



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM
Innovate • Educate • Inspire

BOARD OF TRUSTEES
AGENDA

October 20, 2022

9:00 a.m. Closed Session

9:30 a.m. Open Session

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

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



TO: Board of Trustees

FROM: Brian Dozer

DATE: October 12, 2022

SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, October 20, 2022, regular Board of Trustees meeting. Trustee Davis, Trustee Brooks, and I will meet in my office at 8:30 a.m. to review the agenda. The board meeting will begin with a closed session at 9:00 a.m. Open session is scheduled to begin at 9:30 a.m.

I am looking forward to seeing you on Thursday, October 20, 2022.

Enclosure

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

BOARD OF TRUSTEES

Thursday, October 20, 2022

9:00 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 are recorded for use in the official minutes.

AGENDA

1. BOARD MEETING CALLED TO ORDER

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

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

Coastline ROP:

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

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

- 4. CLOSED SESSION** **Discussion**
 - A. Public Employee Evaluation: Modification of Contracts: Director of Educational Services, Director of Business Services, and Superintendent (Government Code §54957)

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

6. PLEDGE OF ALLEGIANCE

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

Motion by _____ Seconded by _____ Vote _____

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

INFORMATION ITEMS

9. SUPERINTENDENT’S REPORT – Brian Dozer

10. EDUCATIONAL SERVICES’ UPDATE – J. S. Coke

DISCUSSION/ACTION ITEMS

- | | |
|---|---|
| <p>11. AB 361- Brown Act Amendment
According to AB 361, it is recommended the Board continue to meet in person unless (1) state or local health officials have imposed or recommended measures to promote social distancing or (2) the legislative body has determined by a majority vote that meeting in person would present an imminent risk to the health or safety of the attendees.</p> <p>Motion by _____ Seconded by _____</p> | <p>Discussion/Action</p> <p>Vote _____</p> |
| <p>12. Board Meeting Date/Time Changes</p> <p>Motion by _____ Seconded by _____</p> | <p>Discussion/Action</p> <p>Vote _____</p> |
| <p>13. Vital Link Memorandum of Understanding
Recommend the Board approve the Memorandum of Understanding between Vital Link and Coastline ROP for Middle School Exhibit Day Program.</p> <p>Motion by _____ Seconded by _____</p> | <p>Discussion/Action</p> <p>Vote _____</p> |
| <p>14. Salary Increase – Discussion and action to increase the salaries for unrepresented employees.</p> <p>Motion by _____ Seconded by _____</p> | <p>Discussion/Action</p> <p>Vote _____</p> |
| <p>15. Recruitment/Retention Incentives – Recommend the Board approve a retention incentive for unrepresented employees.</p> <p>Motion by _____ Seconded by _____</p> | <p>Discussion/Action</p> <p>Vote _____</p> |
| <p>16. Modification of Contract – Approval of modification of employment contract for Director, Educational Services.</p> <p>Motion by _____ Seconded by _____</p> | <p>Discussion/Action</p> <p>Vote _____</p> |
| <p>17. Modification of Contract – Approval of modification of employment contract for Director, Business Services.</p> <p>Motion by _____ Seconded by _____</p> | <p>Discussion/Action</p> <p>Vote _____</p> |
| <p>18. Modification of Contract – Approval of modification of employment contract for Superintendent.</p> <p>Motion by _____ Seconded by _____</p> | <p>Discussion/Action</p> <p>Vote _____</p> |

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:

- 19. Minutes from the September 13, 2022, Board of Trustees meeting
- 20. Minutes from the October 11, 2022, Board of Trustees meeting
- 21. Ratification of purchase order report ending September 30, 2022
- 22. Ratification of check report ending September 30, 2022
- 23. Section Cost Reduction Memorandums of Understanding with Huntington Beach Union High School District, Irvine, Newport-Mesa, Saddleback Valley, and Tustin Unified School Districts
- 24. Contract renewal with CourseStorm for online class registration
- 25. New internship sites
- 26. Personnel Register #3 – 2022-2023 (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 _____

28. CLA OC PRESENTATION

Information

NEW BUSINESS

Information

ADJOURNMENT

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

Next Scheduled Meeting: November 10, 2022

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 10, 2022

SUBJECT: AB 361

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

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

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

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

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
2022 BOARD CALENDAR**

January 28	(4th Friday)	- Pre-meeting: Lynn Davis & Lauren Brooks Board Meeting
February 17	(3 rd Thursday)	- Pre-meeting: Lynn Davis & Michelle Barto Board Meeting Textbook Inventory
March 9	(2 nd Wednesday)	- Pre-meeting: Lynn Davis & Suzie Swartz Board Meeting Interim Budget Review 2021-22 Coastline ROP Priorities Update
April 21	(3 rd Thursday)	- Pre-meeting: Lynn Davis & Diana Carey Board Meeting
May 19	(3 rd Thursday)	- Pre-meeting: Lynn Davis & Lauren Brooks Board Meeting Review Superintendent's Evaluation Process Employ Summer Semester Staff
June 23	(4 th Thursday) (Date change 5/19/22)	- Pre-meeting: Lynn Davis & Michelle Barto Board Meeting Public Hearing for 2022-2023 Budget Adopt 2022-2023 Budget Authorize Superintendent to Approve Travel and Conferences 2022-2023 School Calendar Discussion of Superintendent's Evaluation Interagency Agreements Appendix A for 2022-2023
July 25 10:00 a.m.	(4 th Monday) (Date change 6/23/22)	- Special Meeting – Closed Session
August 18	(3 rd Thursday)	- Pre-meeting: Lynn Davis & Diana Carey Board Meeting Administrative Contract Extensions Board Input for 2022-2023 Coastline ROP Priorities
September 13	(2 nd Tuesday) (Date change 2/17/22)	- Pre-meeting: Lynn Davis & Michelle Barto Board Meeting Superintendent's Evaluation 2021-2022 Unaudited Actuals Report
October 11 10:00 a.m.	(2 nd Tuesday) (Date added 9/13/22)	Special Meeting Marketing Plan
October 20	(3 rd Thursday)	- Pre-meeting: Lynn Davis & Lauren Brooks Board Meeting
November 10	(2 nd Thursday) (Date change 2/17/22)	- Pre-meeting: Lynn Davis & Suzie Swartz Board Meeting
December 15	(3 rd Thursday)	- Pre-meeting: Lynn Davis & Diana Carey Organizational Meeting Audit Report Interim Budget Review

MEETING TIME – 9:00 A.M.

July 25 and October 11 Meeting Time – 10:00 a.m.

Board approved: 12/13/2021; rev. 2/17/2022; rev. 5/19/22, rev. 6/23/22, rev. 8/18/22

TO: Board of Trustees
FROM: Brian Dozer
DATE: October 12, 2022
SUBJECT: Vital Link Exhibit Day MOU

As you are aware, there is a great need and desire among all the Coastline ROP partner districts to raise awareness of ROP and CTE classes and pathways with middle school students.

