



COASTLINEROP

1001 Presidio Square, Costa Mesa CA 92626

BOARD OF TRUSTEES

AGENDA

October 19, 2023

8:30 a.m. Closed Session

9:30 a.m. Open Session

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

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



TO: Board of Trustees
FROM: Brian Dozer
DATE: October 12, 2023
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, October 19, 2023, regular Board of Trustees meeting. Open session is scheduled to begin at 9:30 a.m. Please remember that the meeting will be held at the Newport-Mesa Unified District Education Center in the Roderick H. MacMillian Board Room. The address is 2985 Bear Street, Building A, Costa Mesa.

I look forward to seeing you at the meeting.

Enclosure

COASTLINE ROP
Newport-Mesa Unified School District,
District Education Center – Roderick H. MacMillian Board Room
2985 Bear Street, Bldg. A, Costa Mesa, CA 92626

BOARD OF TRUSTEES
Thursday, October 19, 2023
8:30 a.m. Closed Session
9:30 a.m. Open Session

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

Meetings may be recorded for use in the official minutes.

AGENDA

1. BOARD MEETING CALLED TO ORDER

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

- 2. ROLL CALL:**
- | | |
|----------------------------------|-------|
| Michelle Barto, President | _____ |
| Suzie Swartz, Vice President | _____ |
| Lauren Brooks, Clerk | _____ |
| Lynn Davis, Member | _____ |
| Jonathan Stone, Alternate Member | _____ |

Coastline ROP:

Brian Dozer, Superintendent	
Krista Schweers-Ganga, Director of Educational Services	
LeAnn Zayasbazan, Chief Business Official	

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

- 4. CLOSED SESSION** **Discussion**
- A. Public Employee Evaluation: Superintendent (Government Code §54957)
 - B. Compensation for Unrepresented Employees (Government Code §54957.6)
 - C. Public Employee Evaluation: Modification of Contract: Superintendent (Government Code §54957)
 - D. Public Employee Evaluation: (Government Code §54957)
 - E. Public Employee Employment/Discipline/Dismissal/Release (Government Code §54957)

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

6. PLEDGE OF ALLEGIANCE

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

Motion by _____ Seconded by _____ Vote _____

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

INFORMATION ITEMS

- 9. **SUPERINTENDENT’S REPORT – Brian Dozer**
- 10. **EDUCATIONAL SERVICES’ UPDATE – Krista Schweers-Ganga**

DISCUSSION/ACTION ITEMS

- 11. **Board Meeting Date/Time Changes** **Discussion/Action**
 Motion by _____ Seconded by _____ Vote _____
- 12. **Approval for MOU with OCDE for Universal Design for Learning (UDL)** **Discussion/Action**
 - Recommend the Board approve the memorandum of understanding between Coastline ROP and Orange County Department of Education.
 Motion by _____ Seconded by _____ Vote _____
- 13. **Contract with Infinity Communications for E-Rate Services** **Discussion/Action**
 Recommend the Board approve the contract with Infinity Communications for E-Rate Services.
 Motion by _____ Seconded by _____ Vote _____
- 14. **Nonprofit Subscriber Agreement with BuyBoard Purchasing Cooperative** **Discussion/Action**
 - Recommend the Board approve the Non-profit Subscriber Agreement with BuyBoard Purchasing Cooperative.
 Motion by _____ Seconded by _____ Vote _____
- 15. **Facilities Contract (MOU) between IVC and Coastline ROP** **Discussion/Action**
 Recommend the Board approve the Memorandum of Understanding with Irvine Valley College and Coastline ROP for Adult ESL Classes.
 Motion by _____ Seconded by _____ Vote _____

RESOLUTION CONSENT CALENDAR

Action

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

It is recommended the Board approve:

- 16. [Resolution #2/2023-2024](#): Authorization of Signatures: Bank Account
- 17. [Resolution #3/2023-2024](#): Authorization of Signatures: Business Functions

Motion by _____ Seconded by _____ Vote _____

Votes:

- Member Barto _____
- Member Swartz _____
- Member Brooks _____
- Member Davis _____
- Member Stone _____

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 September 13, 2023](#), Board of Trustees meeting
- 19. [Ratification of check report](#) ending September 30, 2023
- 20. [Ratification of purchase order and change order](#) report – September 1, 2023 – September 30, 2023
- 21. [CourseStorm Invoice](#)
- 22. [Memorandum of Understanding with University Lab Partners](#) for Professional Internship Placement for Fall 2023
- 23. [Orange County Superintendent of Schools Interpretation/Translation](#) Services Agreement for the 2023/24 fiscal year
- 24. [Career Technical Incentive Grant \(CTEIG\)](#) Memorandum of Understanding
- 25. [English language learner waiver](#) teacher roster
- 26. [Personnel Register #3](#) – 2023-2024 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 27. [Approval/Ratification of travel](#) conference report

Motion by _____ Seconded by _____ Vote _____

NEW BUSINESS

Information

ADJOURNMENT

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

Next Scheduled Meeting: December 14, 2023

**COASTLINE ROP
2023 BOARD CALENDAR**

January 19	(3 rd Thursday)	- Board Meeting
February 16	(3 rd Thursday)	- Board Meeting Textbook Inventory
March 9	(2 nd Thursday)	- Board Meeting Interim Budget Review 2022-23 Coastline ROP Priorities Update
April 20	(3 rd Thursday)	- Board Meeting
May 18	(3 rd Thursday)	- Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
June 15	(3 rd Thursday)	- Board Meeting Public Hearing for 2023-2024 Budget Adopt 2023-2024 Budget Authorize Superintendent to Approve Travel and Conferences 2023-2024 School Calendar Discussion of Superintendent's Evaluation Interagency Agreements Appendix A for 2023-2024
July 20 9:00 a.m.	(3 rd Thursday)	- Special Meeting – Closed Session
August 17	(3 rd Thursday)	- Board Meeting Administrative Contract Extensions Board Input for 2023-2024 Coastline ROP Priorities
August 24 10:00 a.m.	(4 th Thursday)	- Special Meeting – Closed Session
September 13	(2 nd Wednesday)	- Board Meeting Superintendent's Evaluation 2022-2023 Unaudited Actuals Report
October 19	(3 rd Thursday)	- Board Meeting
November 16	(3rd Thursday)	- Board Meeting (Canceled 9/13/23)
December 14	(2 nd Thursday)	- Organizational Meeting Audit Report Interim Budget Review

Meeting Time: 9:30 a.m.

Board approved: 12/15/2022; rev. 5/18/2023; rev. 6/15/2023; rev. 8/17/2023; rev. 9/13/23.

TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: October 12, 2023

SUBJECT: MOU with OCDE for Universal Design Learning Professional Development

Background and Rationale

Universal Design for Learning, or UDL, is an educational framework that aims to make learning accessible and effective for all students, regardless of their diverse abilities, learning styles, or backgrounds. It is based on the idea that the one-size-fits-all approach to education is often ineffective, and instead, educators should design instructional materials and environments that can be customized to meet the individual needs of learners.

- Enhances inclusivity in CTE programs, accommodating diverse student needs.
- Allows for personal instruction to support individual learners.
- Improves student engagement, motivation, and achievement.
- Ensure compliance with accessibility laws.
- Fosters adaptability in response to evolving CTE fields.
- Enhances career prospects by showcasing a commitment to effective teaching practices.

Coastline ROP would like to hire the Orange County Department of Education Educational Services Department to conduct our Fall and Spring professional development sessions for the 2023-24 school year on Universal Design for Learning.

Financial Impact

The cost is \$3000.00 for the four sessions for the 2023-24 school year, paid for out of the general fund.

Recommendation

It is respectfully recommended that the Board approve the memorandum of understanding as attached.

1 AGREEMENT.

2 3.0 PAYMENT. ROP agrees to pay the SUPERINTENDENT a total sum not
3 to exceed Three thousand dollars (\$3,000.00). Payment shall be at the
4 rates as described in Exhibit "A", "Service Proposal", which is
5 attached hereto and incorporated by reference herein. Payment shall
6 be mailed to: Orange County Superintendent of Schools, 200 Kalmus
7 Drive, Costa Mesa, California 92626-9050, Attention: Accounting
8 Manager, or at such other place as SUPERINTENDENT may designate in
9 writing.

10 4.0 EXPENSES. ROP shall not be liable to SUPERINTENDENT for any
11 costs or expenses paid or incurred by SUPERINTENDENT in performing
12 services for ROP, except as follows: N/A.

13 5.0 MATERIALS. SUPERINTENDENT shall furnish, at his/her own expense,
14 all labor, materials, equipment, supplies and other items necessary to
15 complete the services to be provided pursuant to this AGREEMENT,
16 except as follows: N/A

17 6.0 INDEPENDENT CONTRACTOR. SUPERINTENDENT, in the performance of
18 this AGREEMENT, shall be and act as an independent contractor.
19 SUPERINTENDENT understands and agrees that he/she and all of his/her
20 employees shall not be considered officers, employees or agents of
21 the ROP, and are not entitled to benefits of any kind or nature
22 normally provided employees of the ROP and/or to which ROP'S
23 employees are normally entitled, including, but not limited to, State
24 Unemployment Compensation or Workers' Compensation. SUPERINTENDENT
25 assumes the full responsibility for the acts and/or omissions of
his/her employees or agents as they relate to the services to be

1 provided under this AGREEMENT. SUPERINTENDENT shall assume full
2 responsibility for payment of all federal, state and local taxes or
3 contributions, including unemployment insurance, social security and
4 income taxes with respect to SUPERINTENDENT'S employees.

5 7.0 COPYRIGHT/TRADEMARK/PATENT. ROP understands and agrees that all
6 matters produced under this AGREEMENT shall become the property of
7 SUPERINTENDENT and cannot be used without SUPERINTENDENT'S express
8 written permission. SUPERINTENDENT shall have all right, title and
9 interest in said matters, including the right to secure and maintain
10 the copyright, trademark and/or patent of said matter in the name of
11 the SUPERINTENDENT.

12 8.0 HOLD HARMLESS.

13 A. SUPERINTENDENT agrees to and does hereby indemnify,
14 defend, and hold harmless ROP, its Governing Board, officers, agents
15 and employees from liability and claims of liability for bodily
16 injury, personal injury, sickness, disease, or death of any person or
17 persons, or damage to any property, real personal, tangible or
18 intangible, arising out of the negligent acts or omissions of
19 employees, agents or officers of SUPERINTENDENT or the Orange County
20 Board of education during the period of this AGREEMENT.

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

1 Governing Board, employees, agents or officers of DISTRICT during the
2 period of this AGREEMENT.

3 9.0 ASSIGNMENT. The obligations of SUPERINTENDENT pursuant to this
4 AGREEMENT shall not be assigned by SUPERINTENDENT without prior
5 written approval of ROP.

6 10.0 TOBACCO USE POLICY. In the interest of public health, the
7 SUPERINTENDENT provides a tobacco-free environment. Smoking or the
8 use of any tobacco products are prohibited in buildings and vehicles,
9 and on any property owned, leased or contracted for by the
10 SUPERINTENDENT pursuant to SUPERINTENDENT Policy 400-7. Failure to
11 abide with conditions of this policy could result in the termination
12 of this AGREEMENT.

13 11.0 TERMINATION. Either party may terminate this AGREEMENT with or
14 without reason with the giving of thirty (30) days written notice to
15 the other party. ROP shall compensate SUPERINTENDENT only for
16 services satisfactorily rendered to the date of termination. Written
17 notice by ROP shall be sufficient to stop further performance of
18 services by SUPERINTENDENT. Notice shall be deemed given when
19 received by the SUPERINTENDENT or ROP or no later than three (3) days
20 after the day of mailing, whichever is sooner.

21 12.0 NON-DISCRIMINATION. SUPERINTENDENT and ROP agree that they will
22 not engage in unlawful discrimination in employment of persons
23 because of race, color, religious creed, national origin, ancestry,
24 physical handicap, medical condition, marital status, or sex of such
25 persons.

1 13.0 NOTICE. All notices or demands to be given under this AGREEMENT
2 by either party to the other shall be in writing and given either by:
3 (a) personal service or (b) by U.S. Mail, mailed either by registered
4 or certified mail, return receipt requested, with postage prepaid.
5 Service shall be considered given when received if personally served
6 or if mailed on the third day after deposit in any U.S. Post Office.
7 The address to which notices or demands may be given by either party
8 may be changed by written notice given in accordance with the notice
9 provisions of this section. As of the date of this AGREEMENT, the
10 addresses of the parties are as follows:

11 ROP: Coastline Regional Occupational Program
12 1001 Presidio Square
13 Costa Mesa, California 92626
14 Attn: _____

15 SUPERINTENDENT: Orange County Superintendent of Schools
16 200 Kalmus Drive
17 P.O. Box 9050
18 Costa Mesa, California 92628-9050
19 Attn: Patricia McCaughey

20 14.0 NON WAIVER. The failure of SUPERINTENDENT or ROP to seek
21 redress for violation of, or to insist upon, the strict performance
22 of any term or condition of this AGREEMENT shall not be deemed a
23 waiver by that party of such term or condition, or prevent a
24 subsequent similar act from again constituting a violation of such
25 term or condition.

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

1 16.0 GOVERNING LAW. The terms and conditions of this AGREEMENT shall
2 be governed by the laws of the State of California with venue in
3 Orange County, California.

4 17.0 ENTIRE AGREEMENT/AMENDMENT. This AGREEMENT and any exhibits
5 attached hereto constitute the entire agreement among the Parties to
6 it and supersede any prior or contemporaneous understanding or
7 agreement with respect to the services contemplated, and may be
8 amended only by a written amendment executed by both Parties to the
9 AGREEMENT.

