



# **BOARD OF TRUSTEES**

# **AGENDA**

## **October 14, 2021**

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

**9:30 a.m. Open Session**





TO: Board of Trustees  
FROM: Carol Hume  
DATE: October 7, 2021  
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the October 14, 2021, regular Board of Trustees meeting. **Trustee Brooks, Trustee Schulman and I will meet in my office at 8:30 to review the agenda.** The board meeting will begin at 9:00 a.m. at which time we will adjourn to a closed session to discuss compensation for unrepresented employees. Open session is scheduled to begin at approximately 9:30 a.m.

I look forward to seeing you in person on Thursday, October 14.

Enclosure



**BOARD OF TRUSTEES**

**Wednesday, October 14, 2021**

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

**9:30 a.m. Open Session**

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

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

**AGENDA**

**1. BOARD MEETING CALLED TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

- 3. 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

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

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

**5. 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.

**6. CLOSED SESSION** **Discussion**

A. Compensation for unrepresented employees

**7. RECONVENE IN OPEN SESSION** **Discussion**

A. Reporting out of Closed Session

**INFORMATION ITEMS**

**8. SUPERINTENDENT’S REPORT – Carol Hume**

**9. EDUCATIONAL SERVICES UPDATE – J.S. Coke**

**DISCUSSION/ACTION ITEMS**

**10. Board Meeting Date/Time Changes Discussion/Action**

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

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

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

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

**12. DocuSign, Inc. Agreement – Recommend Discussion/Action**  
the Board approve the agreement with DocuSign, Inc.

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

**CONSENT CALENDAR Action**

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

It is recommended that the Board approve:

- 13. Minutes from the September 9, 2021 regular Board of Trustees meeting
- 14. Minutes from the September 15, 2021 special closed session Board of Trustees meeting
- 15. Minutes from the September 23, 2021 special closed session Board of Trustees meeting
- 16. Minutes from the September 30, 2021 special Board of Trustees meeting
- 17. Ratification of purchase order report ending September 30, 2021
- 18. Ratification of check report ending September 30, 2021
- 19. New internship sites
- 20. Ratification of Memorandum of Understanding with the California Partnership for Achieving Student Success (Cal-Pass Plus)
- 21. English language learners waiver teacher roster
- 22. Inventory deletion report
- 23. Personnel register #3-2021-2022 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 24. Travel and conference report

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

**NEW BUSINESS Information**

**ADJOURNMENT**

**Next Scheduled Meeting: November 18, 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 (8:00 a.m. to 4:30 p.m.)

## COASTLINE REGIONAL OCCUPATIONAL PROGRAM 2021 BOARD CALENDAR

<b>January 27</b>	(4 <sup>th</sup> Wednesday) -	Pre-meeting: Lauren Brooks & Barbara Schulman - Board Meeting
<b>February 18</b>	(3 <sup>rd</sup> Thursday)	- Pre-meeting: Lauren Brooks & Lynn Davis - Board Meeting - Textbook Inventory
<b>March 11</b>	(2 <sup>nd</sup> Thursday)	- Pre-meeting: Lauren Brooks & Michelle Barto - Board Meeting - Interim Budget Review - 2020-21 Coastline ROP Priorities Update
<b>April 15</b>	(3 <sup>rd</sup> Thursday)	- Pre-meeting: Lauren Brooks & Diana Carey - Board Meeting
<b>May 20</b>	(3 <sup>rd</sup> Thursday)	- Pre-meeting: Lauren Brooks & Barbara Schulman - Board Meeting - Review Superintendent's Evaluation Process - Employ Summer Semester Staff
<b>June 17</b>	(3 <sup>rd</sup> 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
<b>July 15</b>	(3 <sup>rd</sup> Thursday)	- Special Meeting – Closed Session
<b>August 20</b>	(3 <sup>rd</sup> 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
<b>September 9</b>	(2 <sup>nd</sup> Thursday)	- Pre-meeting: Lauren Brooks & Diana Carey - Board Meeting - Superintendent's Evaluation - 2020-21 Unaudited Actuals Report
<b>September 15</b>	(3 <sup>rd</sup> Wednesday)	- Special Meeting – Closed Session
<b>September 23</b>	(4 <sup>th</sup> Thursday)	- *Special Meeting – Closed Session
<b>September 30</b>	(5 <sup>th</sup> Thursday)	- **Special Meeting
<b>October 14</b>	(2 <sup>nd</sup> Thursday) (Date change 5/20/21)	- Pre-meeting: Lauren Brooks & Barbara Schulman - Board Meeting
<b>November 18</b>	(3 <sup>rd</sup> Thursday)	- Board Meeting
<b>December 13</b>	(2 <sup>nd</sup> Monday) (Date change 5/20/21)	- Pre-meeting: Lauren Brooks & Lynn Davis - Organizational Meeting - Audit Report - Interim Budget Review

**MEETING TIME** - 9:00 a.m.  
- \*8:30 a.m.  
- \*\*1:00 p.m.



TO: Board of Trustees  
FROM: Carol Hume  
DATE: October 7, 2021  
SUBJECT: AB 361

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

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



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

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



TO: Board of Trustees  
FROM: Sesar Morfin  
DATE: October 5, 2021  
SUBJECT: DocuSign, Inc. Agreement

Issue/Background. Like all organizations, Coastline ROP is continuously seeking ways to make our operations more efficient and generate cost savings in the process. We have demonstrated our commitment to this endeavor by identifying the transition of our general operations to a digital format as one of our strategic priorities for the 2021-2022 year. This is an especially critical time to streamline these processes given the virtual environment that we all find ourselves in.

Over the past several months we have solicited the interest of vendors who offer products and/or services which assist organizations in completing general administrative tasks within a digital platform. We have had extensive conversations and meetings with several of these vendors and we have identified DocuSign, Inc. as the vendor who offers the product which most closely meets our current and future needs.

Financial Implication. Since this is a new product, there will be both a one-time and a permanent annual cost. The one-time cost is to pay for the training that will be needed for our teachers and staff to use the new platform. That cost is expected to be \$500. The annual permanent cost is expected to be approximately \$7,200 in the first year. That cost is to pay for the actual usage of the platform. The total one-time and permanent costs for the first year will be approximately \$7,700. The ongoing permanent cost for each subsequent year will be for the actual usage of the platform. We expect the usage to increase with time as we incorporate more of our operations within the platform, so it is reasonable to expect that our ongoing permanent costs will increase in future years compared to the first year. This agreement and any subsequent agreements will only be for a one-year period, so DocuSign, Inc. reserves the right to increase the price each year. Although DocuSign, Inc. does offer the option of a three-year agreement which would slightly reduce our overall cost, we felt that it would be in our best interest to sign a one-year agreement at this time considering we are initially adopting the usage of this platform. After the first year of the agreement has been completed, we will reevaluate and determine if we would be better served by signing a multi-year agreement as opposed to a one-year agreement.

Recommendation. It is respectfully requested that the Board of Trustees approve the agreement with DocuSign, Inc.





DocuSign, Inc.  
221 Main Street, Suite 1550  
San Francisco, CA 94105

**Offer Valid Through:** Nov 1,  
2021  
**Prepared By:** Kim Olson  
**Quote Number:** Q-00652964

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## ORDER FORM

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### Address Information

**Bill To:**

Coastline Regional Occupational Program  
1001 Presidio Sq,  
Costa Mesa, CA, 92626-5632  
United States

**Ship To:**

Coastline Regional Occupational Program  
1001 Presidio Sq,  
Costa Mesa, CA, 92626-5632  
United States

**Billing Contact Name:**

Sesar Morfin

**Billing Email Address:**

smorfin@coastlinerop.net

**Billing Phone:**

714-429-2220

**Shipping Contact Name:**

Sesar Morfin

**Shipping Email Address:**

smorfin@coastlinerop.net

**Shipping Phone:**

714-429-2220

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### Order Details

**Order Start Date:** Nov 1, 2021

**Order End Date:** Oct 31, 2022

**Billing Frequency:** Annual

**Payment Method:** Check

**Payment Terms:** Net 30

**Currency:** USD

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### Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	Nov 1, 2021	Oct 31, 2022	2,000	\$6,260.87
Premier Support	Nov 1, 2021	Oct 31, 2022	1	\$939.13
Adoption Consulting	Nov 1, 2021	Oct 31, 2022	1	\$350.00
DocuSign DSU eSignature Administration Course	Nov 1, 2021	Oct 31, 2022	1	\$150.00

**Grand Total: \$7,700.00**

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### Product Details

eSignature Envelope Allowance: 2,000

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## Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$5.80

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## Order Special Terms

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## Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

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## Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

**Please select Yes or No:**

If yes, please send the required tax exemption documents immediately to [taxexempt@docusign.com](mailto:taxexempt@docusign.com).