Fortunately, a program that will help with this already exists in the form of the Vital Link Exhibit Day program. Originally a United Way project as part of their Destination Graduation program targeted at Title I schools, we believe the program can be tailored to the needs of our districts and allow us to introduce students to different CTE classes and pathways, offer our district CTE programs the opportunity to speak with students, and at the same time allow Coastline ROP to educate students on ROP classes and why they should consider them as they move on to high school.

We endeavor to begin this program in November 2022 and hold exhibit days at 17 or more middle schools over the remainder of the 2022-2023 school year. The contract cost of \$54,400 will be paid for with COVID relief funding.

It is respectfully requested that the board approve the Exhibit Day program with Vital Link.



**Coastline ROP Exhibit Day Program
Proposed Services and Activities
September 2022 – June 2023**

Vital Link will provide support services during the period of **September 19, 2022** through **June 30, 2023**, to support the objectives of holding Middle School Exhibit Days with Coastline ROP.

Description
<p>Vital Link will provide interactive career exploration exhibits for seventeen (17) middle schools during 2022-2023 academic year. This event will provide students hands-on experience within the CTE Programs and encourage their registration of the CTE classes.</p> <p>Activities will include:</p> <ul style="list-style-type: none"> • Coordinate date for 17 Exhibit Days through the academic year • Provide Career Technical Exhibit booths/equipment for the following: <ul style="list-style-type: none"> ○ 3D Printing & Manufacturing ○ Human Anatomy ○ CPR ○ Automotive ○ Digital Media Arts ○ VEX Robotics • Providing sufficient staff to manage logistics for every group • Prepare & support instructors for all periods within a day • Following up to secure all details and support requirements needed • Complete walkthrough of site and design layout of the exhibits • Support additional exhibitors from Coastline ROP to join (If Applicable) • Tracking all participants • Compile student evaluations at the end of the exhibit day • Provide reports based on the program by: <ul style="list-style-type: none"> ○ For up to four (4) events - December 16, 2022 ○ For up to six (6) events - March 3, 2023 ○ For up to seven (7) events - June 9, 2023
<p>Cost per Exhibit Day: \$3,200 TOTAL COST: \$54,400 Due Upon Signing: \$12,800 2nd Payment due March 3, 2023: \$20,800 3rd Payment due June 9, 2023: \$20,800 Vital Link shall invoice Coastline ROP for the amounts referenced herein. Payment terms shall be net 30 days.</p>

Hold Harmless

Vital Link shall defend, indemnify, save, and hold harmless Coastline ROP and its 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 Vital Link. This shall include any acts of sexual abuse alleged against any agent or employee of Vital Link.

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

Confidentiality, Record Keeping, and Information Sharing

Both parties recognize that the confidentiality of student records are defined by provisions of state and federal law. The parties will adhere to these laws, including the Family Educational Rights and Privacy Act (FERPA), California Student Online Personal Information Protection Act (Cal. Educ. Code § 49073.1), and Children's Online Privacy Protection Act (COPPA, 15 U.S.C. §§ 6501–6506). Vital Link agrees to maintain best-practice record keeping that assures the privacy and confidentiality of all student data.

Neda Arab		09.27.2022
Vital Link	Signature	Date

Client Name	Signature	Date
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TO: Board of Trustees

FROM: Brian Dozer

DATE: October 13, 2022

SUBJECT: COLA for Unrepresented Employees

It is respectfully requested the Board approve an amount not to exceed \$92,000 for a 3% COLA for all regular employees to include classified and certificated staff. It is further recommended the COLA be retroactive to the first day of employment in the 2022-2023 fiscal year (excluding summer offers of employment and hours outside regular offers of employment). New employees hired in the 2022-2023 fiscal year, substitutes, temporary employees, skills helpers, and student workers are excluded from the COLA.

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 13, 2022

SUBJECT: Recruitment and Retention Incentive Utilizing COVID-19 Relief Funding

As is the case with many school districts and with Coastline ROP since the Covid-19 pandemic, recruiting and retaining employees continues to be a challenge. Since the ROP typically has one person per position, turnover impacts our daily operations. Therefore, it is critical we maintain our current staff to ensure we can continue to provide high-quality in-person instruction. To address this challenge last year, the Board of Trustees approved several incentives to help ensure continuity across the organization. This proved to be successful as we have had minimal turnover in our staff positions and have been able to fill teacher and career specialist vacancies.

As we have discussed recently, we have offered a \$5,000 recruitment and retention incentive to all new hires (split into two payments) this fiscal year and are proposing to offer a similar incentive to our staff to aid in retention for the 2022-2023 year. I suggest the following incentives:

Recruitment and Retention Incentive

A \$5,000 incentive would be paid to all new employees hired as of July 1, 2022. The incentive would be payable in two equal installments, with the first installment prior to the end of the 2022 calendar year. The second installment would be paid only if the new employee receives a minimum rating of satisfactory on their evaluation and is still employed as of June 30, 2023.

Retention Incentive

Currently employed staff members (excluding those hired as of July 1, 2022) would receive a \$5,000 retention incentive. The incentive would be payable in two equal installments, with the first installment prior to the end of the 2022 calendar year. The second installment would be paid only if the employee receives a minimum rating of satisfactory on their evaluation and is still employed as of June 30, 2023.

Substitutes, temporary employees, skills helpers, and student workers are not eligible for the incentive.

This one-time expense of approximately \$400,000 would utilize COVID-19 relief funding.

It is respectfully requested the Board of Trustees approve both the new hire Recruitment and Retention Incentive as well as the staff Retention Incentive.

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 12, 2022

SUBJECT: Modification to Employment Contract - J. S. Coke

At the October board meeting, we are bringing to the Board of Trustees the 3% cost-of-living-adjustment and retention incentive plans. Since the Director of Educational Services has a contract with the Board, it is respectfully requested the board approve the addition of the 3% adjustment and \$5,000 retention incentive to J.S. Coke's contract.

In addition, the contract has been extended to June 30, 2025. The amended contract is item 4-A.9 in closed session.

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 12, 2022

SUBJECT: Modification to Employment Contract – Sesar Morfin

At the October board meeting, we are bringing to the Board of Trustees the 3% cost-of-living-adjustment and retention incentive plans. Since the Director of Business Services has a contract with the Board, it is respectfully requested the board approve the addition of the 3% adjustment and \$5,000 retention incentive to Sesar Morfin's contract.

In addition, the contract has been extended to June 30, 2025. The amended contract is item 4-A.13 in closed session

TO: Board of Trustees

FROM: Brian Dozer

DATE: October 12, 2022

SUBJECT: Modification to Employment Contract – Brian Dozer

At the October board meeting, we are bringing to the Board of Trustees the 3% cost-of-living-adjustment and retention incentive plans. Since the superintendent has a contract with the Board, it is respectfully requested the board approve the addition of the 3% adjustment and \$5,000 retention incentive to Brian Dozer's contract.

In addition, the contract has been extended to June 30, 2025. The amended contract is item 4-A.1 in closed session.

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING
Minutes
September 13, 2022**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on September 13, 2022, in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:06 a.m. by Lynn Davis.