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

11 ROP: COASTLINE ROP

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

12 BY: _____
13 Authorized Signature

BY: 
14 Authorized Signature

14 PRINT NAME: Brian K. Dozer

PRINT NAME: Patricia McCaughey

15 TITLE: Superintendent

TITLE: Director

16 DATE: October 19, 2023

DATE: September 12, 2023

18 Coastline ROP-Income(10003924) 24RV
ZIP5



Orange County Department of Education EXHIBIT A

Educational Services Division

Service Proposal

**ORANGE COUNTY
DEPARTMENT OF
EDUCATION**
200 KALMUS DRIVE
P.O. BOX 9050
COSTA MESA, CA
92628-9050
(714) 966-4000
FAX (714) 432-1916
www.ocde.us

AL MIJARES, Ph.D.
County Superintendent
of Schools

TO: Krista Ganga
Administrator, Educational Services
Coastline ROP
714-429-2242
kganga@coastlinerop.net

FROM: Pam Tupy
Coordinator, OCDE
200 Kalmus Drive
Costa Mesa, CA 92656
ptupy@ocde.us

DATE OF PROPOSAL: 5/30/23

PURPOSE: provide UDL overview to staff

AUDIENCE: teachers, admin, coaches

ESTIMATED NUMBER OF PARTICIPANTS: 55

LCAP PRIORITIES ADDRESSED:

Conditions of Learning	Pupil Outcomes	Engagement
<input type="checkbox"/> Basic Services	<input type="checkbox"/> Pupil Achievement	<input type="checkbox"/> Parental Involvement
<input checked="" type="checkbox"/> Implementation of State Content Standards	<input type="checkbox"/> Other Pupil Outcomes	<input type="checkbox"/> Pupil Engagement
<input type="checkbox"/> Course Access		<input type="checkbox"/> School Climate

LEARNING CONTINUITY & ATTENDANCE PLAN PRIORITIES ADDRESSED:

Continuity of Learning:	Mental Health & Social-Emotional Wellbeing
<input checked="" type="checkbox"/> In-Person Instruction	<input type="checkbox"/> Pupil & Family Engagement & Outreach
<input type="checkbox"/> Distance Learning	<input type="checkbox"/> School Nutrition
<input type="checkbox"/> Pupil Learning Loss	<input type="checkbox"/> Increased or Improved Services for Foster Youth
	<input type="checkbox"/> English Learners, and Low Income Students

Multi-Tiered System of Support

<p>Inclusive Academic Instruction <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> Identify a comprehensive assessment system Create and utilize teams Provide universal academic supports Provide supplemental interventions and supports Provide intensified interventions and supports Develop guideline to implement curriculum with universal design for learning (UDL) 	<p>Inclusive Behavior Instruction <input type="checkbox"/></p> <ul style="list-style-type: none"> Identify a comprehensive assessment system Create and utilize teams Provide universal behavior supports Provide supplemental interventions and supports Provide intensified interventions and supports Provide comprehensive behavior supports 	<p>Inclusive Social-Emotional Instruction <input type="checkbox"/></p> <ul style="list-style-type: none"> Identify a comprehensive assessment system Create and utilize teams Provide universal social-emotional supports Provide supplemental interventions and supports Provide comprehensive social-emotional development supports
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**ORANGE COUNTY
BOARD OF EDUCATION**

MARI BARKE

REBECCA "BECKIE" GOMEZ

TIM SHAW

LISA SPARKS, PH.D.

KEN L. WILLIAMS, D.O.

Administrative Leadership

Strong & Engaged Site Leadership

Strong Educator Support System

Integrated Educational Framework

Fully Integrated Organizational Structure

Strong & Positive School Culture

Family & Community Engagement

Trusting Family Partnerships

Trusting Community Partnerships

Inclusive Policy Structure &

Strong LEA / School Relationship

LEA Policy Framework

NUMBER OF DAYS: 4

PROPOSED TRAINING DATES: October 6 & 7, 2023, March 1 & 2, 2024

LOCATION: Coastline ROP, 1001 Presidio Square, Costa Mesa

GOAL(S):

Understand and apply basic principles of Universal Design for Learning.

EXPECTED MEASURABLE OUTCOME(S):

Understand the connection between UDL and MTSS
Understand the 3 Principles of UDL
Explore UDL Strategies and Resources
Understand Lesson Design and Plan Next Steps

RESEARCH CITATION:

Meyer, A., Rose, D.H., & Gordon, D. (2014). Universal design for learning: Theory and Practice .
Novak, K. (2023). UDL Now: A Teacher's Guide to Applying Universal Design for Learning.

ESTIMATED SERVICE COST: (# of Days x Rate) 4

TOTAL: \$ 3,000.00

Time	Amount
Hourly	\$150/hr per Consultant

ESTIMATED MATERIALS COST: (Books, Printed Materials if OCDE printed)

ESTIMATED TOTAL COST: SERVICE + MATERIALS = \$ 3,000.00

DETAILS:

District will make any hard copy handouts. October 6 will be in-person Friday from 3pm-6pm and October 7, Saturday morning from 9am-Noon. Content will focus on going deeper with barriers to learning. March 1 (3-6pm) and March 2 (9am-Noon) will go deeper with lesson design. Rate is \$750 per day for up to 3 hours and includes planning time.

For Client Use: When this proposal is accepted, OCDE will create a contract for services.

PROPOSAL ACCEPTED

Authorized Signature

Date

TO: Board of Trustees
 FROM: LeAnn Zayasbazan
 DATE: October 12, 2023
 SUBJECT: Contract with Infinity Communications for E-Rate Services

Background and Rationale

Each year Coastline ROP incurs certain technology expenditures, to include internet and telephone costs, that are eligible for federal discounts called E-Rate funding. Coastline ROP has not received E-Rate in the past but is eligible as an educational entity to receive this funding. Infinity Communications is a widely known company that provides E-Rate application management services for educational agencies in California. The contract proposes the use of services from Infinity Communications to complete the original application for funding for the 2023/24 fiscal year. Coastline ROP will evaluate the need for a consultant at the end of the proposed contract.

E-rate consists of two types of funding: category 1 and category 2 funding. Category 1 funding consists of monthly connectivity contracts for internet and telephone services. Category 2 funding is for technology hardware projects. Category 2 must be applied for on a per project basis, such as hardware replacement. Initial funding analysis projects that Coastline ROP will be approved at a 60% funding level. The projected savings are shown below. Category 2 savings will be projected when a project is identified and will be brought to the board at a later time.

E-Rate Cost Savings Per Year

Vendor	Annual Cost	60% Savings	Our Cost
Slack	\$544	\$326	\$218
Spectrum	\$21,055	\$12,633	\$8,422
Intermedia	\$10,822	\$6,493	\$4,329
Verizon	\$3,098	\$1,859	\$1,239
Total	\$35,519	\$21,311	\$14,208

Total Cost Savings	\$21,311
Cost for Consultant	\$3,200
Net Cost Savings	\$18,111

Financial Impact

The cost will be \$3,200 for category 1 filing and application maintenance. Category 2 will be billed on a per need basis. Initial annual cost savings are estimated at \$21,311, less the consultant costs of \$3,200, for a projected annual savings of \$18,111. The initial fees for Infinity Communications will be paid from the general fund.

Recommendation

It is respectfully requested that the Board of Trustees approve the contract with Infinity Communications for E-Rate Services.



COMMUNICATIONS & CONSULTING
AN EMPLOYEE OWNED COMPANY

INFINITY COMMUNICATIONS & CONSULTING, INC.
MASTER AGREEMENT FOR PROFESSIONAL SERVICES

Client No: 0847

This Agreement for Professional Services ("Agreement") is entered as of this day, September 27, 2023, between **Infinity Communications & Consulting, Inc.** hereinafter referred to as "Infinity," and **Coastline ROP** hereinafter referred to as the "Client." The parties agree as follows:

1. **SERVICES**

Infinity agrees to perform Consulting and Professional Services ("Services") on behalf of the Client as set forth in this agreement and attachments. Infinity's responsibilities and determination of reimbursable cost for said Services are set forth in the project attachment(s), which include the Infinity/Client Responsibilities, Terms, Payment Schedule(s) (if applicable) and Reimbursable Expenses Schedule.

2. **BASIS OF COMPENSATION**

Infinity will invoice for services performed under the scope of work for each of the project attachment(s). The client will render payment to Infinity upon receipt of invoices.

3. **TERM AND TERMINATION OF SERVICE**

Infinity's services are provided on a term commitment basis as specified in the project attachments. The term commences on the signed acceptance of the project attachment(s).

The Client and/or Infinity may terminate this Agreement, without cause, at any time by submitting written notice to the other party. The written Notice of Termination must be received no less than Thirty (30) days prior to the desired date of Termination.

In the event that the Client terminates this Agreement without cause, the Client agrees to compensate Infinity for all work, Service Fees, and reimbursable expenses completed prior to the date of termination, and release Infinity from all liability, claims and causes of action resulting from negligent acts or omissions of the Client, its agents and/or employees performed after the date of termination.

In the event that the Agreement is terminated; Infinity shall deliver copies of all data and files related to this Agreement to the Client within Thirty (30) days.

4. **CLIENT'S RESPONSIBILITY**

The Client agrees to comply with the responsibilities as specified in the project attachments to ensure the successful completion of services covered in this Agreement.

5. **RECORDS**

Infinity will maintain full and accurate records in connection with this Agreement and will make them available to the Client for inspection during normal business hours, Monday to Friday, 8am to 5pm.

6. **STATUS OF INFINITY**

The Client and Infinity agree that Infinity, in performing the services specified in this Agreement, shall act as an independent contractor, and shall have control of all work and the manner in which it is performed. Infinity shall be free to contract for similar service to be performed for other parties while under contract with the Client. Infinity is not entitled to participate in any pension plan, insurance, bonus, or similar benefits the Client provides for its employees.

7. **COPYRIGHTS AND LICENSES**

The Client and Infinity agree that in transmitting "Instruments of Services", or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for the use of this project.

Infinity and/or its Consultants shall be deemed the authors and owners of their respective "Instruments of Service", including, but not limited to Infinity's, E-Rate Template Forms, Bid Documents, Drawings and Specifications, and Infinity shall retain all common law, statutory and other reserved rights, including copy rights. The Submission or distribution of these "Instruments of Service" to meet the requirement of this Agreement shall not be construed as a publication in derogation of the reserved rights of Infinity and/or its consultants.



COMMUNICATIONS & CONSULTING
AN EMPLOYEE OWNED COMPANY

Upon execution of this Agreement, Infinity grants the Client a nonexclusive limited license to use Infinity's "Instrument of Service" solely and exclusively for the purposes of constructing, using, maintaining, altering, and adding to the projects associated to this Agreement, provided that the Client substantially performs its obligation, including prompt payment of all fees due to Infinity, under this Agreement. If Infinity rightfully terminates this Agreement for cause the license granted to the Client shall terminate.

In the event that the Client uses the "Instruments of Service" without obtaining Infinity's written consent, the Client releases Infinity from all liability, claims and causes of action arising from such use.

8. **HOLD HARMLESS & LIMITATION OF LIABILITY**

Infinity and Client agree to hold the other party, its officers, agents, and employees harmless, from all suits, claims and liabilities resulting from negligent acts or omissions of the other party, its officers, agents, or employees under this Agreement. In the event Infinity is found in breach of this Agreement and/or negligent, the parties agree that the maximum number of damages the Client may receive from Infinity shall not exceed the aggregate payment(s) Infinity has received from Client under this Agreement during the particular year of the breach and/or negligence. Any legal action arising from or taken by either party, shall be governed by the laws of the State of California / County of Kern, and shall be brought in its courts.

9. **COMPLIANCE WITH LAWS**

Infinity shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances involving its employees, including workers' compensation and tax laws.

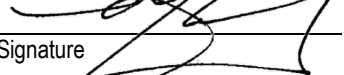
10. **MODIFICATION, ASSIGNMENT & ATTORNEY'S FEES**

This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved/acknowledged by both parties under a writing Addendum. If any action is brought concerning this Agreement, the prevailing party will be entitled to reasonable attorney's fees.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

Infinity Communications & Consulting, Inc.

Coastline ROP



Signature
09/27/2023

Date
Martin Skiby

Name
Chief Executive Officer

Title
P.O. Box 999, Bakersfield, Ca. 93302

Address/City/State/Zip
82-0573429

Federal Tax ID#

Signature

Date

Name

Title

Address/City/State/Zip

Federal Tax ID#



COMMUNICATIONS & CONSULTING
AN EMPLOYEE OWNED COMPANY

**PROJECT ATTACHMENT 0847-FY2024
COASTLINE ROP**

Client No. 0847

SERVICES: CATEGORY ONE E-RATE CONSULTING SERVICES

INFINITY'S RESPONSIBILITIES

Infinity shall perform the following tasks for our **Category One E-Rate Consulting Services**:

E-RATE AND CALIFORNIA TELECONNECT FUND (CTF) CONSULTING SERVICE

1. Client Access – Infinity will be available to the Client by phone, email, or in person to address Client related E-Rate Funding issues. The client will provide Infinity with a minimum of 72 hours' notice of a request for onsite service.
2. Program Updates – Infinity will update the Client on changes in the E-Rate and CTF process and help staff to take advantage of newly eligible products and services.
3. Program Compliance – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, in regard to Bid Evaluations, Procurement, Technology Plans, CIPA compliance, Technology Budget, and Document Retention.

E-RATE APPLICATION MANAGEMENT

1. Needs Assessment and Strategic Planning – Infinity will assist the Client to determine a Filing Strategy that best meets the Client's needs to maximize the Client's E-Rate funding opportunities.
2. Determination of Funding Request Amount – Infinity will prepare the required "Item 21 Attachment Sheet", by; review one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, review of Client's current annual contract(s) for eligible services, and/or review of new contract(s) for eligible services.
3. File Forms – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive E-Rate Category One Telecommunications and Internet Access funding: Form 470, Form 471, and Form 486.
4. Administration of PIA Process – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests.
5. Service Provider Collections – Infinity will prepare the Service Provider's required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service Provider Bills (SPI Method) or prepare and file the Form 472 (BEAR Method) to have a reimbursement check issued for the eligible discount amount.
6. Application Status – Infinity will provide the Client with progress status on applications, reviews, and modifications, for the Client's open funding requests.