Invoices for this order will be emailed automatically from [invoicing@docusign.com](mailto:invoicing@docusign.com). Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

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**Purchase Order Information**

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: \$

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**By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.**

**Customer**

Signature:

Name:

Job Title:

Date:

**DocuSign,  
Inc.**

Signature:

Name:

Job Title:

Date:

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
REGULAR BOARD MEETING**

**Minutes  
September 9, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on September 9, 2021 via Zoom videoconference. The meeting was called to order at 9:08 a.m. by Lauren Brooks, President.

<u>Present Members</u>	<u>Other</u>		
Lauren Brooks	Carol Hume	Rocky Murray	Grant Litfin
Lynn Davis	J.S. Coke	Ulises Garcia	Siteria Edwards
Michelle Barto	Sesar Morfin	Michael Vossen	Jeanne Bennett
Barbara Schulman	Debbie Ludwig	James Newton	
Diana Carey			

**CLOSED SESSION**            The Board met in closed session to discuss the Superintendent’s evaluation.

**OPEN SESSION**            The meeting reconvened in Open Session at 9:29 a.m. There was nothing to report out of closed session.

**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

**SUPERINTENDENT’S REPORT**            Carol Hume attended the Bidder’s Conference for round 4 of the K12 Strong Workforce Program. As has been the case, Coastline ROP alone is not eligible to apply; each district needs to allow the ROP to report their ADA on the consortium application. Each LEA is limited in being the lead or partnering with a maximum of three applications. The county shared its plan for two applications. Ms. Hume reached out to the district steering committee members to determine their interest in submitting a grant on behalf of the consortium. The application is due by October 15.

There was hope the State Board of Education would approve the grant allocations for CTEIG 7 at their September board meeting. However, they postponed the approval until January. The delay is due to new language in the 2021-22 State Budget Bill. Some of the new language includes an additional \$150 million, which brings the total to \$300 million per year available to grantees and includes AP, IB, and Dual Enrollment offerings. There will be an addendum applicants need to complete to address the changes.

AB 388, if passed, would have granted permanency to ROP teachers, teachers in small school districts, and county offices. This bill would have impacted our ability to respond to the ever-changing needs of the business community, but fortunately, the bill was held in Senate Appropriations.

Speaking of ever-changing, Coastline ROP continues to update the COVID-19 protocols as the situation evolves.

In closing, Ms. Hume acknowledged the staff. Everyone has gone the extra mile from Business Services, Human Resources, Technology, and Educational Services Department to Executive Assistant Debbie Ludwig. In addition to the usual flurry of activity associated with closing one year and preparing for the next, there is a reduced staff.

Ms. Hume was pleased to report all open teaching positions have been filled except for an afterschool section of the construction program at Estancia. Ms. Hume thanked the board for approving the Recruitment and Retention Incentive, as it was an instrumental component in our ability to fill the openings.

**EDUCATIONAL SERVICES' REPORT**

Because of the variance in start dates for partner districts, this is the 4<sup>th</sup> week of the first day of school. It has been all hands-on deck as everyone in the department has been working at full speed to get students into classes successfully. This includes the onboarding of new teachers as well. Mr. Coke commended everyone in educational services for their diligent efforts. He also thanked Human Resources Administrator, Siteria Edwards, for all of her work in the hiring process.

**BOARD MEETING DATE/TIME CHANGES**

It was moved by Member Schulman, seconded by Member Carey, to change the Board of Trustees meeting scheduled for Thursday, December 9, 2021 to Monday, December 13, 2021. Motion carried 5-0. The roll call vote follows:

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

**2020-2021 UNAUDITED ACTUALS REPORT**

It was moved by Member Davis, seconded by Member Carey, to approve the Unaudited Actuals Financial Report for the year ending June 30, 2021 and approve filing the report with the Orange County Department of Education. Motion carried 5-0. The roll call follows:

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

**MEMORANDUM OF UNDERSTANDING-SOUTHWEST COUNCIL OF CARPENTERS**

It was moved by Member Barto, seconded by Member Carey, to approve the Memorandum of Understanding between Coastline ROP and the Southwest Regional Council of Carpenters. Motion carried 5-0. The roll call vote follows:

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

**NEW COURSE APPROVALS**

It was moved by Member Barto, seconded by Member Schulman, to approve the new course outlines for Culinary Arts and Child Development. Motion carried 5-0. The roll call vote follows:

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

**2021-2022  
PRIORITIES**

It was moved by Member Schulman, seconded by Member Davis, to approve the Coastline ROP 2021-2022 Priorities. Motion carried 5-0. The roll call vote follows:  
Ayes: Member Brooks, Schulman, Davis, Barto, and Carey

**ENGLISH LANGUAGE  
LEARNERS WAIVER**

It was moved by Member Schulman, seconded by Member Carey, to approve the English Language Learners Waiver regarding teaching outside credential authorization. Motion carried 5-0. The roll call vote 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. 1/2021-2022: Budget adjustment

**CONSENT  
CALENDAR**

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

- Minutes from the August 20, 2021 Board of Trustees meeting
- Ratification of purchase order report ending August 31, 2021
- Ratification of check report ending August 31, 2021
- New internship sites
- Memorandum of Understanding with University Lab Partners, North Orange County ROP, and Coastline ROP
- Strong Workforce Program K12 Pathway Coordinator Sub-Agreement
- Personnel register No. 2 - 2021-2022 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Coastline ROP Staff Roster for 2021-2022
- Inventory deletion report
- Approval of travel conference report

**CLOSED SESSION**

It was moved by Member Carey, seconded by Member Schulman, to adjourned to closed session at 10:15 a.m.

**RECONVENE OPEN  
SESSION**

Lauren Brooks, President, reported the following items from closed session:

- The Board of Trustees reluctantly accepted the letter of intent to resign for the purpose of retirement from Carol Hume, superintendent, with a retirement date of January 31, 2022.
- The Board will begin the search process for the new superintendent.

## **ADJOURNMENT**

It was moved by Member Davis, 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 10:57 a.m.

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Clerk/Secretary

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
SPECIAL BOARD MEETING – CLOSED SESSION  
Minutes  
September 15, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in special session on September 15, 2021 via Zoom videoconference. The meeting was called to order at 9:05 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 Davis, seconded by Member Schulman, 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 hiring of a search firm for the position of superintendent. There was no action taken.

**ADJOURNMENT**

It was moved by Member Schulman, seconded by Member Carey, 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 9:35 a.m.

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Clerk/Secretary



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
SPECIAL BOARD MEETING – CLOSED SESSION  
Minutes  
September 23, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in special session on September 23, 2021 via Zoom videoconference. The meeting was called to order at 8:16 a.m. by Lauren Brooks, President.

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

**ADOPTION OF  
AGENDA**

It was moved by Member Davis, seconded by Member Carey, 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 hiring of a search firm for the position of superintendent. 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 8:50 a.m.

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Clerk/Secretary

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
SPECIAL BOARD MEETING**

**Minutes  
September 30, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in special session on September 30, 2021 via Zoom videoconference. The meeting was called to order at 1:06 p.m. by Lauren Brooks, President.

<u>Present Members</u>	<u>Other</u>
Lauren Brooks	Carol Hume
Lynn Davis	Debbie Ludwig
Michelle Barto	Dr. Dennis Smith
Barbara Schulman	Dr. Peggy Lynch
Diana Carey	

**ADOPTION OF  
AGENDA**

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

**LEADERSHIP  
ASSOCIATES  
CONTRACT  
APPROVAL**

It was moved by Member Carey, seconded by Member Barto, to approve the service agreement contract with Leadership Associates to conduct a superintendent search. Motion carried 5-0. The roll call vote follows:  
Ayes: Member Brooks, Schulman, Davis, Barto, and Carey

The Board of Trustees received a presentation from Dr. Dennis Smith and Dr. Peggy Lynch of Leadership Associates. They discussed information related to the process, scope, and timeline of the superintendent search.