<u>Present Members</u>	<u>Other</u>		
Lynn Davis	Brian Dozer	Rocky Murray	Kim Thomason
Michelle Barto	J. S. Coke	Uli Garcia	Siteria Edwards
Suzie Swartz	Sesar Morfin	Mike Sciacca	Jeanne Bennett
Diana Carey	Debbie Ludwig	Grant Litfin	

CLOSED SESSION There was nothing to report out of closed session. Open session convened at 9:57 a.m.

ADOPTION OF AGENDA It was moved by Member Carey, seconded by Member Barto, to adopt the agenda without item 16, Strategic Marketing Plan. Motion carried 4-0, with Member Brooks absent.

SUPERINTENDENT'S REPORT It has been an exciting month as we welcomed students back to all our districts.

Coastline ROP was awarded \$130,000 for the K16 Collaborative Grant Program. The grant's budget and plans are being finalized, focusing on creating courses and pathways with our district partners in supply chain management and entrepreneurship.

We are actively working on the Career Technical Education Incentive Grant, also known as CTEIG, for the consortium of our five districts. Each district agreed to allocate 10% of its ADA to Coastline ROP for the grant. The grant period is for July 1, 2022, to December 31, 2024. The total budget for applicants our size (meaning more than 550 average daily attendance) is \$264 million. Due to the active legislation in the last session, the grant application was released very late and is due September 30. Our memorandum of understanding has been submitted for our board's approval.

The Strong Workforce Program K12 round 5 request for applications has been released and is due October 14. As the application states, the goal of these funds is to support K-12 local education agencies in creating, improving, and expanding career technical education courses, course sequences, programs of study, and pathways for students transitioning from secondary education to postsecondary education to living-wage employment. Dr. Dozer was appointed to the selection committee for Orange County. The maximum award level for Coastline ROP is \$1,000,000. He is meeting with the steering committee immediately

following this board meeting to discuss priorities for the partnership.

In his ongoing efforts to maintain high visibility with our teachers and career specialists, Dr. Dozer has begun to meet with each career specialist to learn about the opportunities and challenges they see for us at their respective schools. For those sites without career specialists, he will meet with other stakeholders (principals, assistant principals, counselors) in the next phase. Dr. Dozer will also meet with teachers and high schools he has not yet visited. He is working on a plan to present to PTAs and ELACs and will reach out to each board member for assistance with introductions to the district-wide councils.

On September 14, Dr. Dozer will present with the leaders of the other ROPs in Orange County to the Orange County Business Council's Workforce Development committee. He arranged this for the group as he felt it was important for the business community to learn how we are a critical, yet little-known, part of their talent pipeline. As of last week, there were over 800 registered attendees.

We are actively working on an exhibit day program with our five districts and their middle school feeders in conjunction with Vital Link. We have requested that the schools provide us with their preferred dates and exhibits. Next, we will be scheduling the exhibit days out over the remainder of the school year. Once plans are finalized, Dr. Dozer invited each board member to attend one of these with him at a school within their district.

Later this week, Dr. Dozer will attend the Association of California School Administrators New Superintendent Seminar Series in Sacramento. This professional development series is designed specifically for first- and second-year superintendents. This is the first of five two-day workshops, four in Sacramento and the fifth in conjunction with the ACSA Superintendent's Symposium in Monterey.

Dr. Dozer thanked the board for their continued guidance and support. He continues to love this organization and this work and is energized by the opportunities in front of us!

EDUCATIONAL SERVICES' REPORT

Because of the variance in start dates for our partner districts, we just completed the opening of our last classes of the school year. It has been "all hands on deck," as everyone in the department has been working at full speed to successfully get your students into class. This includes the onboarding of new teachers as well. J. S. Coke commended everyone at Presidio for their diligent efforts, sometimes working beyond the normal day.

Mr. Coke thanked the Board for approving the Frontline Absence Management System at the December board meeting. Human

Resources and Educational Services began implementation this summer. In addition to keeping track of all absences and absence balances, it also helps us secure substitutes, which is a timesaver for educational services. Since some of our substitutes work in your districts, it provides a seamless approach, as most districts in the county also use Frontline.

Last week, we sent out recruitment information for the Careers in Artificial Intelligence class to all your schools and Steering Committee members. While the class is open to all students, we asked the school contacts to recruit students who might not necessarily be traditionally involved in a class of this type, such as underrepresented students, females, and students of color. We look forward to continuing in this cutting-edge field.

Dr. Marilyn George, Executive Vice President of WASC, invited Mr. Coke to be a part of a study group to advise WASC on revising the Adult Ed/ROCP Manual for accreditation. As the only ROCP representative in the group, he worked collegially with the adult ed representatives to make recommendations to revise and streamline the process for future self-studies.

AB 361 – BROWN ACT AMENDMENT

There was no action taken.

BOARD MEETING DATE/TIME CHANGES

It was moved by Member Swartz, seconded by Member Carey, to add a special meeting on Tuesday, October 11, at 10:00 a.m. for a study session on the Coastline ROP marketing plan.

2021-2022 UNAUDITED ACTUALS REPORT

It was moved by Member Swartz, seconded by Member Carey, to approve the unaudited actuals financial report for the year ending June 30, 2022, and approve filing the report with the Orange County Department of Education. Motion carried 4-0, with Member Brooks absent.

RESOLUTION CONSENT CALENDAR

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

- Resolution No. 1/2022-2023: Budget adjustment

CONSENT CALENDAR

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

- Minutes from the August 18, 2022, Board of Trustees meeting
- Ratification of purchase order report ending August 31, 2022
- Ratification of check report ending August 31, 2022
- Career Technical Incentive Grant (CTEIG) memorandum of

- understanding
- Orange County Business Journal yearly subscription
- New internship sites
- Inventory deletion report
- Personnel Register #2 – 2022-2023 (Approval of employee appointments, release, retirements, terminations. leaves, transfers, promotions, stipends, additional/overtime assignments)
- Coastline ROP staff roster for 2022-2023
- Approval/Ratification of travel conference report

ADJOURNMENT

It was moved by Member Swartz, seconded by Member Barto, to adjourn the meeting. Motion carried 4-0, with Member Brooks absent.

The meeting adjourned at 10:48 a.m.

Clerk/Secretary

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
SPECIAL BOARD MEETING
Minutes
October 11, 2022**

The Board of Trustees of Coastline Regional Occupational Program met in special session on October 11, 2022, in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 10:08 a.m. by Lynn Davis.

<u>Present Members</u>	<u>Other</u>	
Lynn Davis	Brian Dozer	Krista Schweers-Ganga
Michelle Barto	J. S. Coke	James Piccola
Suzie Swartz	Debbie Ludwig	Jeanne Bennett
Diana Carey		Sonia Ramirez
Lauren Brooks		

ADOPTION OF AGENDA It was moved by Member Carey, seconded by Member Swartz, to adopt the agenda as presented. Motion carried 5-0.

STUDY SESSION The study session was conducted to discuss the Coastline ROP marketing plan. No action was taken.

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

The meeting adjourned at 11:28 a.m.