REQUEST FOR PROPOSAL (RFP) MANAGEMENT SERVICES

1. Develop RFP Documents – Infinity will develop a Request for Proposal (RFP) for Category One Services in compliance with the Client's Local/State and the E-Rate Program's procurement requirements. If newspaper publication is required, Infinity will assist the Client with compliance at least 20 days prior to receipt of responses to the Form 470.
2. RFP Tracking – Infinity will distribute and track, in electronic form only, the "RFP Documents" to prospective bidders through Infinity's "Projects" website.
3. Administration of RFP Process – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.
4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation - Infinity will evaluate the bid responses based on the E-Rate Program's requirements for the "Evaluation of Bids" and provide the Client with recommendations for the award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.

AUDIT ASSISTANCE

1. Document Retention – Infinity will maintain a copy of the documents required for E-Rate Program's "Document Retention Policy", including "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance", for up to 10 years from the last date of service.
2. Document Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Support Services – Infinity will represent the Client during all E-Rate Audits.

CLIENTS' RESPONSIBILITIES

The Client's responsibilities, for the successful completion of our **Category One E-Rate Consulting Services**, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's service.
 2. Provide Infinity with reasonable access to the site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
 3. Provide Infinity with all information required for the successful completion of the agreed service, within 10 days, after the receipt of a request from Infinity. This includes at a minimum, but not limited to; Copies of Monthly Service Provider Bills, Copies of Service Provider Contracts, Approved Free & Reduced Lunch numbers, Budget Information, Copy of Approved Technology Plan, Copy of CIPA Compliance, and "Authorized Contact" information.
 4. Provide a Letter of Authorization (LOA), authorizing Infinity, to act on the Client's behalf to file E-Rate forms and respond to the USAC's request for information.
 5. Sign and certify the E-Rate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the E-Rate Program's time sensitive deadlines.
 6. Require the Service Provider, for the eligible services the Clients is entitled to receive California Teleconnect Fund (CTF) support, to invoice USAC by the SPI Method (Form 474).
 7. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-Rate Program). The Client will provide Infinity with a copy of the EAR for compliance with the "Inventory" section of E-Rate's "Document Retention Policy".
 8. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. The Client will provide Infinity with a copy of the SPRR for compliance with the "Invoicing" section of E-Rate's "Document Retention Policy".
 9. Retain documents, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 10 years from the last date of service.
- * **In the event of something unforeseen happening that is not covered under PROJECT ATTACHMENT #0847-FY2024 with this contract, an additional fee will be negotiated before any additional services are provided.**
- ** **Should the client cease services with Infinity and request document re-construction for past years filings, there will be a charge for the time to re-create the document library. This charge will be assessed at the time of the request and will need to be paid prior to the release of the re-constructed documents.**

TERM OF CONTRACT:

This Agreement is for a term of **three (3) years**, with an expiration date of **June 30, 2026**.

PAYMENT SCHEDULE

Infinity's fee will be an annual flat rate fee of **\$3,200.00**, for Category One services.

Infinity's fee is invoiced on a quarterly schedule, unless otherwise directed by the Coastline ROP.

* Existing services are for services currently being requested through the E-Rate program.

** Additional or new services may require an additional fee. This fee must be agreed to prior to billing.



COMMUNICATIONS & CONSULTING
AN EMPLOYEE OWNED COMPANY

Standard Hourly Rates Schedule

For additional work that is required outside the scope of the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

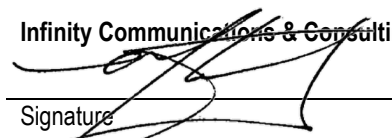
Principal	\$175.00/hour
Sr. Systems Designer	\$155.00/hour
Systems Designer	\$125.00/hour
CAD Operator	\$75.00/hour
Sr. Project Manager	\$155.00/hour
Project Manager	\$95.00/hour
Design Team Coordinator	\$75.00/hour
E-Rate Compliance Consultant	\$140.00/hour
E-Rate Specialist, III	\$90.00/hour
E-Rate Specialist, II	\$75.00/hour
E-Rate Specialist, I	\$55.00/hour
Support Staff	\$50.00/hour

Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blueprint Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.58/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below:

Infinity Communications & Consulting, Inc.		Coastline ROP	
	09/27/2023	_____	_____
Signature	Date	Signature	Date
Martin Skiby	Chief Executive Officer	_____	_____
Name	Title	Name	Title
P.O. Box 999, Bakersfield, Ca. 93302	_____	_____	_____
Address/City/Sate/Zip	_____	Address/City/Sate/Zip	_____
82-0573429	_____	_____	_____
Federal Tax ID#	_____	Federal Tax ID#	_____

TO: Board of Trustees
FROM: LeAnn Zayasbazan
DATE: October 12, 2023
SUBJECT: Nonprofit Subscriber Agreement with BuyBoard Purchasing Cooperative

Background and Rationale

BuyBoard is a purchasing cooperative that is operated by the Texas Association of School Boards and a partner of the California School Boards' Association. BuyBoard has members nationwide that allow it to use its buying power to secure purchasing contracts that it can then offer to its members through what is known as "piggyback bidding". All of BuyBoard's members can access its contract pricing through its vendor database.

There is no cost for membership, the only requirement for membership is an agreement to provide copies of purchase orders and invoices for BuyBoard's auditing purposes. BuyBoard makes all of its vendor contracts and pricing back-up available to its members for the same reason. Membership with BuyBoard is an opportunity for Coastline ROP to save on its purchasing annually.

Financial Impact

There is no cost to Coastline ROP, but there are expected to be savings on purchases of an undetermined amount.

Recommendation

It is respectfully requested that the Board of Trustees approve the Nonprofit Subscriber Agreement with BuyBoard Purchasing Cooperative.

**Texas Association of School Boards, Inc.
BuyBoard® Purchasing**

NONPROFIT SUBSCRIBER AGREEMENT

This Nonprofit Subscriber Agreement ("Agreement") is entered into by and between the Texas Association of School Boards, Inc. ("TASB"), a tax-exempt, nonprofit, Texas corporation, with offices at 12007 Research Blvd, Austin, Texas 78759, and the undersigned nonprofit organization ("Subscriber"). The purpose of this Agreement is to facilitate the purchasing function for all subscribing nonprofit organizations by identifying qualified vendors of commodities, goods and services, to apply sound competitive procurement principles to purchases by nonprofit organizations, and to realize the various potential economies, including administrative cost savings, for Subscribers.

WITNESSETH:

WHEREAS, TASB owns and operates the BuyBoard®, a system of electronic commerce and procurement;

WHEREAS, TASB offers nonprofit, tax-exempt entities use of the BuyBoard at no cost; and

WHEREAS, the undersigned Subscriber is a nonprofit, tax-exempt entity and desires to participate in the purchasing opportunities afforded by the BuyBoard;

NOW BE IT RESOLVED, that the undersigned Subscriber in consideration of the agreement of TASB to provide services as detailed in this Agreement, does hereby agree to the following terms, conditions, and general provisions.

The parties, intending to be legally bound, do hereby agree as follows:

TERMS AND CONDITIONS

1. **Authority.** The Subscriber, by execution of this Agreement, hereby certifies and represents that all necessary authority has been obtained to enter into this Agreement; that it is a nonprofit, tax-exempt organization; and agrees to become a Subscriber to the BuyBoard.
2. **Term.** The initial term of this Agreement shall commence on the date executed and signed and shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement. The conditions set forth below shall apply to the initial term and all renewals.

3. **Termination.**

- (a) **By Subscriber.** This Agreement may be terminated by the Subscriber at any time by thirty (30) days prior written notice to TASB
- (b) **By TASB.** TASB may terminate this Agreement by:
 - (1) Giving ten (10) days notice by certified mail to the Subscriber if the Subscriber fails or refuses to make the payments as herein provided; or
 - (2) Giving thirty (30) days notice by certified mail to the Subscriber if the Subscriber fails to abide by a material term of this Agreement.
- (c) **Termination Procedure.** If the Subscriber terminates its participation during the term of this Agreement or breaches this Agreement, or if TASB terminates participation of the Subscriber under any provision of this Agreement, the Subscriber shall bear the full financial responsibility for any purchases occurring after the termination date, and for any unpaid charges accrued during its term of Subscribership.

- 4. **Payments.** Subscriber shall be fully and solely responsible for paying the purchase prices to Vendors from whom purchases are made, and paying to Vendors all sales taxes due on such transactions, if any. Subscriber understands and agrees that TASB will receive fees from Vendors for purchases Subscriber makes through the BuyBoard.
- 5. **Administration.** Subscriber will use the BuyBoard purchasing application in accordance with instructions from TASB; discontinue use upon termination of participation; maintain confidentiality and prevent unauthorized use; maintain equipment, software and testing to operate the system at its own expense; report all purchase orders generated to TASB or its designee in accordance with instructions of TASB; and make a final accounting to TASB upon termination of membership.

GENERAL PROVISIONS

- 1. **Authorization to Participate.** Each Subscriber represents and warrants that its governing body has duly authorized this Agreement.
- 2. **Cooperation.** The Subscriber agrees to cooperate with any and all reasonable policies and procedures established by TASB for Subscribers.
- 3. **Coordinator.** The Subscriber agrees to appoint a purchasing coordinator who shall have expressed authority to represent and bind the Subscriber, and TASB will not be required to contact any other individual regarding subscription matters. Any notice to or any agreements with the coordinator shall be binding upon the Subscriber. The Subscriber

reserves the right to change the coordinator as needed by giving written notice to TASB. Such notice is not effective until actually received by TASB. The Subscriber's coordinator will be: _____ unless and until the Subscriber provides TASB with written notice of a change.

4. **Limitations of Warranties and Liability.** TASB DOES NOT WARRANT THAT THE OPERATION OR USE OF SERVICES HEREUNDER WILL BE UNINTERRUPTED OR ERROR FREE.
5. TASB HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

THE PARTIES AGREE THAT IN REGARD TO ANY AND ALL CAUSES OF ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER UNDER ANY CIRCUMSTANCES FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

TASB'S LIABILITY TO SUBSCRIBER UNDER THIS AGREEMENT IS LIMITED TO \$200.

6. **Notice.** Any written notice to TASB shall be made by first class mail, postage prepaid, and delivered to the Associate Executive Director of Business Services, Texas Association of School Boards, Inc., P.O. Box 400, Austin, Texas 78767.
7. **Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, and venue shall lie in Travis County, Texas.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, sign this Agreement effective the date written above.

TEXAS ASSOCIATION OF SCHOOL BOARDS, INC.

By: _____ Date: _____
Brian Bolinger, Associate Executive Director of Business Services

SUBSCRIBER:

(Name of Nonprofit, tax-exempt organization)

By: _____ Date: _____
Signature of Authorized Representative

Printed Name and Title

Coordinator for the
Subscriber is:

Name

Title

Mailing Address

City

State

Zip Code

Telephone

Fax

Email Address

TO: Board of Trustees

FROM: LeAnn Zayasbazan

DATE: October 12, 2023

SUBJECT: Memorandum of Understanding with Irvine Valley College for ESL Classes

Background and Rationale

Irvine Valley College is prepared to offer adult English as a Second Language (ESL) courses on Coastline ROP's campus for the Spring semester starting January 16, 2024 through May 22, 2024. The attached agreement provides that IVC will utilize P3 at no cost to provide such courses. Both parties are required to maintain liability insurance, of which IVC has provided proof of insurance.

Financial Impact

There is no financial impact to Coastline ROP.

Recommendation

It is respectfully requested that the Board of Trustees approve the Memorandum of Understanding with Irvine Valley to use Coastline ROP's facilities to provide ESL courses.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OFF-SITE FACILITY USE AGREEMENT**

This Agreement (“Agreement”) is between South Orange County Community College District on behalf of on behalf of Irvine Valley College (“District”) at 28000 Marguerite Parkway, Mission Viejo, CA 92692, a California community college district and political subdivision of the State of California and Coastline ROP (“Property Owner”) at **1001 Presidio Square** Costa Mesa, CA 92626. District and Property Owner are also referred to collectively as the “Parties”, and individually as “Party”.

NOW, THEREFORE, in consideration of these mutual promises, the Parties agree as follows:

1. **PURPOSE OF USE.** District desires use of Property Owner’s facility for the purpose of: Providing class room facilities for Irvine Valley College ESL department off-site courses.

2. **LOCATION.**

Coastline ROP
1001 Presidio Square Costa Mesa, CA 92626
LeAnn Zayasbazan, Ph.D.
714-429-2220 / LZayasbazan@coastlinerop.org

3. **TERM.** This Agreement shall commence on January 16, 2024, and shall continue in full force and effect thereafter until and including May 22, 2024 (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.

Day/Dates: Specific dates between 1/16/24 to 5/22/2024 to be mutually agreed upon
Time: To be mutually agreed upon

SPECIAL INSTRUCTIONS/COMMENTS: Class room will be setup in advance by Property Owner. Attached pictures of room P-3 are identical to room P-2. Students were in P-2 so could not take photos; however, the portables are the same.

4. **FEES (IF APPLICABLE).** District agrees to pay Property Owner for use of facility(ies) a total amount not to exceed Zero dollars Dollars (\$0.00). Additional Payment details:

N/A

5. **GENERAL CONDITIONS.** District desires to use Property Owner’ Facility; and in consideration of the promises made and intending to be legally bound, the Property Owner and District agree to the Terms and Conditions as set forth herein, and to any Addendum made a part hereof. The Property Owner assumes no liability or responsibility for any personal property of District or of its Board of Trustees, officers, employees, agents, representatives, guests, invitees, or volunteers of District, brought on to the premise during the term of this Agreement. Property Owner agrees that in the event this Off-Site Facility Use Agreement is canceled by District, or due to District’s failure to meet Agreement requirements, refund of all unused portions of the fees shall be returned to the District within thirty (30) days. Any amendments to this Off-Site Facility Use Agreement shall be made in writing at least sixty (60) working days by both Parties.

If applicable, all rights of any kind in and to all the photographs, motion pictures or videotapes obtained from the exercise of the permission herein granted (and any negatives, prints, or duplicates thereof) shall remain vested with District.