**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 2:49 p.m.

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Clerk/Secretary

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 10/14/2021**

**FROM 09/01/2021 TO 09/30/2021**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
<b>R95C0176</b>	<b>EFOODHANDLERS INC.</b>	<b>1,400.00</b>	400.00	0106761 5889	Abi-Fadel/Baking Pastry VV C6 / INTERNET-BASED
			350.00	01077200 5889	Mullen/Culinary Arts ADV CHS / INTERNET-BASED
			300.00	01084015 5889	Fouts/Culinary Arts @ LHHS / INTERNET-BASED
			350.00	01084210 5889	Mullen/Culinary Art CHS InBell / INTERNET-BASED
<b>R95C0181</b>	<b>AMAZON</b>	<b>134.63</b>	44.43	01084005 4310	Van Der Merwe/Culin Arts OVHS / INSTRUCTIONAL
			90.20	01084105 4310	Van Der Merwe/Culinary Arts OV / INSTRUCTIONAL
<b>R95C0182</b>	<b>AMAZON</b>	<b>393.75</b>	312.56	0107650 4310	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL
			81.19	0107650 4320	VanDerM/Culin Arts Intn C5 THS / Instructional
<b>R95C0183</b>	<b>AMAZON</b>	<b>26.01</b>	26.01	0100260 4310	Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL
<b>R95C0184</b>	<b>THE BRAND HABIT LLC</b>	<b>228.60</b>	228.60	0179810 4330	ROP Logo Merchandise Sales / Office Supplies-Consumable
<b>R95C0185</b>	<b>NAEMSE</b>	<b>395.00</b>	395.00	01052202 5220	Smith/EMT CHS / CONFERENCES & MEETINGS
<b>R95C0186</b>	<b>GREAT MEX GRILL</b>	<b>589.66</b>	589.66	01910910 4360	Mainsite/School Admin F2700 / REFRESHMENTS MTGS
<b>R95C0187</b>	<b>GODADDY</b>	<b>399.98</b>	399.98	01910910 5940	Mainsite/School Admin F2700 / Communications - Intrnet
<b>R95C0188</b>	<b>ZAZZLE.COM</b>	<b>17.94</b>	3.59	01051001 4310	Noceti/EMR Edison / INSTRUCTIONAL SUPPLIES
			1.26	01051055 4310	Wilcox/EMR ETHS / INSTRUCTIONAL SUPPLIES
			1.06	01051161 4310	Wilcox/EMRresponder EST / INSTRUCTIONAL SUPPLIES
			1.26	01051202 4310	Wilcox/EMR CHS / INSTRUCTIONAL SUPPLIES
			3.59	01052007 4310	Hartel/EMT FVHS / INSTRUCTIONAL SUPPLIES
			3.59	01066200 4310	Kirkwood/AOJ CHS / INSTRUCTIONAL SUPPLIES
			3.59	01070041 4310	Rico/Car w/Children WHS / INSTRUCTIONAL SUPPLIES
<b>R95C0190</b>	<b>EVOLUTION MECHANICAL</b>	<b>396.00</b>	396.00	01911970 5670	Mainsite/NMUSD/Repair/Maint / BUILDING
<b>R95C0192</b>	<b>INTERMEDIA.NET INC</b>	<b>448.41</b>	448.41	01910910 5920	Mainsite/School Admin F2700 / Communications - Phone S
<b>R95C0194</b>	<b>AMAZON</b>	<b>24.76</b>	24.76	0106750 4310	Abi-Fadel/Baking Pastry VV C5 / INSTRUCTIONAL
<b>R95C0195</b>	<b>GIBSON, THOM</b>	<b>150.00</b>	49.50	01011083 5220	Tiongco/Multi Comm Des EST HS / CONFERENCES &
			25.50	01195110 5220	Tiongco/Media Arts ADV EST HS / CONFERENCES &
			25.50	01196110 5220	Tiongco/Media Arts Intern EST / CONFERENCES &

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 10/14/2021**

**FROM 09/01/2021 TO 09/30/2021**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0195	*** CONTINUED ***		49.50	01197110 5220	Tiongco/Media Arts Intro EST / CONFERENCES &
R95C0197	AMAZON	13.62	13.62	01002041 4310	Williamson/Art of Animation MV / INSTRUCTIONAL
R95C0198	AMAZON	54.58	54.58	0104150 4310	Hayden/VE MHS C5 HBUHSD / INSTRUCTIONAL
R95C0199	AMAZON	14.00	14.00	01076011 4310	VanDerM/Culinary Arts Intn THS / INSTRUCTIONAL
R95C0201	STAPLES BUSINESS ADVANTAGE	256.42	128.21	01247600 4310	Mitcheltree/Anim Hlth Care ROP / INSTRUCTIONAL
			128.21	01660000 4330	Instructional Support / Office Supplies-Consumable
R95C0202	STAPLES BUSINESS ADVANTAGE	145.43	45.08	0168219 4330	Krege/Program Asst-SS SWP 3 / Office Supplies-Consumab
			4.36	0168220 4330	Krege/ProgrAsst-Instr Sup SWP3 / Office
			47.99	01742692 4330	Guembes/NWHS Career Specialist / Office
			48.00	01742711 4330	Rohrer/Irvine CS / Office Supplies-Consumable
R95C0204	CANVA	119.99	119.99	01910910 5940	Mainsite/School Admin F2700 / Communications - Intrnet
R95C0205	GODADDY	431.64	431.64	01780960 5895	Centralized Data Processing / OTH CONTR
R95C0209	ULINE	506.43	506.43	01060800 4410	Spanjer/Sports Medicine PHS / NON CAP EQUIP -
R95C0210	AMAZON	128.68	128.68	0108451 4310	Van Der Merwe/Cul Arts OV C5 / INSTRUCTIONAL
R95C0211	OFFICE DEPOT	93.79	93.79	01702450 4330	Iversen/Administrative Asst. / Office Supplies-Consumable
R95C0212	UPS CORPORATE HEADQUARTERS	92.95	53.61	01052007 5950	Hartel/EMT FVHS / Postage - Communications
			39.34	01778950 5950	All Fiscal Services / Postage - Communications
R95C0213	CITE	500.00	500.00	01779940 5220	Bennett/Mgr Tech Services / CONFERENCES & MEETING
R95C0214	AMAZON	104.47	104.47	01067021 4310	Abi-Fadel/Baking Pastry VVHS / INSTRUCTIONAL
R95C0215	AMAZON	517.33	517.33	0107650 4310	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL
R95C0216	CHEF'S TOYS	348.81	348.81	0107650 4310	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL
R95C0217	ORANGE COUNTY DEPARTMENT OF ED	20.00	18.00	0168219 4330	Krege/Program Asst-SS SWP 3 / Office Supplies-Consumab
			2.00	0168220 4330	Krege/ProgrAsst-Instr Sup SWP3 / Office

**COASTLINE R.O.P.**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 10/14/2021

FROM 09/01/2021 TO 09/30/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0218	ORANGE COUNTY DEPARTMENT OF ED	60.00	8.00	01742692 4330	Guembes/NWHS Career Specialist / Office
			18.60	01742711 4330	Rohrer/Irvine CS / Office Supplies-Consumable
			12.00	01742752 4330	Guembes/Woodbridge Career Spec / Office
			1.40	01742791 4330	Rohrer/Creekside Car Spec / Office Supplies-Consumable
			20.00	01745732 4330	Jimenez-Nori/Beckman CS / Office Supplies-Consumable
R95C0219	ULINE	513.71	513.71	0101450 4310	Behrens/Theater Tech HBHS C5 / INSTRUCTIONAL
R95C0220	AMAZON	1,514.57	1,338.94	0101450 4310	Behrens/Theater Tech HBHS C5 / INSTRUCTIONAL
			175.63	0101450 4320	Behrens/Theater Tech HBHS C5 / Instructional
R95C0221	HOME DEPOT	4,292.00	196.88	0101450 4310	Behrens/Theater Tech HBHS C5 / INSTRUCTIONAL
			2,407.75	0101450 4320	Behrens/Theater Tech HBHS C5 / Instructional
			1,687.37	0101450 4490	Behrens/Theater Tech HBHS C5 / NON CAP EQUIP -
R95C0222	WHITECAP	2,446.24	2,446.24	0101450 4310	Behrens/Theater Tech HBHS C5 / INSTRUCTIONAL
R95C0223	CENGAGE LEARNING	2,028.39	2,028.39	0169450 4110	Reece/SWP-Hghtnt WBL CHS / TXTBKS - Instr
R95C0224	THE ACME NETWORK	6,300.00	6,300.00	0169041 5889	William/SWP EDU Pedagogies MV / INTERNET-BASED
R95C0228	NEWPORT MESA UNIFIED SD	183.87	183.87	01761920 5630	Board Expenditures / FACILITY RENTAL
R95C0230	AMAZON	56.83	56.83	01780940 4330	Information Technology F-7700 / Office Supplies-Consumab
R95C0231	MICRO CENTER A/R	323.24	323.24	0108451 4320	Van Der Merwe/Cul Arts OV C5 / Instructional
R95C0232	AMAZON	31.20	31.20	0107650 4310	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL
R95C0233	SNAP ON TOOLS	1,244.09	1,244.09	0117852 5888	Campbell/MLR 1 Irv HS C-5 / Internet - Software/Licenses
R95C0234	AMAZON	59.24	53.31	0168219 4330	Krege/Program Asst-SS SWP 3 / Office Supplies-Consumab
			5.93	0168220 4330	Krege/ProgrAsst-Instr Sup SWP3 / Office
R95C0235	OFFICE DEPOT	211.56	211.56	01066200 4310	Kirkwood/AOJ CHS / INSTRUCTIONAL SUPPLIES
R95C0236	CRIME SCENE	136.31	136.31	0106651 4310	Kirkwood/AOJ CHS CTEIG-5 IUSD / INSTRUCTIONAL
R95C0237	STAPLES BUSINESS ADVANTAGE	54.94	54.94	01771920 4331	Morfin/Dir Business Services / Office
R95C0238	DISCOUNT MEDICAL SUPPLIES	781.19	781.19	0118505 4310	Friedman/MCHS BHS C5 / INSTRUCTIONAL SUPPLIES