Clerk/Secretary

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 10/20/2022

FROM 09/01/2022 TO 09/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95A0264	ATKINSON ANDELSON LOYA RUUD &	4,000.00	4,000.00	01761920 5830	Board Expenditures / LEGAL SERVICES
S95C0233	OFFICE DEPOT	7.82	7.82	0111060002 4330	Almero /ROP NMUSD / Office Supplies-Consumable
S95C0234	MEDCO SUPPLY COMPANY	201.35	201.35	0133030003 4300	Eargle/HBHS C6 / MATERIALS & SUPPLIES
S95C0235	AMAZON	15.15	15.15	0111060002 4300	Almero /ROP NMUSD / MATERIALS & SUPPLIES
S95C0236	AMAZON	183.16	183.16	01780940 4330	Information Technology F-7700 / Office Supplies-Consumable
S95C0237	MEDCO SUPPLY COMPANY	26.81	26.81	0133030003 4300	Eargle/HBHS C6 / MATERIALS & SUPPLIES
S95C0238	AMAZON	14.93	14.93	0110406 4300	Mazon/EST C6 / MATERIALS & SUPPLIES
S95C0239	OFFICE DEPOT	7.82	7.82	0111060003 4330	Wright/ROP NMUSD / Office Supplies-Consumable
S95C0240	EFOODHANDLERS INC.	300.00	300.00	0198292 5889	NMUSD Bill Back-Instructional / INTERNET-BASED
S95C0241	AMAZON	80.23	80.23	0111060004 4330	Morrison/ROP NMUSD / Office Supplies-Consumable
S95C0242	MICRO CENTER A/R	334.01	334.01	01742801 4430	Escoto/CS Portola / NON-CAPEQUIP/Comp & Peripheal
S95C0245	HENRY SCHEIN INC.	2,168.93	1,084.49	0166828 4300	Burns/Dental SWP Round2 ROP / MATERIALS &
			1,084.44	0166829 4300	Bocanegr/Dental SWP Round2 ROP / MATERIALS &
S95C0246	AMAZON	334.52	334.52	0122010009 4300	Rabbitt/CHS IUSD / MATERIALS & SUPPLIES
S95C0247	CHEF'S TOYS	78.06	78.06	0108463 4300	Van Der Merwe/Culin Arts OV C6 / MATERIALS &
S95C0248	AMAZON	40.32	40.32	01743813 4330	Pham/NMUSD Multi-Site Car Spec / Office
S95C0249	AMAZON	590.33	590.33	0108463 4300	Van Der Merwe/Culin Arts OV C6 / MATERIALS &
S95C0250	AMAZON	124.94	124.94	01743711 4330	Streeter/Estancia CS / Office Supplies-Consumable
S95C0252	SEARS	2,209.02	2,209.02	0198292 4300	NMUSD Bill Back-Instructional / MATERIALS & SUPPLIES
S95C0253	HARBOR FREIGHT	1,495.30	1,495.30	0140261 4300	Sullivan/LHHS Classes C6 / MATERIALS & SUPPLIES
S95C0254	AMAZON	80.79	80.79	0118506 4300	Friedman/MCHS BHS C6 / MATERIALS & SUPPLIES
S95C0255	AMAZON	220.13	220.13	0108466 4300	Van Der Merwe/Bake & Pa CHS C6 / MATERIALS &
S95C0257	AMAZON	384.99	384.99	01040262 4300	Siemonsma/MVHS Classes SVUSD / MATERIALS &

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 10/20/2022**

FROM 09/01/2022 TO 09/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0258	OFFICE DEPOT	537.69	537.69	01040262 4330	Siemonsma/MVHS Classes SVUSD / Office
S95C0259	OFFICE DEPOT	25.09	25.09	01660000 4330	Instructional Support / Office Supplies-Consumable
S95C0260	MICRO CENTER A/R	397.88	397.88	01743813 4430	Pham/NMUSD Multi-Site Car Spec / NON-CAP
S95C0261	AMAZON	148.31	74.15	0166828 4300	Burns/Dental SWP Round2 ROP / MATERIALS &
			74.16	0166829 4300	Bocanegr/Dental SWP Round2 ROP / MATERIALS &
S95C0262	HENRY SCHEIN INC.	55.26	27.63	0166828 4300	Burns/Dental SWP Round2 ROP / MATERIALS &
			27.63	0166829 4300	Bocanegr/Dental SWP Round2 ROP / MATERIALS &
S95C0263	AMAZON	34.01	34.01	01743711 4330	Streeter/Estancia CS / Office Supplies-Consumable
S95C0266	VIRTUAL ENTERPRISE INTERNATIONAL	3,000.00	3,000.00	0104160 5889	Hayden/VE MHS C6 HBUHSD / INTERNET-BASED
S95C0267	APPLE COMPUTER INC	354.50	354.50	016019060 4430	Piccola/Coord Inst. COVID / NON-CAP EQUIP/Comp &
S95C0268	OFFICE DEPOT	155.12	155.12	016019056 4330	Instruction Support Misc COVID / Office
S95C0269	OFFICE DEPOT	594.51	594.51	01608020 4330	Media Resource Center/F.2700 / Office Supplies-Consumable
S95C0270	AMAZON	191.61	191.61	01910910 4300	Mainsite/School Admin F2700 / MATERIALS & SUPPLIES
S95C0271	HOME DEPOT	833.18	833.18	01910970 4370	Main Site Maintenance / SUPPLIES - BLDG
S95C0272	AMAZON	605.54	605.54	01910970 4490	Main Site Maintenance / NON CAP EQUIP - OTHER
S95C0273	STUDICA	6,545.00	6,545.00	0111040005 5888	Moreno/EST HS NMUSD CTEIG 7 / Internet -
S95C0274	EDITSTOCK	449.99	449.99	0122080004 5888	Murphy/PHS IUSD CTEIG 7 / Internet - Software/Licenses
S95C0275	AMAZON	62.02	62.02	01910910 4300	Mainsite/School Admin F2700 / MATERIALS & SUPPLIES
S95C0276	CROWNE PLAZA	3,683.90	3,683.90	016019085 5630	All Instruction COVID / FACILITY RENTAL
S95C0277	ACSA FOUNDATION FOR ED ADMIN	800.00	800.00	01760933 5220	Dozer/Superintendent / CONFERENCES & MEETINGS
S95C0278	STAPLES BUSINESS ADVANTAGE	27.42	27.42	0111060001 4300	Burns/ROP NMUSD / MATERIALS & SUPPLIES
S95C0279	ZAZZLE.COM	3.77	3.77	0111060002 4300	Almero /ROP NMUSD / MATERIALS & SUPPLIES
S95C0280	CSU DOMINGUEZ HILLS COLLEGE OF	775.00	775.00	0119063 5220	Petzold/BITA 1 CHS C6 IUSD / CONFERENCES &