6. **USE OF FACILITIES AND EQUIPMENT.** District understands and acknowledges that Property Owner maintains control over its Facilities, equipment, and its usage, including, but not limited to, alterations of its Facilities. District agrees that it shall obtain the prior written approval of any alterations, additions, “set dressing,” or other modification(s) to Property Owner’s Facilities, whether temporary or permanent, are undertaken. District understands and agrees to restore any modifications to their original condition as requested by Property Owner

and when reasonably feasible.

Property Owner shall have the sole responsibility and obligation for ownership, maintenance, inspection, upkeep, and repair of its Facilities and all equipment contained therein. District will be responsible for the equipment, which it brings to the Facilities for use in its classes, including maintenance, upkeep and inspection of any such equipment.

7. **CONDITION OF LOCATION(S) AND FACILITY(IES).** Prior to use of Facility, representatives of District (including District 3rd party loss control consultants) and Property Owner shall inspect the Facilities, noting any issues, including, but not limited to hazardous conditions, cleanliness, defects, or extraordinary wear and tear that may exist at each Facility. If Property Owner is unable to correct and address any health, safety, or other issues discovered during the inspection, Property Owner shall make a reasonable attempt to identify an alternate location on its property for the District to provide programming. The District is under no obligation to utilize Property Owner's facilities or grounds, if conditions are unsatisfactory prior to scheduled use.

Property Owner agrees to perform safety checks and monthly maintenance of its facilities utilized by District in accordance with Cal/OSHA and/or any other Federal, State, or local regulatory agency guidelines to ensure safe working and learning conditions for District employees and students.

Property Owner furthermore agrees they shall ensure areas assigned to District are properly set up and ready for use prior to the start of each day the program is in session. District shall ensure that the Facilities are returned to Property Owner in the same condition upon start of the day's programming.

At the conclusion of use of Facility, representatives of District and Property Owner shall re-inspect each location to establish the condition thereof. Property Owner to ensure areas assigned to the District are clean prior to the start of each day the program is in session. District and Property Owner shall ensure that the facilities are returned to each party in a clean and usable condition after every use.

8. **TERMINATION.** Either Party may terminate this Agreement at any time by giving each other 120-day notice, provided that the termination shall be effectuated at the end/completion of the then current term/semester. The Agreement may also be terminated sooner subject to the District's availability of funding and allocation.
9. **HOLD HARMLESS AND INDEMNIFICATION.** Each Party to this agreement shall defend, indemnify, hold harmless the other Party and its officers, officials, board members, directors, agents employees, volunteers and owners from and against any and all demands, claims, causes of action, proceedings, awards, fines, judgements, penalties, injury or damages to persons or property, losses and liabilities, costs and expenses, including reasonable attorney's fees (collectively "Claims"), but only in proportion to and to the extent such damages are caused by the indemnifying party's negligence or willful misconduct in connection with all terms and conditions under this Agreement. The provision of this paragraph shall survive the expiration or termination of this Agreement.

Parties shall give each other prompt written notice of any claim, suit, or demand arising from the obligations of this Agreement. Each party agrees, at the other's request to reasonably assist, cooperate with and/or participate with the other or its attorneys in any such action versus a third party.

The Parties understand and agree that the above shall be the sole indemnity provision governing this agreement. Any other indemnity that is attached to this agreement shall be void and unenforceable between the parties.

10. **INSURANCE.** District and Property Owner agrees to maintain, in full force and effect the following insurance coverages from self-insurance or insurance carriers, who are admitted in the State of California with an A.M. Best Rating of A:VII or higher: (i) Commercial General Liability with coverage including bodily injury, broad form property damage, and blanket contractual liability with a per occurrence limit of not less than One Million Dollars (\$1,000,000) and Two Million Dollars (\$2,000,000) general aggregate; (ii) Workers' Compensation insurance as required by the State of California, with statutory limits and Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) for Each Accident, One Million Dollars (\$1,000,000) Disease - Each Employee, and One Million Dollars (\$1,000,000) Disease - Policy Limit.

District and Property Owner's liability insurance coverage/policy shall issue an endorsement naming the other Party as an Additional Covered Party/Insured.

Certificate(s) of insurance and the required endorsement evidencing the coverages and limits set forth herein shall be provided to each other prior to or upon execution of this Agreement. Any endorsements limiting coverage shall be stricken. Facilities use shall not commence until the required certificate(s) of insurance and endorsements have been furnished to the District. Should either Party's insurance expire during the term of this Agreement, renewal certificate(s) of insurance and endorsements shall be provided prior to the expiration of the policies or within 10 days of expiration.

Either Party's obligation to collect the required certificate(s) and endorsement and/or either Party's failure to furnish such documents and/or purchase and maintain coverage and limits as stipulated herein, shall not be deemed a waiver of this provision at any time. Furthermore, either Party's failure to purchase and maintain the insurance coverage and limits for the term as identified above and/or to comply with any provisions in this section shall be deemed a breach of contract.

11. **NOTICES.** All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

DISTRICT:

South Orange County Community College District
Priya Jerome, Executive Director of Purchasing,
Central Services, and Risk Management
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
(949) 582-4850 / purchasing-dept@socccd.edu

PROPERTY OWNER:

Coastline ROP

LeAnn Zayasbazan, Chief Business Official

1001 Presidio Square

Costa Mesa, CA 92626

+1 714-429-2220 / lZayasbazan@coastlinerop.org

A Party may change their designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

12. **SUPERSEDES.** This Agreement constitutes the entire Agreement and understanding between the Parties to this Agreement and supersedes all prior and contemporaneous negotiations and understandings between the Parties whether oral or written, expressed or implied.
13. **GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with jurisdiction/venue in Orange, California.
14. **SEVERABILITY.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect

and shall not be affected, impaired or invalidated in any way.

15. **INTERPRETATION.** In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against the District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Articles or other provisions of this Agreement. Any reference in this Agreement to an Article, unless specified otherwise, shall be a reference to an Article of this Agreement.
16. **ACCESSIBILITY.** Should District identify any hazardous conditions or ADA concerns, the District is responsible for communicating these conditions and/or concerns to the Property Owner and request they be corrected prior to scheduled use. If the District advises the Property Owner of a hazardous condition or ADA concern that cannot immediately be rectified prior to use, the District shall work with the Property Owner to identify another location on Property Owner's facilities or grounds, if one is available. The District is under no obligation to utilize Property Owner's facilities or grounds, if conditions are unsatisfactory prior to scheduled use.
17. **IMPROVEMENTS TO PROPERTY.** Upon the District's written request for property improvements such as structural, non-structural, furniture, fixtures and equipment, infrastructure etc. Property Owner shall make a good faith effort to fulfill all requested accommodations. Property Owner shall provide a financial estimate of the requested improvements to the District. Upon mutual agreement and the written approval of the District, Property Owner shall fulfill all requested improvements. When applicable, all property improvements shall be subject to the availability of California Adult Education Program (CAEP) funding and approval from the South Orange County Regional Consortium (SOCRC). Property Owner shall work closely with the District to ensure all requested improvements are made and fulfilled within a reasonable timeline of such request. Property Owner shall meet or exceed the requirements and specifications for the requested improvement and shall ensure adherence to all codes, regulations and ordinances as applicable to a California public educational institution. Property Owner shall invoice the District the actual cost as incurred for such improvement as a pass through cost. These invoices shall be paid by the District in net 45 days.
18. **HEALTH AND SAFETY.** Property Owner shall provide to the District within 10 days upon request, any results of air quality monitoring/testing conducted in space designated to the District for use. Property Owner shall provide the District the right to obtain air quality monitoring/testing, as deemed necessary during the term of this Agreement to ensure the health and safety of its students and employees. In the event air quality monitoring/testing has been deemed necessary by the District, Property Owner shall grant the District permission to contract with a third party licensed professional to conduct such testing and District shall bear the sole cost of such services.
19. **SHARED USE OF DISTRICT RESOURCES.** Upon mutual agreement of the Parties, in situations where District purchases and/or pays for furniture, fixtures and equipment (referred to as resources for the purposes of this section) for its intended use, the District may permit Property Owner to use such resources as **shared use** (contemplated or real). Such shared use shall be upon those terms and conditions agreed upon between the Parties herein. Upon termination or non-renewal of this Agreement, the District shall be the sole owner of the resources and shall have the discretion to manage the said resources in accordance with District policies and procedures.
20. **NON-ASSIGNABILITY.** This Agreement may not be assigned without prior written consent of Property Owner, which consent may be withheld by Property Owner in its sole and absolute discretion.
21. **CHOICE OF LAW AND VENUE.** This Agreement is to be governed by and interpreted in accordance with the laws of the State of California. If any action is brought arising out of this Agreement, including but not limited to, any claim for breach of the same, interpretation of the same, cancellation or specific performance, said action shall be brought in the appropriate court in Orange County, California.
22. **EQUAL OPPORTUNITY/NON-DISCRIMINATION.** Property Owner shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, marital status, veteran status, or any other category protected by law.

Property Owner shall ensure that all services and benefits rendered to the District, its representatives, consultants/contractors and volunteers are provided free of any form of harassment and without regard to race, color, religion, sex, age, disability, medical condition, marital status, national origin, veteran status, or any other category protected by law. Property Owner shall comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

23. COMPLIANCE WITH APPLICABLE LAWS, POLICIES, PROCEDURES, RULES & REGULATIONS.

The Parties agree to comply with all federal, state and local laws, rules, regulations, and ordinances that are now and may in the future become applicable to either Party's business, equipment, or personnel engaged in the obligations stipulated in this Agreement. Additionally, the Parties shall strictly comply with all health and safety guidelines consistent with Cal/OSHA and CDC.

COVID-19 RELATED RESPONSIBILITIES. The Parties shall respond to all potential COVID-19 exposure events immediately. If a possible COVID-19 infection or potential exposure event occurs involving either Party's employees and/or representatives during the use of Property Owner's facilities and pursuant to the terms of this Agreement, the Parties shall immediately notify the each other of such infection/exposure. While the confidentiality of all medical conditions must be maintained in accordance with applicable law, the District reserves the right to inform any District staff, employees, students, and/or visitors that an unnamed individual has been diagnosed with COVID-19 if any of the District's employees or students might have been exposed to the disease so such individual(s) may take measures to protect their own health.

COMPLIANCE WITH ECONOMIC SANCTIONS IMPOSED IN RESPONSE TO RUSSIA'S INVASION OF UKRAINE. Property Owner shall comply with the economic sanctions imposed in response to Russia's actions in Ukraine, including with respect to, but not limited to, the federal Executive Order 14065 and the sanctions identified on the U.S. Department of the Treasury website. Property Owner shall comply with any sanctions imposed under state law, including with respect to, but not limited to, Executive Order N-6-22 from the State of California's Executive Department:

<https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>

24. ENTIRE UNDERSTANDING. The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved or ratified by District's Board of Trustees, and executed by the Parties shall be interpreted to the benefit of the District. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference. However, the Parties understand and agree that the service specified in the Agreement and any provisions set forth in any referenced attachments or exhibits to this Agreement is intended to cooperate and be complementary; provided further, however, that in the event of a conflict between the Agreement and the provisions set forth in any referenced attachments or exhibits, the Agreement shall control, unless the provisions set forth in any referenced attachments or exhibits to this Agreement provides the District with greater benefits or more expansive services in which case the provisions set forth in any referenced attachments or exhibits to this Agreement shall compliment the terms of this Agreement.

25. AUTHORITY OF SIGNATORIES. The undersigned, as a duly authorized representative for the District, states that to the best of their knowledge the property for use by which Agreement is hereby made, will not be used for or any act which is prohibited by law. By the undersigned's signature below, the undersigned acknowledges that they are authorized to sign on behalf of the District and bind the District to the terms of this Agreement. The undersigned understands and agrees to all terms, conditions Rules and Regulations in this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the Parties, the day and year signed below.

PROPERTY OWNER

DISTRICT

COASTLINE ROP

South Orange County Community College District

Signature:

Signature:

Print Name:

Print Name:

Title:

Title:

Date:

Date:

TO: Board of Trustees
FROM: LeAnn Zayasbazan
DATE: October 12, 2023
SUBJECT: Resolution 2/2023-2024 Authorization of Signatures: Bank Account

Background and Rationale

The Authorization of Signatures: Bank Account resolution will update the Coastline ROP employees that are able to sign for banking transactions and checks. With staffing changes to the Chief Business Official and Director of Educational Services, signatories need to be updated.

Financial Impact

There is no financial impact for Coastline ROP.

Recommendation

It is respectfully requested that the Board of Trustees approve the Authorization of Signatures: Bank Account.

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

Resolution # 2/2023-2024

**AUTHORIZATION OF APPROVAL
OF BANK ACCOUNTS**

School District: Coastline Regional Occupational Program Date: October 19, 2023

I, _____, Clerk of the Governing Board of the above named District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the ____ day of, 2023, adopted by a majority vote of said Board, a resolution stating that the following named person(s) be authorized to sign checks drawn against our bank accounts with Farmers and Merchants Bank on behalf of Coastline ROP, effective day of, 2023; and that all previous authorizations for approved signatures are rescinded.

TYPED NAME

SIGNATURE

Brian K. Dozer

LeAnn Zayasbazan

Krista Schweers-Ganga

AYES _____

NOES _____

ABSENT _____

IN WITNESS WHEREOF, I have hereunto set my hand this 19 day of October 2023.

Clerk of the Board of Trustees

TO: Board of Trustees
FROM: LeAnn Zayasbazan
DATE: October 12, 2023
SUBJECT: Resolution 3/2023-2024 Authorization of Signatures: Business Functions

Background and Rationale

The Authorization of Signatures: Business Functions resolution will update the Coastline ROP employees that are able to sign for business transactions with the Orange County Department of Education. With staffing changes to the Chief Business Official and Director of Educational Services, signatories need to be updated.

Financial Impact

There is no financial impact for Coastline ROP.

Recommendation

It is respectfully requested that the Board of Trustees approve the Authorization of Signatures: Business Functions.

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

Resolution No. 3/2023-24

AUTHORIZATION OF SIGNATURES FOR BUSINESS FUNCTIONS

Coastline Regional Occupational Program SCHOOL DISTRICT DATE: October 19, 2023

I, _____, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 16th day of February, 2017 adopted by a majority vote of said Board, a resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Payment Orders, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions: effective date January 3, 2017.