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 10/14/2021**

**FROM 09/01/2021 TO 09/30/2021**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0239	MCKESSON GENERAL MEDICAL CORP	2.81	1.41	01049000 4310	Burns/Dental Asst FO ROP / INSTRUCTIONAL SUPPLIES
			1.40	01064010 4310	Burns/Dental Assistant BO-ROP / INSTRUCTIONAL
R95C0240	TARGET	3.66	1.83	01049000 4310	Burns/Dental Asst FO ROP / INSTRUCTIONAL SUPPLIES
			1.83	01064010 4310	Burns/Dental Assistant BO-ROP / INSTRUCTIONAL
R95C0242	VERIZON WIRELESS	44.16	44.16	01066200 5940	Kirkwood/AOJ CHS / Communications - Intrnet Svcs
R95C0243	AMAZON	242.49	60.62	0100260 4310	Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL
			60.62	0100465 4310	Williamson/CG MV CTEIG-6 / INSTRUCTIONAL
			121.25	0101160 4310	Williamson/Mult Comm Des MV C6 / INSTRUCTIONAL
R95C0244	AMAZON	429.92	429.92	0105152 4490	Wilcox/EMR CHS C-5 IUSD / NON CAP EQUIP - OTHER
R95C0245	GRAINGER	94.12	94.12	01067021 4310	Abi-Fadel/Baking Pastry VVHS / INSTRUCTIONAL
R95C0246	AMAZON	113.11	56.56	0100350 4310	Murphy/Broadcast News PHS C-5 / INSTRUCTIONAL
			56.55	0100351 4310	Murphy/Broadcast News-Port OB / INSTRUCTIONAL
R95C0247	MICRO CENTER A/R	193.89	5.38	01780940 4330	Information Technology F-7700 / Office Supplies-Consumable
			188.51	01780940 4490	Information Technology F-7700 / NON CAP EQUIP - OTHER
R95C0248	OFFICE DEPOT	71.10	71.10	0118505 4330	Friedman/MCHS BHS C5 / Office Supplies-Consumable
R95C0249	NASCO	733.34	107.64	0118505 4310	Friedman/MCHS BHS C5 / INSTRUCTIONAL SUPPLIES
			625.70	0118505 4490	Friedman/MCHS BHS C5 / NON CAP EQUIP - OTHER
R95C0250	AMAZON	935.45	748.08	0118505 4310	Friedman/MCHS BHS C5 / INSTRUCTIONAL SUPPLIES
			187.37	0118505 4490	Friedman/MCHS BHS C5 / NON CAPEQUIP - OTHER
R95C0251	AMAZON	58.71	58.71	01190101 4490	TBD/BITA I EST / NON CAP EQUIP - OTHER
R95C0252	HOME SCIENCE TOOLS	272.56	272.56	0118505 4310	Friedman/MCHS BHS C5 / INSTRUCTIONAL SUPPLIES
R95C0253	ZAZZLE.COM	59.27	59.27	01648200 4310	All Instruction 0105 (6350) / INSTRUCTIONAL SUPPLIES
R95X0175	VERIZON WIRELESS	35.56	7.11	01086001 5940	Rizza/EDD EST / Communications - Intrnet Svcs
			7.11	01095030 5940	Rizza/Princ of Engineering EST / Communications - Intrnet
			14.23	01155011 5940	Rizza/Intro Eng Design EST / Communications - Intrnet Svc

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 10/14/2021**

**FROM 09/01/2021 TO 09/30/2021**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95X0175	*** CONTINUED ***		7.11	01157100 5940	Rizza/PLTW CIM @ EST / Communications - Intrnet Svcs
R95X0177	VERIZON WIRELESS	456.12	456.12	01658000 5940	Coke/Director, EDU Services / Communications - Intrnet Svcs
R95X0178	VERIZON WIRELESS	456.12	456.12	01760935 5940	Hume/Superintendent / Communications - Intrnet Svcs
R95X0179	SECURE LIVE SCAN	431.00	431.00	01059022 5850	TBD/CNA LHHS / FINGERPRINTING - BCKGRND CKS
R95X0180	DEPT OF JUSTICE	1,024.00	1,024.00	01059022 5850	TBD/CNA LHHS / FINGERPRINTING - BCKGRND CKS
R95X0189	EVOLUTION MECHANICAL	3,210.00	3,210.00	01910970 5660	Main Site Maintenance / EQUIP MAINT AGREEMENTS
R95X0191	INTERMEDIA.NET INC	5,992.50	5,992.50	01910910 5920	Mainsite/School Admin F2700 / Communications - Phone S
R95X0196	OFFICE DEPOT	50.00	50.00	01777900 4330	Lopez/Purchasing Specialist / Office Supplies-Consumable
R95X0200	PEREZ, ALEX	300.00	300.00	01653012 5290	Perez/Instr Support Spec / MILEAGE NON TAXABLE
R95X0206	KREGER, RACHEL	100.00	90.00	0168219 5290	Krege/Program Asst-SS SWP 3 / MILEAGE NON TAXABLE
			10.00	0168220 5290	Krege/ProgrAsst-Instr Sup SWP3 / MILEAGE NON
R95X0207	MISICH, THOMAS	150.00	37.50	01178010 5290	Misich/Auto Tech MLR 1 UNI / MILEAGE NON TAXABLE
			37.50	01179030 5290	Misich/Auto Tech MLR 2 UNI / MILEAGE NON TAXABLE
			75.00	01194200 5290	Misich/Auto Tech Intro WBHS / MILEAGE NON TAXABLE
R95X0208	HAYDEN, KATHE	100.00	50.00	01039014 5290	Hayden/Retail Sales Intrm WMal / MILEAGE NON
			50.00	01041041 5290	Hayden/Virtual Enterprise MHS / MILEAGE NON
R95X0225	SMART & FINAL	2,000.00	2,000.00	01084015 4310	Fouts/Culinary Arts @ LHHS / INSTRUCTIONAL
R95X0226	RICO, MONIQUE	100.00	100.00	01193550 5290	Rico/Prof Intrm Summer CHS / MILEAGE NON TAXABLE
R95X0227	SECURE LIVE SCAN	750.00	750.00	0168734 5850	Murillo/CNA OVHS SWP Cert / FINGERPRINTING -
R95X0229	DEPT OF JUSTICE	900.00	900.00	01764930 5850	Edwards, S / HR Administrator / FINGERPRINTING -
R95X0241	VERIZON WIRELESS	456.12	456.12	01067021 5940	Abi-Fadel/Baking Pastry VVHS / Communications - Intrnet
		<b>Fund 01 Total:</b>		<b>47,956.27</b>	
		<b>Total Amount of Purchase Orders:</b>		<b>47,956.27</b>	

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS**  
**BOARD OF TRUSTEES**      10/14/2021

**FRO**    09/01/2021    TO 09/30/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>ID CREATOR</u>	<u>PO TOTAL</u>	<u>CHANGE ACCOUNT AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0147			55.76	+8.92 01658000 4330	Coke/Director, EDU Services / Office Supplies-Consumable
				+8.92 01659001 4330	Schweers-Ganga/Admin EDU Srvs / Office
				+8.03 0168219 4330	Krege/Program Asst-SS SWP 3 / Office Supplies-Consumable
				+0.90 0168220 4330	Krege/ProgrAsst-Instr Sup SWP3 / Office Supplies-Consumable
				+8.92 01781950 4330	Zuluaga, L/Network Specialist / Office Supplies-Consumable
				+8.92 01910932 4330	Ramos-Madrid/Facility Maint / Office Supplies-Consumable
R95C0170	EFOODHANDLERS INC.		700.00	+350.00 0106767 5889	Kingsbury/Baking Pastry C6 NH / INTERNET-BASED
				<b>394.61</b>	
				<b>394.61</b>	