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 10/20/2022

FROM 09/01/2022 TO 09/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0281	MEDICAL DISCOUNT MARKETING	107.75	107.75	0111060001 4300	Burns/ROP NMUSD / MATERIALS & SUPPLIES
S95C0282	B & H PHOTO	1,508.12	1,508.12	0119960 4300	Murphy/Intern Vid/Film C6 PHS / MATERIALS &
S95C0283	EFOODHANDLERS INC.	1,260.00	1,260.00	0122030001 5889	Mullen/NWHS IUSD CTEIG 6 / INTERNET-BASED
S95C0284	OFFICE DEPOT	64.91	64.91	01648200 4300	All Instruction 0105 (6350) / MATERIALS & SUPPLIES
S95C0285	AMAZON	71.10	71.10	01743743 4330	Zuniga/NHHS Career Specialist / Office Supplies-Consumab
S95C0286	GOODHEART WILCOX COMPANY INC	3,021.33	3,021.33	0144020005 4110	Sullivan/LHHS SVUSD CTEIG 7 / TXTBKS - Instr
S95C0287	FHEG SADDLEBACK COLLEGE BOOKST	2,864.26	2,864.26	0144020005 4110	Sullivan/LHHS SVUSD CTEIG 7 / TXTBKS - Instr
S95C0288	TUSTIN AWARDS INC	33.55	33.55	01769953 4330	Nogales O/Acctng Payroll Spec / Office Supplies-Consumab
S95X0243	VAN DER MERWE, ROCHELLE	500.00	130.00	0122010002 5290	Van Der Merwe/CHS / MILEAGE NON TAXABLE
S95X0244	MISICH, THOMAS	500.00	370.00	0133050002 5290	Van Der Merwe/OVHS HBUHSD / MILEAGE NON
S95X0251	NEWPORT URGENT CARE	225.00	500.00	016019105 5290	Misich/Auto Intern Univ COVID / MILEAGE NON
S95X0256	DEPT OF JUSTICE	900.00	225.00	0122010000 5892	Ghaderifard/CHS IUSD / PHYSICAL EXAMS/MEDICAL
S95X0265	LAKESHORE LEARNING MATERIALS	200.00	900.00	01764930 5850	Edwards, S / HR Administrator / FINGERPRINTING -
		200.00	200.00	016019103 4300	Rico/CWC Intern CHS COVID / MATERIALS & SUPPLIES

Fund 01 Total:

43,434.43

Total Amount of Purchase Orders:

43,434.43

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Check Report 9/1/2022 – 9/30/2022

Fund 01 General

Total Checks: \$127,651.08

Recommended for
Board Ratification By



Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 9/1/2022 to 9/30/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00031923	V9500303	APPLE COMPUTER INC	AJ26460661	OH	09/01/2022	MW	IS	4,722.21
95	00031924	V9502060	KINGSBURY, ASHLEY	OOPE-082622KING	OH	09/01/2022	MW	IS	70.00
95	00031925	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2176354	OH	09/01/2022	MW	IS	1,178.63
95	00031926	V9500795	LUDWIG, DEBBIE	OPPE-082622LUD	OH	09/01/2022	MW	IS	27.95
95	00031927	V9500071	MICRO CENTER A/R	12053393	OH	09/01/2022	MW	IS	631.97
95	00031928	V9502486	Moore's of Huntington Beach	ACCT 144621	OH	09/01/2022	MW	IS	1,716.42
95	00031929	V9502233	OCCUPATIONAL HEALTH CENTERS OF	76337254	OH	09/01/2022	MW	IS	95.00
95	00031930	V9503875	OFFICE DEPOT	261694720001	OH	09/01/2022	MW	IS	9.90
95	00031931	V9501714	SHI INTERNATIONAL CORP	B15672110	OH	09/01/2022	MW	IS	2,500.00
95	00031932	V9500651	SMART & FINAL	143477	OH	09/01/2022	MW	IS	108.45
95	00031933	V9502477	WARDS SCIENCE	8810438817	OH	09/01/2022	MW	IS	75.43
95	00031934	V9500441	CAROCP	CONF#	OH	09/07/2022	MW	IS	310.00
95	00031935	V9501610	COSTA MESA MOVING COMPANY	9748	OH	09/07/2022	MW	IS	218.00
95	00031936	V9502142	HALECREST PARK INC.	RENTAL-FEE	OH	09/07/2022	MW	IS	210.00
95	00031937	V9502563	KATHCO PRODUCTS	108764	OH	09/07/2022	MW	IS	50.10
95	00031938	V9501016	MEDCO SUPPLY COMPANY	IN95471351	OH	09/07/2022	MW	IS	2,108.28
95	00031939	V9501843	READYREFRESH BY NESTLE	12H0027000850	OH	09/07/2022	MW	IS	182.12
95	00031940	V9501869	SECURE LIVE SCAN	12747	OH	09/07/2022	MW	IS	300.00
95	00031941	V9500651	SMART & FINAL	#592-8801	OH	09/07/2022	MW	IS	282.65
95	00031942	V9500045	COASTLINE ROP REVOLVING CASH F	1065/100472	OH	09/08/2022	MW	IS	28.28
95	00031943	V9502326	F & M Credit Card	8943	OH	09/08/2022	MW	IS	992.76
95	00031944	V9502293	INGARDIA BROS PRODUCE INC	07394775	OH	09/08/2022	MW	IS	525.56
95	00031945	V9502382	INTERMEDIA.NET INC	2209005799	OH	09/08/2022	MW	IS	863.49
95	00031946	V9500134	ORANGE COUNTY DEPARTMENT OF ED	082522PEREZ	OH	09/08/2022	MW	IS	150.00
95	00031947	V9502074	PICKER, EILEEN	OOPE-090122PICK	OH	09/08/2022	MW	IS	379.13
95	00031948	V9500651	SMART & FINAL	713099	OH	09/08/2022	MW	IS	125.73
95	00031949	V9502245	ASRAR, HASAN	8/04-8/26 ASRAR	OH	09/12/2022	MW	IS	39.56
95	00031950	V9501612	BLACKBOARD INC	1386201	OH	09/12/2022	MW	IS	2,475.00
95	00031951	V9502368	CLC	ID PRO 9/01-9/30	OH	09/12/2022	MW	IS	40.00
95	00031952	V9502040	METROPOLITAN LIFE INSURANCE CO	SUPPL 9/01-9/30	OH	09/12/2022	MW	IS	420.04
95	00031953	V9500071	MICRO CENTER A/R	12066925	OH	09/12/2022	MW	IS	333.23
95	00031954	V9502184	MISICH, THOMAS	8/18-8/31 MISICH	OH	09/12/2022	MW	IS	21.25
95	00031955	V9504457	RAINBOW DISPOSAL CO INC	0605-000914077	OH	09/12/2022	MW	IS	371.87
95	00031956	V9501350	REEP FOR BENEFITS	KAISER 9/1-9/30	OH	09/12/2022	MW	IS	38,201.68