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

AYES

NOES

ABSENT

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of October, 2023.

Clerk of the Board of Trustees

**COASTLINE ROP
REGULAR BOARD MEETING
Minutes
September 13, 2023**

The Board of Trustees of Coastline ROP met in regular session on September 13, 2023, at the Irvine Unified School District Administration Center, Irvine, California. The meeting was called to order at 9:11 a.m. by Michelle Barto.

<u>Present Members</u>	<u>Other</u>		
Michelle Barto	Brian Dozer	Connie Jacobs	Kasey Eckels
Suzie Swartz	Izzy Burdge	Kim Thomason	LeAnn Zayasbazan
Lauren Brooks	Sesar Morfin	James Piccola	Julia Budd
Lynn Davis	Krista Ganga	Olu Banmeke	Carol Crane
	Grant Litfin	Siteria Edwards	

CLOSED SESSION There was nothing to report out of closed session. Open session convened at 9:30 a.m.

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

SUPERINTENDENT'S REPORT Dr. Brian Dozer welcomed Dr. LeAnn Zayasbazan to Coastline ROP. Dr. Zayasbazan joined Coastline ROP last week as incoming Chief Business Official and is working with Sesar Morfin to learn the inner workings of her departments. She will assume the role of CBO on Monday, September 18.

It is grant season and Coastline ROP is actively working on our applications for the Career Technical Education Incentive Grant application for round 9 and the K12 Strong Workforce Program grant application for round 6. Dr. Dozer will again be serving on the K12 SWP selection committee along with Dr. Grant Litfin from Tustin Unified and Dr. Keith Tuominen from Irvine Unified.

Also in the realm of grants, Coastline ROP has been approved by our adult education consortia to receive \$76,000 in grant funding to run EMT and Pharmacy Tech classes with ESL components provided by community college partners, beginning in Spring 2024. Dr. Dozer thanked Dr. Olu Banmeke for leading these efforts on our behalf. Funds are expected in October, but the coordination with the colleges has begun right away. There is additional funding for marketing to assist the consortia in support of these efforts.

Coastline ROP received notice from Newport-Mesa Unified School District's facilities team that they are working on a bid schedule for the Coastline ROP Presidio renovation project, which will include asbestos remediation, carpet, and painting. This work is necessary as the carpet is buckling and presents a safety hazard to employees and guests. The project will hopefully begin after Thanksgiving and be completed by the beginning of the new year. It will require accommodation for much of the Presidio staff to work remotely,

some classes becoming hybrid/virtual for the time period, and scheduling staff who must be at the campus for shipping, receiving, and oversight. This week carpet and paint were selected, and Leadership began working to lay out the plan. Dr. Dozer will update the board when he has firm dates.

This week our new staff began the 2nd round of the Entrepreneurial Mindset training with the Entrepreneurial Learning Initiative. Next up will be work with leadership to map out projects across the organization, group work to implement those projects, and work with teachers to provide them with tools for developing an entrepreneurial mindset in students. Dr. Dozer thanked the board for supporting this great professional development.

Two weeks ago, Governor Gavin Newsom signed an executive order calling for the state to create a master plan for career education in the next 13 months. The master plan has three goals:

- Ensuring ninth grade students are encouraged to explore well-paying careers and that they are guided on a pathway to those careers.
- Ensuring students will have opportunities to learn real-life skills in their education, preferable for pay; and
- Students should not have to take on substantial debt or have to navigate complicated bureaucracies as they prepare for careers.

Coastline ROP believes that these align with our values and look forward to learning more about and finding ways to help shape the future of career education in our four districts, Orange County, and California.

Lastly, Dr. Dozer thanked Sesar Morfin for his service as he leaves Coastline ROP. Sesar has been with Coastline ROP for 4 ½ years and in Dr. Dozer's time with him for almost half of that, he has found Sesar to be not only a very capable and talented leader and CBO, but also a fantastic human being. Coastline ROP wishes him all the best in the next step in his career.

Dr. Dozer thanked the board for their incredible support of Coastline ROP and its mission. As he begins his 2nd full school year, he is as excited and energized as he has ever been and loves the work that Coastline ROP does in making a difference in the lives of students.

EDUCATIONAL SERVICES' REPORT

Dr. Krista Schweers-Ganga announced Coastline ROP has just wrapped up the opening of its final classes for the school year, and what a journey it has been! It's been an all-hands-on-deck effort, with her entire department working tirelessly to ensure a successful start for the students. She gave kudos to the entire Presidio team for their unwavering dedication, often going above and beyond the call of duty.

The momentum doesn't stop here! She was thrilled to share some fantastic news about UC/CSU Approvals. The following classes earned Honors status in the UC portal -

- Emergency Medical Technician
- Advanced Media Arts Portfolio
- Advanced Sports Medicine
- Pharmacy Technician Internship
- Certified Nursing Assistant

Dr. Schweers-Ganga's commitment to excellence continues, with the next UC Portal window opening in February. She is determined to secure Honors designations for as many courses as possible.

She is also happy to announce that Careers in AI and Cybersecurity were UC/CSU G approved. This remarkable achievement means 99% of Coastline ROP classes are UC/CSU-approved.

Looking ahead, Educational Services and Dr. Dozer have been working hard to map out the upcoming classes for the next year. Here's a sneak peek at what's in the pipeline:

- Supply Chain Management
- Entrepreneurship
- Water/Sustainability
- And adult courses with ESL support in EMT and Pharm Tech

It's grant season, and Dr. Schweers-Ganga is knee-deep in the Career and Technical Education Incentive Grant, or CTEIG, application. While diving into the nitty-gritty of the CDE's Program Grant Management System (PGMS) page, she stumbled upon something intriguing – the site was doing some fuzzy math when calculating the ADA for our consortium district partners. It was shortchanging their deserved amounts.

She quickly brought the discrepancy to the attention of David Kinst, Coastline ROP's CTEIG consultant. He said they had already received 11 applications, and not a single soul had mentioned the issue.

David was impressed with Dr. Schweers-Ganga's keen eye, and promptly expressed gratitude for her vigilance. A few days later, all CTEIG grant administrators were sent an email addressing the issue and presenting a solution. Teamwork and attention to detail makes all the difference during grant season!

Recently two former Estancia High Engineering students, Ryan Ray and Jared Jimenez, stopped by Mr. Rizza's class earlier this month. Both students are pursuing their dreams in Engineering at prestigious universities (Embry & Cal Poly). They generously shared insights with the senior students about college expectations, time management, internships, and financial aid. Both students

were recipients of HAAS scholarships, which played a crucial role in kickstarting their college journeys.

While this month's educational services update may be brief in words, it's rich in content and achievements. Thank you for your continued dedication, and that concludes my report.

**BOARD MEETING
CALENDAR 2023**

It was moved by Member Davis, seconded by Member Swartz, to cancel the Thursday, November 16, 2023, board meeting. Motion carried 4-0.

**STRATEGIC GOALS
FOR 2023-2024**

It was moved by Member Brooks, seconded by Member Swartz, to approve the revised Strategic Goals for 2023-2024 after adding the words "college" and "student interest" to the goals. Motion carried 4-0.

**CONTRACT FOR
CHIEF BUSINESS
OFFICIAL**

It was moved by Member Swartz, seconded by Member Brooks, to approve the contract for Chief Business Official. Motion carried 4-0.

**2022-2023 UNAUDITED
ACTUALS FINANCIAL
REPORT**

It was moved by Member Brooks, seconded by Member Swartz, to approve the 2022-2023 Unaudited Actuals Financial Report. Motion carried 4-0.

**ACTUARIAL STUDY OF
RETIREE HEALTH
LIABILITIES**

It was moved by Member Davis, seconded by Member Brooks, to approve the Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc. Motion carried 4-0.

**COURSE OUTLINE
FOR AP STUDIO ART
2D**

It was moved by Member Davis, seconded by Member Swartz, to approve the Course Outline for AP Studio Art 2D. Motion carried 4-0.

**RESOLUTION
CONSENT CALENDAR**

It was moved by Member Swartz, seconded by Member Brooks, to approve the resolution consent calendar as presented. Motion carried 4-0. The roll call vote follows:
Ayes: Members Barto, Swartz, Brooks, and Davis.

- Resolution #1/ 2023-2024: Budget Adjustment

CONSENT CALENDAR

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

- Minutes from August 17, 2023, Board of Trustees meeting
- Minutes from August 24, 2023, Board of Trustees special closed meeting
- Ratification of check report ending August 31, 2023
- Ratification of purchase order and change order report – August 1, 2023 – August 31, 2023
- Ratification of Inventory Deletion Report
- Coastline ROP staff roster for 2023-2024
- English language learner waiver teacher roster

- Personnel Register #2 – 2023-2024 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Approval/Ratification of travel conference report

ADJOURNMENT

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

The meeting adjourned at 10:32 a.m.

Clerk/Secretary

COASTLINE R.O.P.
Consolidated Check Register
 from 9/1/2023 to 9/30/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00032920	V9502552	Amanda Saliba	083023SALIBA	OH	09/01/2023		MW	IS	8.12
95 00032921	V9501269	AMAZON	IHND-6JYT-WFTT	OH	09/01/2023		MW	IS	10.23
95 00032922	V9502463	CHRISTY WHITE	19844	OH	09/01/2023		MW	IS	4,226.85
95 00032923	V9500895	IVERSEN, TAMMY	OOPE-	OH	09/01/2023		MW	IS	60.34
95 00032924	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-	OH	09/01/2023		MW	IS	21.57
95 00032925	V9501925	SOUTHWEST CARPENTERS TRAINING	FO10843	OH	09/01/2023		MW	IS	2,242.00
95 00032926	V9505600	WESTERN ASSOCIATION OF SCHOOLS	1318911	OH	09/01/2023		MW	IS	1,190.00
95 00032927	V9501269	AMAZON	1G47-NYLK-4QMF	OH	09/05/2023		MW	IS	518.04
95 00032928	V9502063	HOME DEPOT	8476294	OH	09/05/2023		MW	IS	1,945.67
95 00032929	V9502293	INGARDIA BROS PRODUCE INC	07737169	OH	09/05/2023		MW	IS	589.19
95 00032930	V9503875	OFFICE DEPOT	329103105001	OH	09/05/2023		MW	IS	497.39
95 00032931	V9501411	Illumination Concepts LLC	11089APEX10REV	OH	09/06/2023		MW	IS	69,668.89
95 00032932	V9502513	Kim, Soo	8/10-08/11/23KIM	OH	09/06/2023		MW	IS	22.20
95 00032933	V9501821	MCKESSON GENERAL MEDICAL CORP	58637660	OH	09/06/2023		MW	IS	155.60
95 00032934	V9500134	ORANGE COUNTY DEPARTMENT OF ED	94TI0900	OH	09/06/2023		MW	IS	7,600.00
95 00032935	V9501787	BOUND TREE MEDICAL	85069394	OH	09/07/2023		MW	IS	613.07
95 00032936	V9502575	Castillo, Alma	OOPE-	OH	09/07/2023		MW	IS	25.00
95 00032937	V9502569	Hopkins, Felicia	OOPE-	OH	09/07/2023		MW	IS	25.00
95 00032938	V9502382	INTERMEDIA.NET INC	2309419989	OH	09/07/2023		MW	IS	885.18
95 00032939	V9502548	Kasey Eckels	08/02-08/30ECKEL	OH	09/07/2023		MW	IS	68.45
95 00032940	V9502574	Millwood, Jacqueline	OOPE-	OH	09/07/2023		MW	IS	25.00
95 00032941	V9500651	SMART & FINAL	083123-139	OH	09/07/2023		MW	IS	646.07
95 00032942	V9502576	Villa, Alexis	OOPE-	OH	09/07/2023		MW	IS	25.00
95 00032943	V9502573	ATG Inc DBA Urban Workshop	9836	OH	09/08/2023		MW	IS	300.00
95 00032944	V9502560	Burdge, Izabel	08/03-08/29BURDG	OH	09/08/2023		MW	IS	35.37
95 00032945	V9502336	CITE	AC23-CLROP	OH	09/08/2023		MW	IS	580.00
95 00032946	V9504786	HENRY SCHEIN INC.	52472373	OH	09/08/2023		MW	IS	5,773.16
95 00032947	V9502500	Ruiz, Aaron	08/25-08/31RUIZ	OH	09/08/2023		MW	IS	4.06
95 00032948	V9500948	CALIFORNIA TACTIC PATROL	207	OH	09/11/2023		MW	IS	792.00
95 00032949	V9503875	OFFICE DEPOT	325551593001	OH	09/11/2023		MW	IS	1,024.75
95 00032950	V9501798	BUDD, JULIA	090723BUDD	OH	09/12/2023		MW	IS	957.92
95 00032951	V9502325	CALICO BUILDING SERVICES	R1056580	OH	09/12/2023		MW	IS	2,594.50
95 00032952	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2306793	OH	09/12/2023		MW	IS	14.00
95 00032953	V9501385	NEWPORT URGENT CARE	4038910	OH	09/12/2023		MW	IS	480.00