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



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**


Check Report 09/01/21-09/30/21

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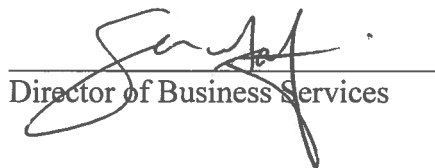
Fund 1            General

Total Checks: \$211,509.64

Submitted By:

  
Accounts Payable Specialist

Recommended for  
Board Ratification By

  
Director of Business Services

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 9/1/2021 to 9/30/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00031030	V9501269	AMAZON	876796837435	OH	09/02/2021		MW	IS	599.08
95 00031031	V9501191	ATT	000016859052	OH	09/02/2021		MW	IS	481.35
95 00031032	V9501401	CDW GOVERNMENT	H981387	OH	09/02/2021		MW	IS	73,112.78
95 00031033	V9500992	CENGAGE LEARNING	74800223	OH	09/02/2021		MW	IS	6,000.32
95 00031034	V9504786	HENRY SCHEIN INC.	96797955	OH	09/02/2021		MW	IS	2,897.04
95 00031035	V9502063	HOME DEPOT	6903506	OH	09/02/2021		MW	IS	426.29
95 00031036	V9500071	MICRO CENTER A/R	11435084	OH	09/02/2021		MW	IS	130.86
95 00031037	V9501859	NASCO	130172	OH	09/02/2021		MW	IS	311.24
95 00031038	V9503875	OFFICE DEPOT	183943735001	OH	09/02/2021		MW	IS	77.83
95 00031039	V9502162	SOCAL OFFICE TECHNOLOGIES	IN2061082	OH	09/02/2021		MW	IS	2,929.72
95 00031040	V9500776	TRACY, KAREN	AUGUST 11 2021	OH	09/02/2021		MW	IS	8.40
95 00031041	V9501191	ATT	000016950113	OH	09/09/2021		MW	IS	23.34
95 00031042	V9502373	BRITTEN INC	21236153	OH	09/09/2021		MW	IS	1,746.21
95 00031043	V9502318	CAROC P Treasurer	19202218	OH	09/09/2021		MW	IS	3,000.00
95 00031044	V9501401	CDW GOVERNMENT	J960856	OH	09/09/2021		MW	IS	1,103.60
95 00031045	V9500992	CENGAGE LEARNING	74913166	OH	09/09/2021		MW	IS	6,545.80
95 00031046	V9501706	CEV MULTIMEDIA LTD AND ICEV	124245	OH	09/09/2021		MW	IS	2,070.00
95 00031047	V9500465	CHEF'S TOYS	3483351	OH	09/09/2021		MW	IS	247.38
95 00031048	V9502368	CLC	SEPT 2021 ID THE	OH	09/09/2021		MW	IS	50.00
95 00031049	V9501876	COKE, JOHN S.	OOPE-082721COK	OH	09/09/2021		MW	IS	383.96
95 00031050	V9502272	EFOODHANDLERS INC.	T-20662	OH	09/09/2021		MW	IS	2,100.00
95 00031051	V9504786	HENRY SCHEIN INC.	97724009	OH	09/09/2021		MW	IS	2,714.64
95 00031052	V9509319	HUME, CAROL	OOPE-083021HUM	OH	09/09/2021		MW	IS	260.00
95 00031053	V9502293	INGARDIA BROS PRODUCE INC	07049415	OH	09/09/2021		MW	IS	971.19
95 00031054	V9502563	KATHCO PRODUCTS	107010	OH	09/09/2021		MW	IS	212.79
95 00031055	V9502862	LAKESHORE LEARNING MATERIALS	500761082421	OH	09/09/2021		MW	IS	125.32
95 00031056	V9500956	LUSTRE CAL	145496	OH	09/09/2021		MW	IS	353.80
95 00031057	V9502040	METROPOLITAN LIFE INSURANCE CO	SEPT 2021 SUPPLE	OH	09/09/2021		MW	IS	573.04
95 00031058	V9500071	MICRO CENTER A/R	11459164	OH	09/09/2021		MW	IS	256.35
95 00031059	V9501748	MITCHELTREE, DARLENE	232MITCHELTREE	OH	09/09/2021		MW	IS	16.31
95 00031060	V9501859	NASCO	136308	OH	09/09/2021		MW	IS	45.79
95 00031061	V9502233	OCCUPATIONAL HEALTH CENTERS OF	71988177-REISSUE	OH	09/09/2021		MW	IS	31.00
95 00031062	V9503875	OFFICE DEPOT	187771118001	OH	09/09/2021		MW	IS	17.35
95 00031063	V9501843	READYREFRESH BY NESTLE	11H0027000850	OH	09/09/2021		MW	IS	87.08

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 9/1/2021 to 9/30/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00031064	V9501350	REEP FOR BENEFITS	09/01-30/21 TALK	OH	09/09/2021		MW	IS	34,192.66
95 00031065	V9500651	SMART & FINAL	22907	OH	09/09/2021		MW	IS	170.19
95 00031066	V9500240	SOFTCHOICE CORPORATION	90372190	OH	09/09/2021		MW	IS	367.69
95 00031067	V9501155	SOUTHWEST SCHOOL & OFFICE SUPP	PINV0852464	OH	09/09/2021		MW	IS	130.24
95 00031068	V9505231	TERRYBERRY COMPANY	K12743	OH	09/09/2021		MW	IS	1,615.27
95 00031069	V9505350	TUSTIN AWARDS INC	47690	OH	09/09/2021		MW	IS	28.28
95 00031070	V9502367	U.S. BANK PARS Account #674605	PARS-6746050100	OH	09/09/2021		MW	IS	10,014.17
95 00031071	V9500382	B & H PHOTO	192950175	OH	09/10/2021		MW	IS	25,713.30
95 00031072	V9501612	BLACKBOARD INC	1371186	OH	09/13/2021		MW	IS	2,429.99
95 00031073	V9500387	DEPT OF JUSTICE	524606	OH	09/13/2021		MW	IS	64.00
95 00031074	V9500682	NAEMSE	200016680	OH	09/13/2021		MW	IS	395.00
95 00031075	V9501869	SECURE LIVE SCAN	11521	OH	09/13/2021		MW	IS	375.00
95 00031076	V9500422	VERIZON WIRELESS	9885536997	OH	09/13/2021		MW	IS	333.54
95 00031077	V9502326	F & M Credit Card	8/1/21-8/31/21	OH	09/16/2021		MW	IS	7,874.36
95 00031078	V9502386	ABELLON, FRANZ	OOPE-090721	OH	09/20/2021		MW	IS	23.00
95 00031079	V9502387	ARMOUR, TRACY	OOPE-090721 ARM	OH	09/20/2021		MW	IS	23.00
95 00031080	V9501191	ATT	000017004850	OH	09/20/2021		MW	IS	488.87
95 00031081	V9502378	BEHRENS, JOSHUA	OOPE-090721 BEH	OH	09/20/2021		MW	IS	16.00
95 00031082	V9500948	CALIFORNIA TACTIC PATROL	183	OH	09/20/2021		MW	IS	160.00
95 00031083	V9502388	CAMPOS, CARLOS	OOPE-090821 CAM	OH	09/20/2021		MW	IS	23.00
95 00031084	V9500465	CHEF'S TOYS	3494781	OH	09/20/2021		MW	IS	48.87
95 00031085	V9501876	COKE, JOHN S.	OOPE-091021 COK	OH	09/20/2021		MW	IS	1,488.51
95 00031086	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4726310	OH	09/20/2021		MW	IS	133.66
95 00031087	V9501802	EVOLUTION MECHANICAL	21153	OH	09/20/2021		MW	IS	396.00
95 00031088	V9500828	EXXON MOBIL	704231	OH	09/20/2021		MW	IS	95.34
95 00031089	V9502326	F & M Credit Card	08/01-31/21-PT 3	OH	09/20/2021		MW	IS	216.29
95 00031090	V9504786	HENRY SCHEIN INC.	98136489	OH	09/20/2021		MW	IS	332.17
95 00031091	V9502063	HOME DEPOT	894625	OH	09/20/2021		MW	IS	1,154.19
95 00031092	V9502382	INTERMEDIA.NET INC	2109073088	OH	09/20/2021		MW	IS	25.00
95 00031093	V9502389	JACOBS, COURTNEY	OOPE-090721 JACO	OH	09/20/2021		MW	IS	23.00
95 00031094	V9502390	JIMENEZ-NORIEGA, MAR	OOPE-090821 NORI	OH	09/20/2021		MW	IS	23.00
95 00031095	V9502563	KATHCO PRODUCTS	107053	OH	09/20/2021		MW	IS	34.31
95 00031096	V9502391	LUBRINO, TERESITA	OOPE-090821	OH	09/20/2021		MW	IS	22.00
95 00031097	V9501016	MEDCO SUPPLY COMPANY	IN94207373	OH	09/20/2021		MW	IS	122.19