COASTLINE R.O.P.
Consolidated Check Register
 from 9/1/2022 to 9/30/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00031957	V9500651	SMART & FINAL	801655	OH	09/12/2022	MW	IS	159.03
95	00031958	V9500722	STAPLES BUSINESS ADVANTAGE	88067390423	OH	09/12/2022	MW	IS	670.85
95	00031959	V9505350	TUSTIN AWARDS INC	51887	OH	09/12/2022	MW	IS	33.05
95	00031960	V9502271	VAN DER MERWE, ROCHELLE	8/30 VAN DER	OH	09/12/2022	MW	IS	21.26
95	00031961	V9502325	CALICO BUILDING SERVICES	R1047485	OH	09/15/2022	MW	IS	2,594.50
95	00031962	V9500948	CALIFORNIA TACTIC PATROL	195	OH	09/15/2022	MW	IS	252.00
95	00031963	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4830843	OH	09/15/2022	MW	IS	154.19
95	00031964	V9502272	EFOODHANDLERS INC.	T-26332	OH	09/15/2022	MW	IS	300.00
95	00031965	V9502063	HOME DEPOT	90841	OH	09/15/2022	MW	IS	2,287.09
95	00031966	V9502293	INGARDIA BROS PRODUCE INC	07401828	OH	09/15/2022	MW	IS	406.00
95	00031967	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2180984	OH	09/15/2022	MW	IS	3,203.62
95	00031968	V9501016	MEDCO SUPPLY COMPANY	IN95501919	OH	09/15/2022	MW	IS	16.92
95	00031969	V9501385	NEWPORT URGENT CARE	1250	OH	09/15/2022	MW	IS	230.00
95	00031970	V9502474	NORTH AMERICAN RESCUE LLC	IN641645	OH	09/15/2022	MW	IS	4,554.05
95	00031971	V9500942	PEREZ, ALEX	08/9-08/25 PEREZ	OH	09/15/2022	MW	IS	22.56
95	00031972	V9501869	SECURE LIVE SCAN	12782	OH	09/15/2022	MW	IS	618.00
95	00031973	V9501499	TIME WARNER CABLE	126307101090122	OH	09/15/2022	MW	IS	1,888.76
95	00031974	V9500422	VERIZON WIRELESS	9915021076	OH	09/15/2022	MW	IS	185.44
95	00031975	V9502477	WARDS SCIENCE	8810586971	OH	09/15/2022	MW	IS	205.59
95	00031976	V9502478	ZUNIGA, PAMELA	OOPE-090822ZUNI	OH	09/15/2022	MW	IS	22.00
95	00031977	V9500303	APPLE COMPUTER INC	AJ29535915	OH	09/20/2022	MW	IS	1,710.89
95	00031978	V9500387	DEPT OF JUSTICE	601980	OH	09/20/2022	MW	IS	576.00
95	00031979	V9502425	DOZER, BRIAN	OOPE-091422DOZ	OH	09/20/2022	MW	IS	30.23
95	00031980	V9500828	EXXON MOBIL	0942209	OH	09/20/2022	MW	IS	106.05
95	00031981	V9502482	Flinn Scientific	2762347	OH	09/20/2022	MW	IS	1,325.38
95	00031982	V9500519	GANAHL LUMBER	071384053	OH	09/20/2022	MW	IS	2,002.42
95	00031983	V9500795	LUDWIG, DEBBIE	OOPE-091222LUD	OH	09/20/2022	MW	IS	34.96
95	00031984	V9501016	MEDCO SUPPLY COMPANY	IN95531310	OH	09/20/2022	MW	IS	1,981.52
95	00031985	V9500071	MICRO CENTER A/R	12079106	OH	09/20/2022	MW	IS	397.88
95	00031986	V9502233	OCCUPATIONAL HEALTH CENTERS OF	76494984	OH	09/20/2022	MW	IS	33.00
95	00031987	V9502074	PICKER, EILEEN	OOPE-091422PICK	OH	09/20/2022	MW	IS	447.43
95	00031988	V9500651	SMART & FINAL	637744	OH	09/20/2022	MW	IS	333.17
95	00031989	V9501873	AED SUPERSTORE	INV3065088	OH	09/21/2022	MW	IS	1,357.65
95	00031990	V9500303	APPLE COMPUTER INC	AJ31603768	OH	09/21/2022	MW	IS	300.62

COASTLINE R.O.P.
Consolidated Check Register
 from 9/1/2022 to 9/30/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00031991	V9502489	Camberos, Eric	OOPE-091922C	CAM	OH 09/21/2022		MW	IS	23.00
95 00031992	V9502469	FIRST-CITIZENS BANK & TRUST CO	40751909	OH	09/21/2022		MW	IS	1,227.46
95 00031993	V9501385	NEWPORT URGENT CARE	132853	OH	09/21/2022		MW	IS	40.00
95 00031994	V9503875	OFFICE DEPOT	263819425001	OH	09/21/2022		MW	IS	8.96
95 00031995	V9500651	SMART & FINAL	9401	OH	09/21/2022		MW	IS	269.38
95 00031996	V9501155	SOUTHWEST SCHOOL & OFFICE SUPP	PINV1017969	OH	09/21/2022		MW	IS	201.29
95 00031997	V9500722	STAPLES BUSINESS ADVANTAGE	8067475349	OH	09/21/2022		MW	IS	89.83
95 00031998	V9502490	Streeter, Phillip	OOPE-091922STRE	OH	09/21/2022		MW	IS	23.00
95 00031999	V9505546	VISION SERVICE PLAN	816012568	OH	09/21/2022		MW	IS	647.79
95 00032000	V9502477	WARDS SCIENCE	8810679511	OH	09/21/2022		MW	IS	490.05
95 00032001	VOID:CONTI	Void - Continued Stub	CONTINUE	OH	09/22/2022		VM	VD	0.00
95 00032002	V9501269	AMAZON	98588866338	OH	09/22/2022		MW	IS	4,171.96
95 00032003	V9502463	CHRISTY WHITE	18364	OH	09/26/2022		MW	IS	4,025.25
95 00032004	V9502425	DOZER, BRIAN	091922DOZER	OH	09/26/2022		MW	IS	511.49
95 00032005	V9502454	ONTARIO REFRIGERATION	CM34756	OH	09/26/2022		MW	IS	637.16
95 00032006	V9501714	SHI INTERNATIONAL CORP	B15758088	OH	09/26/2022		MW	IS	7,151.00
95 00032007	V9500651	SMART & FINAL	3601	OH	09/26/2022		MW	IS	34.31
95 00032008	V9501269	AMAZON	INKF-9M3M-XN4P	OH	09/27/2022		MW	IS	8,739.45
95 00032009	V9501919	ATKINSON ANDELSON LOYA RUUD &	659819	OH	09/27/2022		MW	IS	1,092.00
95 00032010	V9500465	CHEF'S TOYS	3817648	OH	09/27/2022		MW	IS	88.83
95 00032011	V9500045	COASTLINE ROP REVOLVING CASH F	CREDENTIAL	OH	09/27/2022		MW	IS	1,300.00
95 00032012	V9503875	OFFICE DEPOT	266341078001	OH	09/27/2022		MW	IS	16.77
95 00032013	V9500651	SMART & FINAL	809500	OH	09/27/2022		MW	IS	865.17
95 00032014	V9502491	Thousand Oaks High School	091622PETZOLD	OH	09/27/2022		MW	IS	20.00
95 00032015	V9501866	VIRTUAL ENTERPRISE INTERNATION	VEI-000100	OH	09/27/2022		MW	IS	3,000.00
95 00032016	V9502451	Crowne Plaza	092222IVERSEN	OH	09/29/2022		MW	IS	3,683.90
95 00032017	V9502494	Ebberhart, Laurie	OOPE-092622EBHEOH	OH	09/29/2022		MW	IS	23.00
95 00032018	V9502492	EditStock	D535	OH	09/29/2022		MW	IS	449.99
95 00032019	V9502563	KATHCO PRODUCTS	109016	OH	09/29/2022		MW	IS	272.96
95 00032020	V9502493	Pham, Joann	OOPE-092622PHA	OH	09/29/2022		MW	IS	23.00
95 00032021	V9500651	SMART & FINAL	8201	OH	09/29/2022		MW	IS	297.28