COASTLINE R.O.P.
Consolidated Check Register
 from 9/1/2023 to 9/30/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032954	V9504457	RAINBOW DISPOSAL CO INC	0605-001012593	OH	09/12/2023	MW	IS	460.51
95	00032955	V9500740	CASBO	11/16-	OH	09/13/2023	MW	IS	875.00
95	00032956	V9504786	HENRY SCHEIN INC.	52650749	OH	09/13/2023	MW	IS	112.42
95	00032957	V9501269	AMAZON	IR4H-Q1QK-GNCGOH	OH	09/14/2023	MW	IS	210.00
95	00032958	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4939029	OH	09/14/2023	MW	IS	64.72
95	00032959	V9501733	ACSA REGION 17	ACSA REGION	OH	09/15/2023	MW	IS	300.00
95	00032960	V9501269	AMAZON	1VVP-HYXH-Y1Q7OH	OH	09/15/2023	MW	IS	36.73
95	00032961	V9502560	Burdge, Izabel	OOPE-	OH	09/15/2023	MW	IS	21.97
95	00032962	V9501401	CDW GOVERNMENT	LR37969	OH	09/15/2023	MW	IS	71.80
95	00032963	V9502425	DOZER, BRIAN	OOPE-	OH	09/15/2023	MW	IS	99.97
95	00032964	V9501499	TIME WARNER CABLE	126309101090123	OH	09/15/2023	MW	IS	1,762.92
95	00032965	V9500422	VERIZON WIRELESS	9943614195	OH	09/15/2023	MW	IS	152.04
95	00032966	V9501269	AMAZON	IWTP-VNFX-	OH	09/18/2023	MW	IS	627.10
95	00032967	V9502454	ONTARIO REFRIGERATION	CM41522M	OH	09/18/2023	MW	IS	716.00
95	00032968	V9501925	SOUTHWEST CARPENTERS TRAINING	FO10849	OH	09/18/2023	MW	IS	374.00
95	00032969	V9500387	DEPT OF JUSTICE	678629	OH	09/19/2023	MW	IS	640.00
95	00032970	V9502293	INGARDIA BROS PRODUCE INC	07752469	OH	09/19/2023	MW	IS	548.68
95	00032971	V9502272	EFOODHANDLERS INC.	T-34003	OH	09/20/2023	MW	IS	385.00
95	00032972	V9501859	NASCO	498490	OH	09/20/2023	MW	IS	897.12
95	00032973	V9500942	PEREZ, ALEX	08/08-08/25PEREZ	OH	09/20/2023	MW	IS	54.89
95	00032974	V9501269	AMAZON	IVRG-FMRG-3K77	OH	09/21/2023	MW	IS	2,055.80
95	00032975	V9502454	ONTARIO REFRIGERATION	CM38774	OH	09/21/2023	MW	IS	2,202.00
95	00032976	V9501125	4IMPRINT, INC.	878979	OH	09/26/2023	MW	IS	6,578.30
95	00032977	V9501269	AMAZON	1YVP-HYXH-TJC1	OH	09/26/2023	MW	IS	9,289.31
95	00032978	V9500382	B & H PHOTO	216695587	OH	09/26/2023	MW	IS	2,047.19
95	00032979	V9500992	CENGAGE LEARNING	4232658	OH	09/26/2023	MW	IS	9,933.85
95	00032980	V9502577	Eberhart, Laurie	08/18-08/31EBERH	OH	09/26/2023	MW	IS	174.23
95	00032981	V9500519	GANAHL LUMBER	071578859	OH	09/26/2023	MW	IS	1,107.15
95	00032982	V9502063	HOME DEPOT	9210839	OH	09/26/2023	MW	IS	3,653.51
95	00032983	V9500071	MICRO CENTER A/R	12683071	OH	09/26/2023	MW	IS	204.64
95	00032984	V9502578	Dokes, Annette	09/06-09/13DOKES	OH	09/27/2023	MW	IS	23.58
95	00032985	V9502326	F & M Credit Card	9597	OH	09/27/2023	MW	IS	2,795.84
95	00032986	V9502469	FIRST-CITIZENS BANK & TRUST CO	43156126	OH	09/27/2023	MW	IS	1,307.20
95	00032987	V9500519	GANAHL LUMBER	071578851	OH	09/27/2023	MW	IS	3,685.61

COASTLINE R.O.P.
Consolidated Check Register
 from 9/1/2023 to 9/30/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00032988	V9500635	MARGARET A. CHIDESTER & ASSOCI	10294	OH	09/27/2023		MW	IS	1,598.75
95 00032989	V9502573	ATG Inc DBA Urban Workshop	9863	OH	09/29/2023		MW	IS	1,100.00
95 00032990	V9501016	MEDCO SUPPLY COMPANY	IN96816360	OH	09/29/2023		MW	IS	2,742.79
95 00032991	V9501843	READYREFRESH BY NESTLE	1310027000850	OH	09/29/2023		MW	IS	256.07

Issued: 162,791.31
95 Bank Total: 162,791.31

Grand Total: 162,791.31

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT BY VENDOR NAME

BOARD OF TRUSTEES MEETING 10/19/2023

FROM 09/01/2023 TO 09/30/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0225	ACSA REGION 17	300.00	300.00	01760933 5395	Dozer/Superintendent / MEMBERSHIPS -
T95C0208	AMAZON	2,240.60	2,240.60	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES
T95C0211	AMAZON	3,111.04	3,111.04	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES
T95C0214	AMAZON	6,096.12	6,096.12	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES
T95C0217	AMAZON	3,717.05	3,717.05	0155040004 4110	Milwood J/ Tustin . C7 / TXTBKS - Instr
T95C0219	AMAZON	674.36	674.36	01660000 4330	Instructional Support / Office Supplies-Consumable
T95C0220	AMAZON	8,123.09	2,889.66 5,233.43	0144050009 4300 0144050009 4490	Villa Alex /THHS SVUSD CTEIG 7 / MATERIALS & Villa Alex /THHS SVUSD CTEIG 7 / NON CAP EQUIP -
T95C0223	AMAZON	96.96	96.96	0111040014 4300	Rabbitt K/EST NMUSD CTEIG 7 / MATERIALS &
T95C0224	AMAZON	408.37	408.37	0155040004 4300	Milwood J/ Tustin . C7 / MATERIALS & SUPPLIES
T95C0233	AMAZON	17.50	8.75 8.75	0111060000 4300 0111060001 4300	Fernandez-Bocanegra/ROP NMUSD / MATERIALS & Burns/ROP NMUSD / MATERIALS & SUPPLIES
T95C0234	AMAZON	75.41	75.41	01900910 4330	General Admin/F7200 / Office Supplies-Consumable
T95C0236	AMAZON	31.46	31.46	01660000 4330	Instructional Support / Office Supplies-Consumable
T95C0243	AMAZON	159.33	159.33	01660000 4330	Instructional Support / Office Supplies-Consumable
T95C0251	AMAZON	4,303.41	4,303.41	0111010003 4300	Henrotin /B Bay NMUSD CTEIG 7 / MATERIALS &
T95C0252	AMAZON	1,176.16	1,176.16	0144020012 4300	Jeske Alis /LHHS SVUSD CTEIG 7 / MATERIALS &
T95C0259	AMAZON	107.73	53.87 53.86	01778950 4330 01780940 4330	All Fiscal Services / Office Supplies-Consumable Information Technology F-7700 / Office Supplies-Consumable
T95C0249	AMERICAN 3B SCIENTIFIC	525.22	525.22	0144020012 4300	Jeske Alis /LHHS SVUSD CTEIG 7 / MATERIALS &
T95C0246	ANATOMY WAREHOUSE	2,716.11	370.66 2,345.45	0144030006 4300 0144030006 4490	Kantor S/MVHS SVUSD CTEIG 7 / MATERIALS & Kantor S/MVHS SVUSD CTEIG 7 / NON CAP EQUIP -
T95C0212	ATG INC DBA URBAN WORKSHOP	300.00	300.00	01900890 5630	Mtg Rm/Facility Rental F2700 / FACILITY RENTAL
T95C0248	ATG INC DBA URBAN WORKSHOP	1,100.00	1,100.00	01900890 5630	Mtg Rm/Facility Rental F2700 / FACILITY RENTAL

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT BY VENDOR NAME

BOARD OF TRUSTEES MEETING 10/19/2023

FROM 09/01/2023 TO 09/30/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0221	B & H PHOTO	2,047.19	2,047.19	0144050009 4490	Villa Alex /THHS SVUSD CTEIG 7 / NON CAP EQUIP -
T95C0239	B & H PHOTO	2,679.58	2,679.58	0144050009 4490	Villa Alex /THHS SVUSD CTEIG 7 / NON CAP EQUIP -
T95C0242	B & H PHOTO	3,492.27	3,492.27	0111040005 4300	Moreno/EST HS NMUSD CTEIG 7 / MATERIALS &
T95C0230	CASBO	875.00	875.00	01771922 5220	Zayasb/Chief Business Official / CONFERENCES &
T95X0240	DOKES, ANNETTE	200.00	200.00	0111040007 5290	Dokes, Annette/EST NMUSD / MILEAGE NON TAXABL
T95X0237	EBERHART, LAURIE	1,000.00	900.00	0160030222 5290	Eberhart/Program Asst-SS SWP 5 / MILEAGE NON
T95C0222	EFOODHANDLERS INC.	385.00	100.00	0160030223 5290	Eberh/ProgrAsst-Instr Sup SWP5 / MILEAGE NON
T95C0209	F & M CREDIT CARD	8.26	385.00	0155040003 5889	Hopkins F/Cul Art Tustin . C7 / INTERNET-BASED
T95C0256	FLEMING RESEARCH INTERNATIONAL	10,200.00	8.26	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES
T95C0245	GOPHER	469.79	10,200.00	01798020 5890	Marketing-Business Partners / OTHER CONTRACTED
T95C0215	HARBOR FREIGHT	895.63	469.79	0144030006 4300	Kantor S/MVHS SVUSD CTEIG 7 / MATERIALS &
T95C0210	HOME DEPOT	301.14	895.63	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES
T95C0228	HOME DEPOT	1,384.52	301.14	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES
T95C0229	HOME DEPOT	2,152.52	1,384.52	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES
T95C0257	LUSTRE CAL	510.04	2,152.52	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES
T95C0218	MEDCO SUPPLY COMPANY	2,742.78	510.04	01778950 4330	All Fiscal Services / Office Supplies-Consumable
T95C0227	MEDCO SUPPLY COMPANY	5,972.81	2,742.78	0155010002 4300	Post Logan/Beckman HS . C7 / MATERIALS & SUPPLIES
T95C0241	MEDCO SUPPLY COMPANY	4,597.07	4,281.53	0155040004 4300	Milwood J/ Tustin . C7 / MATERIALS & SUPPLIES
T95C0235	OFFICE DEPOT	335.27	1,691.28	0155040004 4490	Milwood J/ Tustin . C7 / NON CAP EQUIP - OTHER
T95C0238	OFFICE DEPOT	164.24	1,013.25	0155040004 4300	Milwood J/ Tustin . C7 / MATERIALS & SUPPLIES
			3,583.82	0155040004 4490	Milwood J/ Tustin . C7 / NON CAP EQUIP - OTHER
			335.27	01900910 4330	General Admin/F7200 / Office Supplies-Consumable
			164.24	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT BY VENDOR NAME

BOARD OF TRUSTEES MEETING 10/19/2023

FROM 09/01/2023 TO 09/30/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
T95C0258	OLIVIER'S EMBROIDERY	259.38	259.38	01798020 4330	Marketing-Business Partners / Office Supplies-Consumable
T95C0226	REALITYWORKS.COM	9,393.67	2,443.25 6,950.42	0155040004 4300 0155040004 4490	Milwood J/ Tustin . C7 / MATERIALS & SUPPLIES Milwood J/ Tustin . C7 / NON CAP EQUIP - OTHER
T95C0231	SHI INTERNATIONAL CORP	3,779.88	3,779.88	01780940 5890	Information Technology F-7700 / OTHER CONTRACTED
T95C0250	SNAP ON TOOLS	75,258.68	160.50 75,098.18	0144020009 4300 0144020009 4490	GALANTE P/LHHS SVUSD CTEIG 7 / MATERIALS & GALANTE P/LHHS SVUSD CTEIG 7 / NON CAP EQUIP
T95C0255	SOURCE GRAPHICS	964.02	964.02	0111040005 4300	Moreno/EST HS NMUSD CTEIG 7 / MATERIALS &
T95C0216	SOUTHWEST CARPENTERS TRAINING	374.00	374.00	0122010019 5888	Dokes A/ BITA 1 CSHS C7 / Internet - Software/Licenses
T95C0247	THE BRAND HABIT LLC	1,637.29	1,637.29	0111030003 4300	McNeil/CMHS NMUSD CTEIG 7 / MATERIALS &
T95C0260	TUSTIN AWARDS INC	59.10	59.10	01771922 4330	Zayasb/Chief Business Official / Office Supplies-Consumab
T95X0244	VERIZON BUSINESS	327.65	327.65	0155010000 5940	Friedman/Beckman HS TUSD / Communications - Intrnet
T95C0232	ZAZZLE.COM	14.35	14.35	01900910 4330	General Admin/F7200 / Office Supplies-Consumable
T95C0213	ZORO.COM	627.05	627.05	0122010019 4300	Dokes A/ BITA 1 CSHS C7 / MATERIALS & SUPPLIES
	Fund 01 Total:	168,388.10			
	Total Amount of Purchase Orders:	168,388.10			

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES 10/19/2023

FRO 09/01/2023 **TO** 09/30/2023

<u>PO</u> <u>NUMBER</u>	<u>VENDOR</u>	<u>PO</u> <u>TOTAL</u>	<u>CHANGE ACCOUNT</u> <u>AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
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NO PURCHASE ORDERS TO PRINT FOR THIS DATE RANGE

CourseStorm, Inc.

148 Main Street
Orono, ME 04473
(207) 866-0328
billing@coursestorm.com



INVOICE

BILL TO
Coastline Regional Occupational Program
1001 Presidio Sq
Costa Mesa, CA 92626

INVOICE 10584
DATE 10/02/2023
TERMS Due on receipt
DUE DATE 11/01/2023

ACTIVITY	QTY	RATE	AMOUNT
CourseStorm - 0001-1000 6-Month CourseStorm Subscription Fee (1-1250 registrations): 11/01/23-04/30/24	1	1,125.00	1,125.00

To pay by bank transfer: Click the "Review and pay" button in your email message; enter your information then click the on the green "Pay" button. Payment information can be saved for ease of future use.

BALANCE DUE

\$1,125.00

To pay by check: Mail to CourseStorm, 148 Main St, Orono, ME 04473.

Thank you for your business!

TO: Board of Trustees

FROM: Krista Schweers-Ganga

DATE: October 12, 2023

SUBJECT: Memorandum of Understanding with University Lab Partners for Professional Internship Placement for Fall 2023

Background and Rationale

The Irvine Unified School District offers a Professional Internship class through Coastline ROP during the summer to its students. The IUSD desires to expand its internship placements at University Lab Partners (ULP), and, as such, a Memorandum of Understanding is necessary. The internship placement involves in-depth training and support in the biotech industry, necessitating a cost. Those costs and ensuing responsibilities are listed in the attached Memorandum of Understanding. The MOU has been reviewed by the OCDE Legal Department.