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 9/1/2021 to 9/30/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00031098	V9500071	MICRO CENTER A/R	11471122	OH	09/20/2021		MW	IS	26.93
95 00031099	V9502392	MOCK, STEPHANIE	OOPE-090921MOC	OH	09/20/2021		MW	IS	22.00
95 00031100	V9502393	MORRISON, CURTIS	OOPE-090921MOR	OH	09/20/2021		MW	IS	22.00
95 00031101	V9502233	OCCUPATIONAL HEALTH CENTERS OF	72541865	OH	09/20/2021		MW	IS	124.00
95 00031102	V9500942	PEREZ, ALEX	08/18-31/21	OH	09/20/2021		MW	IS	20.83
95 00031103	V9500937	POST ALARM SYSTEMS	1408580	OH	09/20/2021		MW	IS	56.77
95 00031104	V9504457	RAINBOW DISPOSAL CO INC	0605-000814621	OH	09/20/2021		MW	IS	422.85
95 00031105	V9502394	ROHRER NG, FELICIA	OOPE-090921ROH	OH	09/20/2021		MW	IS	22.00
95 00031106	V9501714	SHI INTERNATIONAL CORP	B14013248	OH	09/20/2021		MW	IS	1,200.00
95 00031107	V9500651	SMART & FINAL	9101	OH	09/20/2021		MW	IS	714.82
95 00031108	V9502395	SMITH, HARRY	OOPE-090921SMIT	OH	09/20/2021		MW	IS	22.00
95 00031109	V9500240	SOFTCHOICE CORPORATION	90394623	OH	09/20/2021		MW	IS	362.69
95 00031110	V9501155	SOUTHWEST SCHOOL & OFFICE SUPP	PINV0859644	OH	09/20/2021		MW	IS	175.04
95 00031111	V9500722	STAPLES BUSINESS ADVANTAGE	3485832334	OH	09/20/2021		MW	IS	84.02
95 00031112	V9505546	VISION SERVICE PLAN	09/01-30/21 RETI	OH	09/20/2021		MW	IS	661.44
95 00031113	V9502396	WILLIAMSON, SUZANNE	OOPE-091021WILL	OH	09/20/2021		MW	IS	22.00
95 00031114	V9502336	CITE	YM300001093	OH	09/23/2021		MW	IS	500.00
95 00031115	V9501182	UPS CORPORATE HEADQUARTERS	00002825FY371	OH	09/23/2021		MW	IS	86.26
95 00031116	V9500465	CHEF'S TOYS	3505184	OH	09/30/2021		MW	IS	348.81
95 00031117	V9503760	NEWPORT MESA UNIFIED SD	7317	OH	09/30/2021		MW	IS	183.87
95 00031118	V9500651	SMART & FINAL	26901	OH	09/30/2021		MW	IS	134.28
95 00031119	V9500849	THE ACME NETWORK	1095	OH	09/30/2021		MW	IS	6,300.00
95 00031120	V9501499	TIME WARNER CABLE	0033823091421	OH	09/30/2021		MW	IS	1,535.08

**Issued:** 211,509.64  
**95 Bank Total:** 211,509.64

**Grand Total:** 211,509.64

## COASTLINE REGIONAL OCCUPATIONAL PROGRAM

**TO:** Board Members  
**FROM:** J. S. Coke  
**DATE:** October 5, 2021  
**SUBJECT:** New Internship Sites

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### **Culinary Arts Internship**

1886 Brewing Company  
114 N. Glassell Street  
Orange, CA 92866

Burger Boss  
15080 Kensington Park Drive  
Tustin, CA 92782

Divan Grill and Lounge  
303 El Camino Real  
Tustin, CA 92782

Rock & Brews  
1222 Irvine Boulevard  
Tustin, CA 92780



## CALIFORNIA PARTNERSHIP FOR ACHIEVING STUDENT SUCCESS

### MEMBER INSTITUTION MEMORANDUM OF UNDERSTANDING

In signing this Memorandum of Understanding (“MOU”), [Institution Name] Coastline Regional Occupational Program (“Institution”) agrees become a member institution of the California Partnership for Achieving Student Success (“Cal-Pass Plus”) and to be bound by all terms and conditions of this MOU.

#### RECITAL

A. Cal-PASS Plus is a program conducted by Education Results Partnership, Inc., a California nonprofit public benefit corporation (“ERP”) together with San Joaquin Delta College (“SJDC”) and the California Community Colleges Chancellor’s Office (“CCCCO”). Cal-PASS Plus collects, analyzes, and shares student data with educational institutions who have agreed to become part of Cal-PASS Plus by entering into a memorandum of understanding (“Cal-PASS Plus Members”). Cal-PASS Plus collects, analyzes and shares student data among Cal-PASS Plus Members in order to track performance and improve student outcomes from pre-K through 12<sup>th</sup> grade, and through college and the workplace. Cal-PASS Plus services are provided without fees or cost to Cal-PASS Plus Members. Data sharing also assist educational institutions to meet compliance reporting requirements and to assist organizations with the research necessary to increase knowledge and collaboration among educational institutions. To that end, Cal-PASS Plus will coordinate the process of Cal-PASS Plus Members sharing academic performance data concerning students who have attended or who are attending their institutions by facilitating the transfer of data between Cal-PASS Plus Members in a manner consistent with FERPA, other applicable federal and California state laws and regulations, local regulations, and best practices and guidelines.

B. Cal-PASS Plus is designed to improve transitions and success across educational segments. Cal-PASS Plus Members may use data provided by Cal-PASS Plus to develop, implement, and assess interventions to improve instruction, and also to identify higher performing institutions and programs to support collaboration and peer-to-peer sharing of best practices. Institution-based, multi-segmental work groups (also known as Regional Learning Councils, or RLC’s) are the preferred venues for Cal-PASS Plus participation.

C. In entering into this MOU, Institution accepts and agrees to abide by all MOU terms and conditions, elects to become a Cal-PASS Plus Member, and to actively engage in data sharing with Cal-PASS Plus and the other Cal-PASS Plus Members.

THEREFORE, the Institution agrees to the following terms of this MOU:

## ARTICLE 1. DEFINITIONS

As used in this Agreement, the following terms have the meanings as specified below:

“**Cal-PASS Plus Parties**” shall have the meaning assigned to such term in Article 2.

“**Cal-PASS Plus**” shall have the meaning assigned to such term in the first paragraph of this MOU.

“**Cal-PASS Plus Data**” means the data elements that are defined in the Data Element Dictionary as may be amended by Cal-PASS Plus from time to time and which data elements have been provided to Cal-PASS Plus.

“**Cal-PASS Plus Members**” shall have the meaning assigned to such term in Recital A.

“**CCCCO**” shall have the meaning assigned to such term in Recital A.

“**ERP**” shall have the meaning assigned to such term in Recital A.

“**FERPA**” shall mean the Family Education Rights and Privacy Act of 1974.

“**Institution**” shall have the meaning assigned to such term in the first paragraph of this MOU.

“**MOU**” shall have the meaning assigned to such term in the first paragraph of this MOU.

“**MOU Addenda**” shall have the meaning assigned to such term in Section 2.

“**Partner Organizations**” shall mean ERP, SJDC and CCCCCO.

“**SJDC**” shall have the meaning assigned to such term in Recital A.

“**Termination Event**” shall mean (a) a material breach of this MOU by Institution; (b) any act by Institution exposing the Cal-PASS Plus, any Partner Organization or any other Cal-PASS Plus Party to liability for personal injury or property damage; or (c) Institution confirms its insolvency or is adjudged a bankrupt, or assumes negative fiscal status; Institution makes a general assignment for the benefit of creditors, or a receiver is appointed on account of Institution’s insolvency.