Issued: 127,651.08

COASTLINE R.O.P.
Consolidated Check Register
 from 9/1/2022 to 9/30/2022

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
95 Bank Total:								127,651.08
Grand Total:								127,651.08

TO: Board of Trustees

FROM: Sesar Morfin

DATE: October 10, 2022

SUBJECT: Section Cost Reduction

Background. The current cost per section that the ROP collects from our partner districts is specified within Appendix A of the Joint Powers Agreement. That Appendix is updated and subsequently approved by the Board of Trustees annually. The most recent Appendix was approved in June of 2022 and the cost per section was \$32,276. This cost per section is the main revenue source that the ROP receives in order to fund our instructional and administrative expenses.

Included within the 2021-22 budget were Covid-19 relief monies of approximately \$7.6M. These funds need to be used for the purposes of providing in-person instruction for any pupil participating in in-person instruction, including, but not limited to, COVID-19 testing, cleaning and disinfection, personal protective equipment, ventilation and other school site upgrades necessary for health and safety, salaries for certificated or classified employees providing in-person instruction or services, devices and connectivity, social and mental health support services provided in conjunction with in-person instruction, and costs associated with increases in the amount of instructional time provided to students. The ROP has expended a significant amount of these monies for items such as retention and recruitment bonuses for new teachers, longevity and retention incentives for our existing teachers and staff, technology upgrades, ventilation upgrades, etc. The ROP has additional plans for spending these monies during the 2022-23 year which includes new class offerings for our students, professional development for staff and teachers, compensation incentives for existing staff and teachers, recruitment and retention incentives for new teachers and staff, technology upgrades, etc. The Covid-19 monies need to be spent by June 30, 2023.

In an effort to expend these funds by the June 30, 2023, deadline and to provide the best benefit to our students and partner districts, we would like to reduce the cost per section for our classes down to \$30,289 or \$1,987 per class for the 2022-23 year only. This new cost per section represents the cost that was charged to our partner districts during the 2021-2022 year. In essence, the ROP would absorb the Cost-of-Living Adjustment (COLA) increase for the 2022-2023 year. The cost per section that we collect from our partner districts beyond the 2022-23 year will be assessed at the conclusion of the spring of 2023.

Financial Impact. The reduction of the cost per section will result in a loss of revenue of approximately \$283,147. This loss is revenue will be offset by the recognition of revenue related to the Covid-19 monies.

Recommendation. It is respectfully requested that the Board of Trustees approve each of the Memorandums of Understanding with our partner districts.

Enclosures

MEMORANDUM OF UNDERSTANDING
between Coastline Regional Occupational Program (ROP) and the
HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT (DISTRICT)

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

1. Term of Agreement

July 1, 2022, through June 30, 2023.

2. Instructional Services

The ROP will provide the DISTRICT with the agreed upon classes per the Joint Powers Agreement Appendix A and Schedule of Classes which were approved by the ROP Board of Trustees on June 23rd, 2022. The cost per class shall be reduced to \$30,289 effective July 1, 2022, and the cost reduction shall terminate as of June 30, 2023. An additional reduction of one section shall be made to account for one grant-funded class. The ROP shall further reduce the cost per section by all DISTRICT employee salaries and associated benefits for the following ROP classes:

Period(s)	Course	School	Instructor
1	Auto	Oceanview	TBD
1	Auto	Oceanview	TBD
1	Auto	Oceanview	TBD
1	Auto	Oceanview	TBD
1	Auto	Oceanview	TBD

The estimated annual amount of the DISTRICT employee salaries and benefits costs for these classes is \$120,744.

3. Billing & Reimbursement

The ROP will adjust the DISTRICT's monthly billings accordingly to reflect the reductions referenced above. Payment terms shall be net 30 days.

School Year	Total Number of Sections	Grant-Funded Sections	Adjusted Total Number of Sections	Cost Per Section	Total Projected Annual District Cost	Less Reduction for District Salaries and Benefits for ROP Classes
2022-2023	18.5	1	17.5	\$30,289	\$530,058	\$120,744

Adjusted Total Projected Annual District Cost	Adjusted Monthly Projected District Invoice Amount
\$409,314	\$34,109.50

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

 Brian K. Dozer, D. Mgt.
 Superintendent

 Clint Harwick, Ed. D.
 Superintendent

 Date

 Date

ROP Board Approval Date: October 20, 2022

**MEMORANDUM OF UNDERSTANDING
between Coastline Regional Occupational Program (ROP) and the
IRVINE UNIFIED SCHOOL DISTRICT (DISTRICT)**

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

1. Term of Agreement

July 1, 2022, through June 30, 2023.

2. Instructional Services

The ROP will provide the DISTRICT with the agreed upon classes per the Joint Powers Agreement Appendix A and Schedule of Classes which were approved by the ROP Board of Trustees on June 23rd, 2022. The cost per class shall be reduced to \$30,289 effective July 1, 2022, and the cost reduction shall terminate as of June 30, 2023. Any addition or reduction in classes which were also subsequently approved by both the ROP and the District per the terms of the JPA will be considered for the purposes of determining appropriate cost reduction amounts.

3. Billing & Reimbursement

The ROP will adjust the DISTRICT's monthly billings accordingly to reflect the reductions referenced above. Payment terms shall be net 30 days.

School Year	Total Number of Sections	Reduced Cost Per Section	Total Projected Annual District Cost	Monthly Projected District Invoice Amount
2022-2023	37.5	\$30,289	\$1,135,838	\$94,653

Number of Career Specialists	Projected Total Annual Cost for District Salary & Benefits Only	Projected Monthly Invoice Amount for District
4	\$173,231	\$14,436

COASTLINE REGIONAL OCCUPATIONAL
PROGRAM

IRVINE UNIFIED SCHOOL DISTRICT

Brian K. Dozer, D. Mgt.
Superintendent

Terry L. Walker
Superintendent

Date

Date

ROP Board Approval Date: October 20, 2022

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

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

1. Term of Agreement

July 1, 2022, through June 30, 2023.

2. Instructional Services

The ROP will provide the DISTRICT with the agreed upon classes per the Joint Powers Agreement (JPA) Appendix A and Schedule of Classes which were approved by the ROP Board of Trustees on June 23rd, 2022. The cost per class shall be reduced to \$30,289 effective July 1, 2022, and the cost reduction shall terminate as of June 30, 2023. Any addition or reduction in classes which were also subsequently approved by both the ROP and the District per the terms of the JPA will be considered for the purposes of determining appropriate cost reduction amounts.