Financial Impact

The total estimated maximum cost is \$20,000, dependent upon enrollment totals. All costs of the course and the placements at ULP will be paid for out of K12-Strong Workforce Program grant funds designated for the Irvine Unified School District.

Recommendation

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

Memorandum of Understanding

This Memorandum of Understanding (this “**Memorandum**”), effective as of October 23, 2023, by and between University Lab Partners (“**ULP**”), on the one hand, and the Regional Occupational Program in the Coastal Orange County Region, known respectively as Coastline Regional Occupational Program (Coastline) on the other hand.

W I T N E S S E T H:

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

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

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

A G R E E M E N T:

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

1. **The Course.** The Course is scheduled to run on two (2) sessions on the following dates: October 25, 2023, through November 22, 2023; and October 26, 2023, through November 13, 202. The Course is and will be a virtual/online program with one lab day at University Lab Partners. High school students will work individually for the online module component of the course, and they will work in pairs to complete the hands-on lab work. This lab work and course material follows industry standards for modifying human cells genome for many downstream analysis and therapeutics.

2. **Course Curriculum and Materials.** The parties hereto recognize that ULP, through its employees and contractors, has developed, and through the period of the Course will continue to develop, the curriculum, materials and related information for and regarding the Course, including, without limitation, such things in video, audio, digital, written and other formats (such curriculum, materials and information being the “**Course Materials**”). Coastline acknowledges and agrees that all Course Materials, in whatever form or format and in whatever stage of being or development, and all right, title, interest in and to the Course Materials, and all intellectual property and proprietary rights (“**Intellectual Property Rights**”) in embodied in or represented by

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

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

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

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

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

7. Hold Harmless:

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

b. Coastline, shall defend, indemnify, save, and hold harmless ULP and its officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys’ fees that may arise out of any failure to pay the Course Fees or out of any grossly negligent or intentional acts or omissions of any agent or employee of Coastline. This shall include any acts of sexual abuse alleged against any agent or employee of Coastline.

8. General. This Memorandum constitutes the entire agreement between the parties with respect to the subject matter hereof and it supersedes any and all prior agreements and understandings between the parties hereto regarding such subject matter. This Memorandum shall be governed by and construed in accordance with the laws of the State of California without regard to the conflicts of law provisions thereof or of any other jurisdiction. The parties hereby submit to the jurisdiction of the state and federal courts in the County of Orange, State of California, and agree that said courts have the sole and exclusive jurisdiction over any and all disputes, claims, actions, controversies and causes of action involving any of such parties that arise out of or relate to this Memorandum. Each party shall bear its own fees and costs incurred in connection with this Memorandum, provided, however that the prevailing party in any action to enforce this Memorandum shall be entitled to reimbursement (from the other party) of such prevailing party’s costs and fees (including, without limitation, reasonable attorneys’ fees and expert witness fees) incurred in connection with such action. In the event that any of the provisions of this Memorandum are held by a court or other tribunal of competent jurisdiction to be illegal, invalid or unenforceable, such provisions shall be limited or eliminated to the minimum extent necessary so that this Memorandum shall otherwise remain in full force and effect. No amendment, modification or waiver of this Memorandum (or any part hereof) will be binding upon any particular party hereto unless made in writing and signed by a duly authorized representative of such party, and no failure or delay in enforcing any right will be deemed a waiver. This Memorandum shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns, provided, however Coastline may not assign



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

or delegate this Memorandum, in whole or in part, without the prior written consent of ULP, which consent will not be unreasonably delayed or withheld. No provision of this Memorandum shall be construed against a party by reason of the fact that such party or its legal counsel drafted that provision, notwithstanding any rule of law or any legal decision to the contrary. Headings and captions are for convenience only and are not to be used in the interpretation of this Memorandum. This Memorandum may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. A party's facsimile, electronically-scanned or electronic signature to this Memorandum shall be deemed an original for purposes of evidencing such party's execution of this Memorandum.

[Signature page follows.]



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

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

UNIVERSITY LAB PARTNERS

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

By: _____
Karin Koch,
Executive Director

Date: _____

Date: _____

Date of
Board Approval: October 19, 2023

Genome Engineering (Hybrid)

Program Overview:

Genome Engineering (Hybrid) course is an exploratory multi-week course to learn common research techniques used in biotech/industry laboratories. Each module is designed to build a foundation and both knowledge and skills: bacterial cloning, genomic and plasmid DNA isolation, PCR, restriction digest, gel electrophoresis, experimental design and execution. Students will learn classic techniques and cutting-edge technologies such as CRISPR and TcBuster™ to edit cellular genome.

Course Schedule:

This course consists of one mandatory virtual orientation, asynchronous online modules, and weekly in person hands-on laboratory module.

Mandatory Virtual Orientation: Monday, October 23, 2023, 4:00PM – 7:30PM (synchronous)

Asynchronous Module Start Date: Week of October 26, 2023

On-Site Start Date:

Cohort A- Wednesday, October 30, 2023, 4:30pm-7:30pm

Cohort B- Thursday, November 1, 2023, 4:30pm-7:30pm

Holiday: No class the week of November 20, 2023 (Thanksgiving)

End Date: Friday, November 29, 2023

Duration: 6 weeks

Asynchronous: 1 hour per week; equivalent to 3 hours of study time

In person: 3 hours per week

Program Capacity: 20 Students

Total Hours: 36 Hours

All in person hands-on laboratory class sessions will take place at ULP, 5270 California Avenue, Suite 300, Irvine, CA 92617

Program Vision:

Students will perform laboratory techniques using industry standard protocols and equipment. Students will apply best practices in laboratory safety, laboratory documentation, experimental design, genetic manipulation, and cell imaging.

Program Goals:

Real-world exposure and skills gain in the biotechnology field through Work Based Learning: high school students will be exposed to real-life experiments in the biotech field and equip them with the practical, theoretical, and soft skills needed to pursue successful biotech careers and beyond.

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

Workforce Development: Address the biotech skills-gap by creating a pipeline of skilled biotech workers starting in high school.



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\$1,000/ student

(Course schedule on following page)

Course Schedule:

	Module Title	Module Description	Hands-On Course Activities
Module 1	Lab Safety and Micro Pipetting	Safety module Pipetting tutorial video Thermo Gene Jet Mini Prep video ULP Mini Prep video Competent cell worksheet Complete assessment	
Module 2	Plasmid Isolation and Visualization	PCR video DNA Isolation video Restriction enzyme video DNA quantitation worksheet Complete assessment	Micro Pipetting Check-off Mini Prep Quantitate Plasmid DNA Plasmid Digestion
Module 3	Polymerase Chain Reaction (PCR)	Ligation video Transformation video PCR Worksheet Complete assessment	Agarose Gel Electrophoresis PCR DNA Isolation PCR Clean-up DNA Quantification
Module 4	Plasmid Modification	Review ULP Mini Prep video Thermo cell culture video Lipofectamine video CRISPR video CRISPR worksheet Complete assessment	Ligation Transformation Culture Bacteria
Module 5	Plasmid Replication and Expression	Microscopy video Microscopy worksheet CRISPR worksheet 2 Complete assessment	Mini Prep Cell Culture Transfection- CRISPR
Module 6	Visualize Protein Expression	TcBuster™ video Review class material Final assessment	Cell Imaging Data Analysis Performance Review

TO: Board of Trustees

FROM: LeAnn Zayasbazan

DATE: October 12, 2023

SUBJECT: Orange County Superintendent of Schools Interpretation/Translation Services Agreement for the 2023/24 Fiscal Year

Background and Rationale

Each year Coastline ROP contracts with the Orange County Office of Education to provide interpretation/translation services of various documents as needed throughout the school year.

Financial Impact

The cost to Coastline ROP is \$7,000 annually, paid for out of the general fund.

Recommendation

It is respectfully requested that the Board of Trustees approve the Interpretation/Translation Services Agreement for the 2023/24 fiscal year.

COASTLINE REGIONAL OCCUPATIONAL PROGRAM
INTERPRETATION/TRANSLATION LANGUAGE SERVICES AGREEMENT

This AGREEMENT is hereby entered into this 1st day of July, 2023, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa California 92626, hereinafter referred to as SUPERINTENDENT, and Coastline Regional Occupational Program, 1001 Presidio Square, Costa Mesa, California 92626, hereinafter referred to as ROP. SUPERINTENDENT and ROP shall be collectively referred to as the Parties.

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

1.0 SCOPE OF WORK. ROP hereby engages SUPERINTENDENT as an independent contractor to perform the following described work, and SUPERINTENDENT hereby agrees to perform said work in the "Service Proposal", which is attached hereto as Exhibit "A" and incorporated herein by reference for the Division of Educational Services.

2.0 TERM. This AGREEMENT shall commence on July 1, 2023 and end on June 30, 2024, subject to termination as set forth in this AGREEMENT.

3.0 PAYMENT. ROP agrees to pay the SUPERINTENDENT a total sum not to exceed Seven thousand dollars (\$7,000.00). Payment shall be at the rates described in Exhibit "B", "Interpreting/Translation Rate Sheet

1 2023-2024", which is attached hereto and incorporated by reference
2 herein. Payment shall be mailed to: Orange County Superintendent of
3 Schools, 200 Kalmus Drive, Costa Mesa, California 92626-9050,
4 Attention: Accounting Manager, or at such other place as
5 SUPERINTENDENT may designate in writing.

6 4.0 EXPENSES. ROP shall not be liable to SUPERINTENDENT for any
7 costs or expenses paid or incurred by SUPERINTENDENT in performing
8 services for ROP, except as follows: N/A.

9 5.0 MATERIALS. SUPERINTENDENT shall furnish, at his/her own expense,
10 all labor, materials, equipment, supplies and other items necessary to
11 complete the services to be provided pursuant to this AGREEMENT,
12 except as follows: N/A

13 6.0 INDEPENDENT CONTRACTOR. SUPERINTENDENT, in the performance of
14 this AGREEMENT, shall be and act as an independent contractor.
15 SUPERINTENDENT understands and agrees that he/she and all of his/her
16 employees shall not be considered officers, employees or agents of
17 the ROP, and are not entitled to benefits of any kind or nature
18 normally provided employees of the ROP and/or to which ROP'S
19 employees are normally entitled, including, but not limited to, State
20 Unemployment Compensation or Workers' Compensation. SUPERINTENDENT
21 assumes the full responsibility for the acts and/or omissions of
22 his/her employees or agents as they relate to the services to be
23 provided under this AGREEMENT. SUPERINTENDENT shall assume full
24 responsibility for payment of all federal, state and local taxes or
25 contributions, including unemployment insurance, social security and
income taxes with respect to SUPERINTENDENT'S employees.

1 7.0 COPYRIGHT/TRADEMARK/PATENT. ROP understands and agrees that all
2 matters produced under this AGREEMENT shall become the property of
3 SUPERINTENDENT and cannot be used without SUPERINTENDENT'S express
4 written permission. SUPERINTENDENT shall have all right, title and
5 interest in said matters, including the right to secure and maintain
6 the copyright, trademark and/or patent of said matter in the name of
7 the SUPERINTENDENT.

8 8.0 HOLD HARMLESS.

9 A. SUPERINTENDENT agrees to and does hereby indemnify,
10 defend, and hold harmless ROP, its Governing Board, officers, agents
11 and employees from liability and claims of liability for bodily
12 injury, personal injury, sickness, disease, or death of any person or
13 persons, or damage to any property, real personal, tangible or
14 intangible, arising out of the negligent acts or omissions of
15 employees, agents or officers of SUPERINTENDENT or the Orange County
16 Board of education during the period of this AGREEMENT.

17 B. ROP agrees to and does hereby indemnify, defend, and hold
18 harmless SUPERINTENDENT, the Orange County Board of Education, and its
19 officers, agents and employees from liability and claims of liability
20 for bodily injury, personal injury, sickness, disease, or death of any
21 person or persons, or damage to any property, real personal, tangible
22 or intangible, arising out of the negligent acts or omissions of its
23 Governing Board, employees, agents or officers of DISTRICT during the
24 period of this AGREEMENT.

25 9.0 ASSIGNMENT. The obligations of SUPERINTENDENT pursuant to this
AGREEMENT shall not be assigned by SUPERINTENDENT without prior

1 written approval of ROP.

2 10.0 TOBACCO USE POLICY. In the interest of public health, the
3 SUPERINTENDENT provides a tobacco-free environment. Smoking or the
4 use of any tobacco products are prohibited in buildings and vehicles,
5 and on any property owned, leased or contracted for by the
6 SUPERINTENDENT pursuant to SUPERINTENDENT Policy 400-7. Failure to
7 abide with conditions of this policy could result in the termination
8 of this AGREEMENT.

9 11.0 TERMINATION. Either party may terminate this AGREEMENT with or
10 without reason with the giving of thirty (30) days written notice to
11 the other party. ROP shall compensate SUPERINTENDENT only for
12 services satisfactorily rendered to the date of termination. Written
13 notice by ROP shall be sufficient to stop further performance of
14 services by SUPERINTENDENT. Notice shall be deemed given when
15 received by the SUPERINTENDENT or ROP or no later than three (3) days
16 after the day of mailing, whichever is sooner.

17 12.0 NON-DISCRIMINATION. SUPERINTENDENT and ROP agree that they will
18 not engage in unlawful discrimination in employment of persons
19 because of race, color, religious creed, national origin, ancestry,
20 physical handicap, medical condition, marital status, or sex of such
21 persons.