## ARTICLE 2. PURPOSE OF CAL-PASS PLUS AND MOU

It is the role of Cal-PASS Plus to create the mechanisms and procedures by which CAL-PASS Plus Members, ERP, SJDC and CCCCCO (collectively, “**Cal-PASS Plus**”) share, store, compare, analyse and disseminate academic performance data and research obtained through the analysis of such data, concerning students who have attended or who are attending Cal-PASS Plus Member institutions by facilitating the transfer of data between Cal-PASS Plus Parties in a manner

consistent with all federal, state and local laws and regulations including, without limitation, FERPA, and best practices and guidelines within this industry.

The purpose of this MOU is to provide the terms and conditions by which Cal-PASS Plus Parties agree to share and use such data. The Cal-PASS Plus Parties may enter into one or more addenda or amendment outlining additional terms, conditions, roles or obligations with respect to the operation of Cal-PASS Plus (“MOU Addenda”). Each MOU Addenda shall be binding on the Cal-PASS Plus Member upon its execution of the MOU Addenda and shall, upon such execution, form a part of this Agreement and its terms shall be fully incorporated herein as though fully set forth in this Agreement.

Institution acknowledges that performance of its obligations under this MOU may require frequent and timely exchanges of information between one or more of the Cal-PASS Plus Parties. Cal-PASS Plus’ ability to execute the Cal-PASS Plus program is conditioned upon timely receipt of necessary information from Institution, provided that Cal-PASS Plus provides Institution with reasonable advance notice of the need for such information and the date by which such information is required.

### **ARTICLE 3. DATA SHARING**

Institution shall provide to Cal-PASS Plus the Cal-PASS Plus Data as required of Institution by the Cal-PASS Plus administrator. Said Cal-PASS Plus Data shall be provided in the manner and form as specified by the administrators of Cal-PASS Plus. Cal-PASS Plus Data shall be used by Cal-PASS Plus Parties consistent with the terms and conditions of this MOU.

Occasionally, requests may be made from researchers or research institutions for data aggregated in a particular manner. Cal-PASS Plus may, from time to time at its discretion, provide aggregated and anonymous data based on the data received from Cal-PASS Plus Parties to researchers or research institutions for analysis and research concerning the improvement of academic instruction and student outcomes. Cal-PASS Plus agrees to share the data in a manner consistent with the FERPA guidelines, ensuring the confidentiality of records.

Institution understands that, in order to conduct the Cal-PASS Plus Program, it may be necessary for Cal-PASS Plus and/or its Partner Organizations to share Cal-PASS Plus Data with such third parties as it deems necessary or appropriate to conduct Cal-PASS Plus provided, however, that the third party has agreed in writing to maintain the confidentiality obligations, including compliance with FERPA, as each of the Cal-PASS Plus Parties are required to do under this MOU.

In addition, Cal-PASS Plus shall have the ability to display summary-level reports of Cal-PASS Plus Data on the publicly accessible Cal-PASS website.

#### **A. Confidentiality and Security of Data**



All Cal-PASS Plus Parties shall maintain the confidentiality of any and all student data exchanged by each as a part of this MOU and Cal-PASS Plus. In accepting, maintaining and sharing Cal-PASS Plus Data, all Cal-PASS Plus Parties shall comply with all federal, state and local laws and regulations including, without limitation, FERPA. The requirements under this paragraph shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU.

To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, each Cal-PASS Plus Party shall establish a system of safeguards that will, in all respects, comply with all federal, state and local laws and regulations including, without limitation, FERPA and other privacy protection laws and regulations. Specifically:

1. Institution, to the extent it is an education institution collecting educational records of its students, understands that it may not disclose educational records without written consent from the parent or eligible student, except to the following parties under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting research or studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law.
2. For the purposes of this MOU, Institution acknowledges and agrees that Cal-PASS Plus is considered an organization conducting research and other services on behalf of Institution.
3. Institution will not use Cal-PASS Plus Data received through Cal-PASS Plus for any purpose other than that specifically allowed under the terms of this MOU.
4. This MOU does not allow Institution (or its subcontractors) to disclose Cal-PASS Plus Data to any other third parties except as set forth under this MOU or in limited circumstances permitted under FERPA.
5. To ensure the continued confidentiality and security of the Cal-PASS Plus Data, stored, or transmitted under this MOU, Institution shall assume responsibility of data received and will employ industry best practices, both technically and procedurally, to protect data from unauthorized physical and electronic access.
6. To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, Institution shall establish, implement, and maintain policies, procedures, and systems that ensure all Cal-PASS Plus Data is kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data.
7. All staff of Institution involved in the handling, transmittal, and/or processing of Cal-PASS Plus Data provided under this MOU will be required to execute a confidentiality

agreement requiring said personnel to maintain the confidentiality of all student related personally identifiable information.

8. To ensure the continued confidentiality and security of Cal-PASS Plus Data, stored, or transmitted under this MOU, Institution shall establish, implement, and maintain policies, procedures, and systems shall require the use of appropriate safeguards, including secure passwords to access databases used to process, store, or transmit Cal-PASS Plus Data provided under this MOU.

9. Institution will establish, implement, and maintain internal procedures, systems, and safeguards: to maintain the integrity of their systems and secure databases used to process, store, or transmit Cal-PASS Plus Data provided under this MOU, and to maintain the Cal-PASS Plus Data in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.

10. Institution shall ensure that any and all disclosures of Cal-PASS Plus Data comply with all provisions of FERPA and other applicable federal and California state laws and regulations relating to the privacy rights of students, such as but not limited to, the Information Practices Act and the California Public Records Act.

11. Institution shall immediately notify Cal-PASS Plus in the event the security, confidentiality, or integrity of the Cal-PASS Plus Data exchanged is, or is reasonably believed to have been, compromised. Notification will take place within 24 hours of discovery.

12. Exchange of data between Cal-PASS Plus Parties and/or third party contractors is subject to the requirements outlined in this MOU. Cal-PASS Plus Parties may subcontract to assist in performing the Roles and Responsibilities hereunder.

## **B. Method of Transfer**

Cal-PASS Plus will employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access during transfer. Typical secure methods of transfer include Secure File Transfer Protocol (SFTP), Secure HTTPS transfer or via encrypted physical media. Any other transfer methods employed and the procedures utilized by Institution to protect the data provided under this agreement are the responsibility of the Institution but are subject to review and approval by the administrators of Cal-PASS Plus.

### **C. Disposition of Data**

Any Cal-PASS Plus Data received pursuant to this Agreement shall be one way encrypted, stripped of personally identifiable information and the primary source data will be archived securely, detached from all Internet connected devices, and only accessible to the administrators of Cal-PASS Plus authorized staff.

### **ARTICLE 4. INDEMNIFICATION**

Institution shall defend, indemnify, and hold harmless each of the other Cal-PASS Plus Parties and their affiliates, respective officers, directors, shareholders, members, employees, agents, attorneys, representatives and their respective successors and permitted assigns from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind (including reasonable attorneys' fees and costs) arising out of or resulting from: (a) any misrepresentations made or factually incorrect information provided willfully or negligently by Institution to another Cal-PASS Plus Party; (b) Institutions' noncompliance with any federal, state or local law, statute, rule, or regulation; (c) Institution's breach of any term or condition of this MOU; or (d) the negligent or intentional acts or omissions of Institution.

### **ARTICLE 5. ENTIRE AGREEMENT**

This MOU states the entire agreement between the Cal-PASS Plus Parties with respect to its subject matter and supersedes any previous and contemporaneous or oral representations, statements, negotiations, or agreements.

### **ARTICLE 6. REPRESENTATIONS AND WARRANTIES**

Institution represents and warrants that:

- 1) The person signing this MOU on behalf of Institution represents and warrants that he or she has authority to sign on behalf and to bind such party.
- 2) Institution represents that it has the right and power to authorize participation in Cal-PASS Plus and to undertake its obligations as set forth in this Agreement.
- 3) The execution of this MOU by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary actions.
- 4) In performing its obligations under this MOU, Institution will comply with all applicable federal, state and local, laws, rules and regulations.
- 5) Institution shall not knowingly provide to Cal-PASS Plus, Cal-PASS Plus Data that is false or inaccurate.

### **ARTICLE 7. ASSIGNMENT**

Institution may not assign their rights, duties, or obligations under this MOU, either in whole or in part, without the prior written consent of Cal-PASS Plus.

## **ARTICLE 8. SEVERABILITY**

Each term or provision of this MOU shall be valid and enforced as written to the full extent permitted by law. If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU, such provision shall be fully severable. This MOU shall remain in full force and effect, unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this MOU.

## **ARTICLE 9. WAIVER**

Waiver by any signatory to this MOU of any breach of any provision of this MOU or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this MOU shall not operate as a waiver of such right. All rights and remedies provided for in this MOU are cumulative.

