Position: Teacher
Program: Sports Medicine and Athletic Training
Location: El Toro H.S.
Effective: July 29, 2021

Name: Coleen Hanley
Position: Dental Director
Program: Educational Services
Location: Presidio Site
Effective: July 14, 2021

Name: Duane Jennrich
Position: Teacher
Program: Construction Technology
Location: Estancia H.S.
Effective: July 30, 2021

Name: Sydney Kantor
Position: Teacher
Program: Sports Medicine and Athletic Training
Location: Edison and Marina H.S.
Effective: June 18, 2021

Name: Sherrie Pawley
Position: Administrator, Educational Services
Program: Educational Services
Location: Presidio Site
Effective: July 17, 2021

Name: Erica Rosas
Position: Career Specialist
Program: Student Services
Location: Beckman H.S.
Effective: July 8, 2021

Name: Thomas Schatti
Position: Teacher
Program: Culinary Arts
Location: Tustin H.S.
Effective: July 17, 2021

Name: Andrea Vega
Position: Teacher
Program: Sports Medicine
Location: Mission Viejo H.S.
Effective: July 5, 2021

Name: Hayato Yuuki
Position: Teacher
Program: Emergency Medical Responder (EMR)
Medical Careers & Health Systems
Location: Estancia H.S.
Effective: July 2, 2021

RETIREMENT:

Name: Joseph Batte
Position: Teacher
Program: Theater Technology
Location: Huntington Beach H.S.
Effective: June 12, 2021




Carol Hume

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: August 19, 2021

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
EQUIPMENT/FURNITURE & SUPPLIES						
5609	Free-Standing Sink	Presidio Site	\$1,076.42	8/1/2012	Beyond Repair	Scrap
COMPUTERS/TECHNOLOGY						
4626	Printer	Presidio Site	\$406.00	6/12/2007	Beyond Repair	Scrap
4810	Data Projector	Presidio Site	\$730.55	5/30/2008	Beyond Repair	Scrap
4834	Computer	Presidio Site	\$1,450.76	6/16/2008	Beyond Repair	Scrap
4988	Computer	Presidio Site	\$2,235.71	1/20/2009	Beyond Repair	Scrap
5005	Computer/Switch	Presidio Site	\$2,330.10	3/24/2009	Beyond Repair	Scrap
5514	Computer	Presidio Site	\$818.45	11/21/2011	Beyond Repair	Scrap
5751	Printer	Presidio Site	\$4,415.91	2/4/2013	Beyond Repair	Scrap
5820	Printer	Presidio Site	\$356.40	1/13/2014	Beyond Repair	Scrap
5960	Computer	Presidio Site	\$1,364.80	3/24/2015	Beyond Repair	Scrap
5962	Computer	Presidio Site	\$1,364.80	3/24/2015	Beyond Repair	Scrap
5964	Computer	Presidio Site	\$1,364.80	3/24/2015	Beyond Repair	Scrap
5966	Computer	Presidio Site	\$1,364.80	3/24/2015	Beyond Repair	Scrap

Review/Approval



 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.

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

TO: Board Members
FROM: J. S. Coke
DATE: August 3, 2021
SUBJECT: New Internship Sites

Cyber Forward Internship

Pacific Life (Corporate HQ)
P.O. Box 9000
Newport Beach, CA 92658

TTM Technologies (Global HQ)
200 East Sandpointe, Suite 400
Santa Ana, CA 92707

Professional Internship

EDS Financial Services, Inc.
24 Hammond, Unit C
Irvine, CA 92618

Profit Recovery Partners, LLC
1600 Sunflower Avenue
Costa Mesa, CA 92626

University Lab Partners
5270 California Avenue, Suite 300
Irvine, CA 92617

Coastline Regional Occupational Program
Travel/Conference Report
Board Meeting
August 19, 2021

Name	Date(s)	Destination	Purpose	Amount
Carol Hume, Superintendent Presidio Campus	Jun. 21	Virtual	AALRR Webinar: What Educational Institutions Need to Know about Revised Emergency Temporary Standards	\$49.00
Carol Hume, Superintendent Presidio Campus	Dec. 9-10	Virtual	CSBA Annual Education Conference	399.00
			Total	\$448.00