22 13.0 NOTICE. All notices or demands to be given under this AGREEMENT
23 by either party to the other shall be in writing and given either by:
24 (a) personal service or (b) by U.S. Mail, mailed either by registered
25 or certified mail, return receipt requested, with postage prepaid.
Service shall be considered given when received if personally served

1 or if mailed on the third day after deposit in any U.S. Post Office.
2 The address to which notices or demands may be given by either party
3 may be changed by written notice given in accordance with the notice
4 provisions of this section. As of the date of this AGREEMENT, the
5 addresses of the parties are as follows:

6 ROP: Coastline Regional Occupational Program
7 1001 Presidio Square
8 Costa Mesa, California 92626
9 Attn: _____

10 SUPERINTENDENT: Orange County Superintendent of Schools
11 200 Kalmus Drive
12 P.O. Box 9050
13 Costa Mesa, California 92628-9050
14 Attn: Patricia McCaughey

15 14.0 NON WAIVER. The failure of SUPERINTENDENT or ROP to seek
16 redress for violation of, or to insist upon, the strict performance
17 of any term or condition of this AGREEMENT shall not be deemed a
18 waiver by that party of such term or condition, or prevent a
19 subsequent similar act from again constituting a violation of such
20 term or condition.

21 15.0 SEVERABILITY. If any term, condition or provision of this
22 AGREEMENT is held by a court of competent jurisdiction to be invalid,
23 void, or unenforceable, the remaining provisions will nevertheless
24 continue in full force and effect, and shall not be affected,
25 impaired or invalidated in any way.

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

17.0 ENTIRE AGREEMENT/AMENDMENT. This AGREEMENT and any exhibits
attached hereto constitute the entire agreement among the Parties to

1 it and supersede any prior or contemporaneous understanding or
2 agreement with respect to the services contemplated, and may be
3 amended only by a written amendment executed by both Parties to the
4 AGREEMENT.

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

6 ROP: COASTLINE ROP

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

7 BY: _____
8 Authorized Signature

BY:  _____
Authorized Signature

9 PRINT NAME: _____

PRINT NAME: Patricia McCaughey

10 TITLE: _____

TITLE: Administrator

11 DATE: _____

DATE: July 19, 2023

12
13 Coastline ROP-Income(10003793)24
ZIP5

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**Orange County Department of Education
Educational Services Division
Service Proposal**

**ORANGE COUNTY
DEPARTMENT
OF EDUCATION**
200 KALMUS DRIVE
P.O. BOX 9050
COSTA MESA, CA
92628-9050
(714) 966-4000
FAX (714) 432-1916
www.ocde.us

AL MIJARES, Ph.D.
County Superintendent
of Schools

TO: Sesar Morfin
Director of Business Services
Coastline Regional Occupational Program, ROP

FROM: Natalia Abarca
Program Specialist
Educational Services
OCDE

DATE OF PROPOSAL: 7/1/2023 – 6/30/2024

LOCATION: Interpretation/Translation Services --
OCDE

LCAP PRIORITIES ADDRESSED: Basic Services

PROPOSED INTERPRETATION/TRANSLATION DATE: 7/1/2023 – 6/30/2024

LOCATION: Orange County Department of Education

GOAL(S) OCDE Language Services Unit will provide translation/Interpretation services for the Coastline ROP.

INTERPRETATION/TRANSLATION LANGUAGE:

ESTIMATED SERVICE COST: (# of Days x Rate) \$/hour/Translation/Interpretation
(See attached)

TOTAL: \$7,000.00

For Client Use:

PROPOSAL ACCEPTED


Authorized Signature

6/15/23
Date

**ORANGE COUNTY
BOARD OF EDUCATION**
MARI BARKE
TIM SHAW
LISA SPARKS, PhD
JURGE VALDES, Esq
KENT L. WILLIAMS, D.D



Orange County Department of Education
Educational Services Division

Interpreting/Translation Rate Sheet 2023-2024

In an effort to provide professional language solutions in most languages at an affordable cost, please refer to the following rates:

Interpreting Services (spoken)		
Request at least five (5) business days in advance.		
Requests received within two (2) business days notice will not be guaranteed.		
Languages	Fee	Hour
Tier 1 Language: Spanish Interpreter	\$120.00	Per Hour*
Tier 2 Language: Vietnamese, Chinese, Korean, and other common languages	\$160.00	Per Hour*
Tier 3 Less Common Languages: Farsi, Russian, Italian, French, Turkish, Somali, and more	\$220.00	Per Hour*
ASL Language (interpreters work in pairs)	\$160.00	Per Hour, per Interpreter*
Over the Phone Interpreting (Hotline)	\$2.50	Per Minute*
Over the Phone Interpreting (Appointments)	\$2.50	Per Minute*
Translation Services (written)		
Request at least two weeks in advance.		
Tier 1 Language: Spanish Translation	\$0.30	Per Word
Tier 2 Language: Vietnamese, Chinese, Korean, and other common languages	\$0.35	Per Word
Tier 3 Less Common Languages: Ukrainian, French, Turkish, Russian, Farsi, Somali, and more	\$0.39	Per Word
Minimum Translation Project	\$150.00	
Desktop Publishing Rate	\$110.00	Per Hour
Revision/Format Rate	\$40.00	Per Hour
Voice to Text Transcripts (Spanish-English)	\$16.00	Per Minute
Rush Fee	\$150.00	Per Project
Closed Captioning, Dubbing, Transcripts		Quoted by Project
Interpreting Equipment Transmitter	\$150.00	Per Unit
Interpreting Equipment Receivers (minimum 20)	\$10.00	Per Unit

Minimum Fees Policy

- Minimum 2-hour fee for In-person meetings, minimum 3-hour fee for less common languages.
- Minimum 2-hour fee for virtual meetings. Be advised that board meetings, conference meetings, and other specialized meetings might require two interpreters.
- Minimum 15-minute fee for over the phone services (OPI).

*Prices may vary depending on language, time frame, and interpreter/translator availability. Less common languages may incur additional mileage fee for in person meetings.

Cancellation Policy: A cancellation fee of minimum 2-hour service is applied if canceled in less than 48 hours (business days) before the appointment. Less common languages will incur a 3-hour minimum fee if cancellation is received in less than 48 hours. All cancellations must be sent in writing.

Additional charges: Parking and entrance fees will be billed when applicable. Last minute requests within 24 hours will incur a \$30.00 fee.

For service please contact the Language Services team at language_services@ocde.us

Disclaimer: This price list is to be used as reference. These rates are based on time and general content. Prices might vary according to the job's requirements, location, content, availability of interpreters, and request time.

5/31/2023

Coastline ROP Memorandum of Understanding (MOU)

Memorandum of Understanding (MOU) for a Joint Powers Authority for participation in the Career Technical Education Incentive Grant (CTEIG) 2023-2024

Participating Local Educational Agencies (LEAs):

Irvine Unified School District (IUSD)
Newport-Mesa Unified School District (NMUSD)
Saddleback Valley Unified School District (SVUSD)
Tustin Unified School District (TUSD)

Background

The California Career Technical Education Incentive Grant is established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten through grade 12, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of the grant is to encourage, maintain, and strengthen the delivery of high-quality career technical education programs.

Purpose

In consideration of the shared goals associated with this agreement, and in recognition of the benefit to be derived from the effective implementation of the program, the parties agree that their responsibilities under this agreement shall be as follows:

LEAs shall:

Each member of the JPA will release ten percent of the 7-12 P2 ADA from 2022-23. The JPA will report only those students' ADA that the member has released for the purpose of determining the grant allocation award. Each member and fiscal agent will submit data on CTE students according to what they are claiming or releasing of ADA for the grant funding structure of ADA, as outlined in Education Code (EC) Section 53071, (B), i-v.

Coastline ROP shall:

As the administrative agency for the JPA, Coastline Regional Occupational Program (ROP) will receive and administer a proportional percentage of the JPA's allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (COE). Each of the LEAs participating in the JPA will cooperate in the development of these documents and will provide timely responses to the JPA fiscal agent's request for information and data.

Encourage and maintain high-quality CTE programs meeting all of the following high-quality CTE program criteria:

1. Offer high-quality curriculum and instruction aligned with the California CTE Model Curriculum Standards including, but not limited to, providing a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
2. Provide pupils with quality career exploration and guidance.
3. Provide pupil support services, including counseling and leadership development.
4. Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary educational institutions, with documented formal written agreements.
5. Form ongoing and meaningful industry and labor partnerships, evidenced by written agreements and through participation on advisory committees and collaboration with business and labor organizations to provide opportunities for pupils to gain access to pre- apprenticeships, internships, industry certifications and work-based learning (WBL) opportunities for industry to provide input to the CTE programs and curriculum.
6. Provide opportunities for pupils to participate in after school, extended day, and out-of- school internships, competitions, leadership development opportunities, career and technical student organizations, and other work-based learning opportunities.
7. Reflect regional or local labor market demands, and focus on current or emerging high- skill, high-wage, or high-demand occupations, and is informed by the regional plan of the local Strong Workforce Program consortium.
8. Lead to an industry-recognized credential or certificate, or appropriate postsecondary education or training, employment, or a postsecondary degree.
9. Is staffed by skilled teachers or faculty and provide professional development opportunities for those teachers or faculty members.
10. Provide opportunities for pupils who are individuals with exceptional needs to participate in all programs.
11. Report data to the SSPI no later than November 1 of each fiscal year to allow for an evaluation of the program. Each applicant will be required to complete the High-Quality CTE Program Evaluation for their CTE programs which addressed the first 10 of the 11 criteria above.

Duration

This MOU may be modified by the mutual written consent of authorized officials from Coastline ROP and LEAs. This MOU shall become effective upon signature by the authorized officials from the LEAs and will remain in effect until modified or terminated by any one of the partners

by mutual written consent. In the absence of mutual agreement by the authorized officials from LEAs and Coastline ROP this MOU shall end on December 31, 2025.

Coastline ROP may claim indirect costs incurred based on the approved state rate.

As evidenced by the accompanying Superintendent or Authorized Designee signatures, each of the JPA's participating LEAs agrees to the conditions set forth in this Memorandum of Understanding.

Approved by:
Coastline Regional Occupational Program

(Signature) _____ Date:
Name/Title: Brian Dozer, Superintendent

Irvine Unified School District

(Signature) _____ Date:
Name/Title: Terry L. Walker, Superintendent

Newport-Mesa Unified School District

(Signature) _____ Date:
Name/Title: Wesley Smith, Superintendent

Saddleback Valley Unified School District

(Signature) _____ Date:
Name/Title: Crystal Turner, Superintendent

Tustin Unified School District

(Signature) _____ Date:
Name/Title: Mark Johnson, Superintendent

TEACHERS ON WAIVER ASSIGNMENT 44253.3

Farshid Oshidari (1 st year)	Teacher – Medical Careers and Health Systems	Grades 9-12
Jena Jungmann (1 st year)	Teacher – Adult Emergency Medical Technician (EMT)	Grades 9-12

AYES _____
 NOES _____
 ABSENT _____

IN WITNESS OF THE ABOVE STATED ACTIONS, I have hereunto set my hand this 19th day of October 2023.

Clerk/Secretary of the Board of Trustees

BOARD UPDATE

October 9, 2023

EMPLOYEE PERSONNEL REGISTER NO. 3 – 2023-2024

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

EMPLOYMENT:

Name: John Bruestle
Position: Administrator, Educational Services
Program: Educational Services
Location: Presidio Site
Effective: Pending new hire processing

Name: Sidney Chambers
Position: Teacher
Program: Medical Careers and Health Systems
Location: Estancia H.S.
Effective: Pending new hire processing

Name: Andrea Hererra
Position: College and Career Specialist
Program: Student Services
Location: Early College and Back Bay H.S.
Effective: October 2, 2023

Name: Farshid Oshidari
Position: Substitute Teacher
Program: Educational Services
Location: All Sites
Effective: October 2, 2023

Name: Farshid Oshidari
Position: Teacher
Program: Medical Careers and Health Systems
Location: Mission Viejo H.S.
Effective: Pending CTE Credential Clearance

Name: Sema 'J Smith
Position: Teacher
Program: Culinary Arts Internship
Location: Tustin H.S.
Effective: Pending new hire processing

MILEAGE STIPEND:

Name: Kasey Eckels
Position: Work-Based Learning/Outreach Specialist
Program: Educational Services
Location: Presidio Site
Effective: October 1, 2023
The stipend will be paid for 11 months (August through June) each fiscal year

RESIGNATION:

Name: Mark Brenner
Position: Teacher
Program: Emergency Medical Technician
Location: Trabuco Hills H.S.
Effective: December 20, 2023

Name: Alma Castillo
Position: Teacher
Program: Medical Careers and Health Systems
Location: Estancia H.S.
Effective: September 26, 2023

Name: Felicia Hopkins
Position: Teacher
Program: Culinary Arts Internship
Location: Tustin H.S.
Effective: September 20, 2023

**TERMINATION OF
EMPLOYMENT:**

Name: Olukayode Banmeke
Position: Administrator, Educational Services
Program: Educational Services
Location: Presidio Site
Effective: October 2, 2023

Brian K. Dozer

Coastline ROP
Travel/Conference Report
Board Meeting
October 19, 2023

Name	Date(s)	Destination	Purpose	Amount
LeAnn Zayasbazan, Chief Business Official Presidio Campus	September 20, 2023	Irvine, CA	2023 Celebration of Schools	\$45.00
Brian Dozer, Superintendent Presidio Campus	September 30, 2023	Irvine, CA	Empowering Futures Annual Benefit 2023	\$200.00
LeAnn Zayasbazan, Chief Business Official Presidio Campus	October 11 -12, 2023	Bakersfield, CA	Projection Pro: Multiyear Projection and Cash Flow	\$404.86
Brian Dozer, Superintendent Presidio Campus	October 18, 2023	Irvine, CA	ACSA Region 17 & OCSBA Joint Dinner	\$57.55
Krista Ganga, Director, Educational Services Presidio Campus	October 18, 2023	Irvine, CA	ACSA Region 17 & OCSBA Joint Dinner	\$57.55
LeAnn Zayasbazan, Chief Business Official Presidio Campus	October 18, 2023	Irvine, CA	ACSA Region 17 & OCSBA Joint Dinner	\$57.55
LeAnn Zayasbazan, Chief Business Official Presidio Campus	November 16-17, 2023	Huntington Beach, CA	2023 CASBO Symposium	\$895.00
Brian Dozer, Superintendent Presidio Campus	March 1-2, 2024	Anaheim, CA	AI K12 Deeper Learning Summit	\$395.00
Total				\$2112.51