## **ARTICLE 10. MODIFICATION AND AMENDMENTS**

Except for the Data Element Dictionary, this MOU may only be amended, modified or supplemented by an agreement in writing signed by authorized representatives of the Institution. The Data Element Dictionary may be amended by Cal-PASS Program from time to time by providing Institution with thirty (30) days prior written notice of any such amendment.

## **ARTICLE 11. TERM**

This MOU shall be in effect with respect to Institution upon its execution of this MOU and will remain in effect until terminated in accordance with Article 12.

## **ARTICLE 12. TERMINATION**

Institution, may terminate this MOU and, as a result, its participation in Cal-PASS Plus, by providing Cal-PASS Plus thirty (30) days' written notice. Notice shall be deemed given upon Cal-PASS Plus' actual receipt of the written notice. However, termination of Institution will have no force or effect on the rights and responsibilities as to the remaining Cal-PASS Plus Parties.

A Partner Organization will notify in writing Cal-PASS Plus in the event it decides to terminate its participation in Cal-PASS Plus. This MOU shall also immediately terminate in the event of the termination or cancellation of Cal-PASS Plus as a program.

The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to Cal-PASS Plus at law or equity. Written notice by Cal-PASS Plus shall be deemed given when received by Institution.

## **ARTICLE 13. JOINDER OF OTHER CAL-PASS PLUS PARTIES**

Cal-PASS Plus Parties agree that any school district, county office of education, community college district, WASC accredited public or private four-year college or university located in California or other educational organization whose purpose is to improve student success, may

become a party to this MOU by executing a counterpart of this MOU in form substantially similar hereto.

**ARTICLE 14. EXECUTION AND DELIVERY OF MOU**

A signed copy of this MOU delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this MOU. In executing and returning a signed copy of this MOU, the “Authorized Officer” represents and warrants that he or she has all requisite power and authority to execute and deliver this MOU, all necessary approvals for the execution and delivery of this MOU on behalf of the Institution has been obtained.

**Authorized Officer Signature:** Carol Hume  
C:\B\H\m (Oct 15, 2021 12:13 PDT)

**Date:** 10/05/21

**Institution Name:** Coastline Regional Occupational Program

**Print Name:** Carol Hume

**Title:** Superintendent

**Phone:** 714-979-1955      **Email:** chume@coastlinerop.net

**MOU Submission**

This MOU may be signed and completed via Echosign by visiting this URL [<https://www.calpassplus.org/CalPASS/Join/NewMou.aspx>], by e-mail to [[dmoynihhan@edresults.org](mailto:dmoynihhan@edresults.org)] or by US Mail addressed as follows:

Educational Results Partnership  
Attn: Cal-PASS Plus  
428 J Street, Suite 320  
Sacramento, CA 95814

*If you choose to limit the institutions with which you share data, contact Cal-PASS Plus for assistance.*

## Designation of Contacts for Cal-PASS Plus

Name of Institution/District: Coastline Regional Occupational Program

**Primary Contact:** This person is responsible for coordinating the Cal-PASS Plus process at your institution. This is also the person who will receive a primary User ID and Password, which are required to access data and performance reports on the web site. The primary contact will be notified when a new user from your institution has been given login credentials. If login credentials are to be revoked, it is the responsibility of the primary Contact to notify Cal-PASS Plus in writing. It is the responsibility of the Institution to notify Cal-PASS Plus, in writing, when the Primary Contact role moves to another employee.

Name: Jeanne Bennett

Title: Manager, Technology Services

Phone Number: 714-429-2227

Email Address: jbennett@coastlinerop.net

**Data Submission Contact:** This person is responsible for generating and submitting the data files. It is the responsibility of the Institution to notify Cal-PASS Plus, in writing, when the Data Submission Contact role moves to another employee.

Name: Jeanne Bennett

Title: Manager, Technology Services

Phone Number: 714-429-2227

Email Address: jbennett@coastlinerop.net



**TEACHERS ON WAIVER ASSIGNMENT 44253.3**

Carlos Campos	Teacher – Construction Technology	Grades 9-12
Courtney Eargle	Teacher – Sports Medicine and Athletic Training	Grades 9-12
Stephanie Mock	Teacher – Sports Medicine and Athletic Training	Grades 9-12

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

IN WITNESS OF THE ABOVE STATED ACTIONS, I have hereunto set my hand this 14<sup>th</sup> day of October 2021.

\_\_\_\_\_  
Clerk/Secretary of the Board of Trustees

Coastline Regional Occupational Program  
Inventory Deletion Report

Board Meeting Date: October 14, 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>
<b>COMPUTERS/TECHNOLOGY</b>						
4078	Data Projector	Valley Vista High School	\$1,681.98	4/19/2004	Obsolete	Scrap
4811	Data Projector	Presidio Site	\$730.55	5/30/2008	Obsolete	Scrap
5972	Data Projector	Presidio Site	\$523.67	3/30/2015	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.



BOARD UPDATE  
October 4, 2021  
EMPLOYEE PERSONNEL REGISTER NO. 3 – 2021 -2022

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

**EMPLOYMENT:**

Name: Julia Budd-Bredek  
Position: K12 Pathway Coordinator  
Program: Administration  
Location: Presidio Site  
Effective: October 12, 2021

Name: Carlos Campos  
Position: Teacher  
Program: Construction Technology  
Location: Estancia H.S.  
Effective: September 23, 2021

Name: Courtney Eargle  
Position: Teacher  
Program: Sports Medicine and Athletic Training  
Location: Huntington Beach H.S.  
Effective: September 10, 2021

Name: Jennifer Gray  
Position: Substitute Teacher  
Program: Educational Services  
Location: All Sites  
Effective: Pending new hire processing

Name: Antrenette Ivy  
Position: Substitute Teacher  
Program: Educational Services  
Location: All Sites  
Effective: September 8, 2021

Name: Darin Petzold  
Position: Teacher  
Program: Construction Technology  
Location: Creekside H.S.  
Effective: September 8, 2021

Name: James Piccola  
Position: Coordinator, Educational Programs  
Program: Educational Services  
Location: Presidio Site  
Effective: October 4, 2021

Name: Alita Salazar  
Position: Short-term Temporary, K12 Strong  
Workforce (Grant Writer)  
Program: Administration  
Effective: September 29, 2021 – October 15, 2021

Name: Andrea Vega  
Position: Substitute Teacher  
Program: Educational Services  
Location: All Sites  
Effective: August 16, 2021

**RESIGNATION:**

Name: Tracy Armour  
Position: Teacher  
Program: Medical Careers and Health Systems  
Location: Oceanview H.S.  
Effective: September 15, 2021

Name: Angelique Bender  
Position: Substitute Teacher  
Program: Educational Services  
Location: All Sites  
Effective: September 21, 2021

Name: Mar Jimenez-Noriega  
Position: Career Specialist  
Program: Student Services  
Location: Beckman H.S.  
Effective: September 17, 2021

Name: Darlene Puente  
Position: Substitute Teacher  
Program: Educational Services  
Location: All Sites  
Effective: September 21, 2021

**RETIREMENT:**

Name: Carol Hume  
Position: Superintendent  
Program: Administrative Services  
Location: Presidio Site  
Effective: February 1, 2022



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Carol Hume

Coastline Regional Occupational Program  
Travel/Conference Report  
Board Meeting  
October 14, 2021

<b>Name</b>	<b>Date(s)</b>	<b>Destination</b>	<b>Purpose</b>	<b>Amount</b>
Carol Hume, Superintendent Presidio Campus	Sept. 29	Tustin, CA	State of the Schools Update	\$40.00
Carol Hume, Superintendent Presidio Campus	Oct. 27	Irvine, CA	ACSA/OCSBA Joint Dinner	55.00
J. S. Coke, Director of Educational Service Presidio Campus	Oct. 27	Irvine, CA	ACSA/OCSBA Joint Dinner	55.00
Jeanne Bennett, Manager, Technology Services Presidio Campus	Nov. 16-19	Sacramento, CA	Annual CTE Conference	2,100.00
James Piccola, Coordinator, Educational Services Presidio Campus	Nov. 18, Jan. 20, Feb. 17, Mar. 17, Apr. 28	Virtual	AALRR 2021-2022 Leadership Series	399.00
J. S. Coke, Director of Educational Services Presidio Campus	Feb. 26 – Mar. 1	Sacramento, CA	Educating for Careers Conference	1,596.00
Gerald Rizza, Teacher Engineering Design Estancia High School	Feb. 26 – Mar. 1	Sacramento, CA	Educating for Careers Conference	1,596.00
			<b>Total</b>	<b>\$5841.00</b>