3. Billing & Reimbursement

The ROP will adjust the DISTRICT's monthly billings accordingly to reflect the reductions referenced above. Payment terms shall be net 30 days.

School Year	Total Number of Sections	Reduced Cost Per Section	Total Projected Annual District Cost	Monthly Projected District Invoice Amount
2022-2023	50	\$30,289	\$1,514,450	\$126,204

Number of Career Specialists	Projected Total Annual Cost for District Salary & Benefits Only	Projected Monthly Invoice Amount for District
5	\$233,963	\$19,497

COASTLINE REGIONAL OCCUPATIONAL
PROGRAM

NEWPORT-MESA UNIFIED SCHOOL
DISTRICT

Brian K. Dozer, D. Mgt.
Superintendent

Wesley Smith, Ed. D.
Superintendent

Date

Date

ROP Board Approval Date: October 20, 2022

MEMORANDUM OF UNDERSTANDING
between Coastline Regional Occupational Program (ROP) and the
SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT (DISTRICT)

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

1. Term of Agreement

July 1, 2022, through June 30, 2023.

2. Instructional Services

The ROP will provide the DISTRICT with the agreed upon classes per the Joint Powers Agreement Appendix A and Schedule of Classes which were approved by the ROP Board of Trustees on June 23rd, 2022. The cost per class shall be reduced to \$30,289 effective July 1, 2022, and the cost reduction shall terminate as of June 30, 2023. Any addition or reduction in classes which were also subsequently approved by both the ROP and the District per the terms of the JPA will be considered for the purposes of determining appropriate cost reduction amounts.

3. Billing & Reimbursement

The ROP will adjust the DISTRICT's monthly billings accordingly to reflect the reductions referenced above. Payment terms shall be net 30 days.

School Year	Total Number of Sections	Reduced Cost Per Section	Total Projected Annual District Cost	Monthly Projected District Invoice Amount
2022-2023	32	\$30,289	\$969,248	\$80,771

COASTLINE REGIONAL OCCUPATIONAL
PROGRAM

SADDLEBACK VALLEY UNIFIED SCHOOL
DISTRICT

Brian K. Dozer, D. Mgt.
Superintendent

Crystal Turner, Ed. D.
Superintendent

Date

Date

ROP Board Approval Date: October 20, 2022

**MEMORANDUM OF UNDERSTANDING
between Coastline Regional Occupational Program (ROP) and the
TUSTIN UNIFIED SCHOOL DISTRICT (DISTRICT)**

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

1. Term of Agreement

July 1, 2022, through June 30, 2023.

2. Instructional Services

The ROP will provide the DISTRICT with the agreed upon classes per the Joint Powers Agreement Appendix A and Schedule of Classes which were approved by the ROP Board of Trustees on June 23rd, 2022. The cost per class shall be reduced to \$30,289 effective July 1, 2022, and the cost reduction shall terminate as of June 30, 2023. Any addition or reduction in classes which were also subsequently approved by both the ROP and the District per the terms of the JPA will be considered for the purposes of determining appropriate cost reduction amounts.

3. Billing & Reimbursement

The ROP will adjust the DISTRICT's monthly billings accordingly to reflect the reductions referenced above. Payment terms shall be net 30 days.

School Year	Total Number of Sections	Reduced Cost Per Section	Total Projected Annual District Cost	Monthly Projected District Invoice Amount
2022-2023	5.5	\$30,289	\$166,590	\$13,882

Number of Career Specialists	Projected Total Annual Cost for District Salary & Benefits Only	Projected Monthly Invoice Amount for District
2	\$106,607	\$8,884

COASTLINE REGIONAL OCCUPATIONAL
PROGRAM

TUSTIN UNIFIED SCHOOL DISTRICT

Brian K. Dozer, D. Mgt.
Superintendent

Dr. Mark Johnson
Superintendent

Date

Date

ROP Board Approval Date: October 20, 2022

CourseStorm, Inc.

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



INVOICE

BILL TO
J.S. Coke
Coastline Regional Occupational Program
1001 Presidio Sq
Costa Mesa, CA 92626

INVOICE 10371
DATE 11/01/2022
TERMS Due on receipt
DUE DATE 11/01/2022

ACTIVITY	QTY	RATE	AMOUNT
CourseStorm - 1001-2500 CourseStorm Subscription Fee (1001-2500 registrations): 11/1/22-10/31/23	1	2,000.00	2,000.00

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

BALANCE DUE

\$2,000.00

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

Thank you for your business!

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

TO: Board Members
FROM: J. S. Coke
DATE: October 20, 2022
SUBJECT: New Internship Sites

**Careers with Children Internship
Newport Mesa Unified School District:**

- College Park Preschool
2380 Notre Dame Road
Costa Mesa, CA 92626
- Davis Magnet Preschool
1050 Arlington Drive
Costa Mesa, CA 92626
- Killybrooke Preschool
3155 Killybrooke Lane
Costa Mesa, CA 92626
- Paularino Preschool
1060 Paularino Avenue
Costa Mesa, CA 92626
- Pomona Preschool
2051 Pomona Avenue
Costa Mesa, CA 92627
- Sonora Preschool
966 Sonora Road
Costa Mesa, CA 92626

Tustin Preschool
14211 Newport Avenue
Tustin, CA 92780

University Synagogue
3400 Michelson Drive
Irvine, CA 92612

Culinary Arts Internship

Santa Maria BBQ
7144 Edinger Avenue
Huntington Beach, CA 92647

Vittorio's Italian Restaurant
5921 Warner Avenue
Huntington Beach, CA 92647

Emergency Medical Technician

Lifeline Ambulance
22921 Triton Way
Laguna Hills, CA 92653

Premier Ambulance (Corporate Office)

260 North Palm Street, Suite 200
Brea, CA 926821

- Premier Ambulance (Satellite Office)
24451 Health Center Drive
Laguna Hills, CA 92653

BOARD UPDATE
October 12, 2022
EMPLOYEE PERSONNEL REGISTER NO. 3 – 2022-2023

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

EMPLOYMENT:

Name: Laurie Eberhart
Position: College and Career Specialist
Program: Student Services
Location: Northwood and Woodbridge H.S.
Effective: October 10, 2022

Name: Olivier Nogales
Position: Accounting/Payroll Specialist
Program: Business Services
Location: Presidio Site
Effective: October 3, 2022

Name: Felicia Rohrer Ng
Position: Short-term Temporary (CTE Webinar
Creation)
Program: Educational Services
Location: Virtual
Effective: September 1, 2022 – October 31, 2022

Name: Aaron Ruiz
Position: College and Career Specialist
Program: Student Services
Location: Irvine H.S.
Effective: September 13, 2022

Name: Staci Stangarone
Position: Career Specialist
Program: Student Services
Location: University H.S.
Effective: October 17, 2022

RESIGNATION:

Name: Pashia Escoto
Position: Career Specialist
Program: Student Services
Location: Portola H.S.
Effective: October 26, 2022

Name: Azita Ghaderifard
Position: Teacher
Program: Medical Nursing Theory and Clinical
Location: Creekside H.S.
Effective: January 16, 2023

Name: Eric Mazon
Position: Teacher
Program: Construction Technology
Location: Estancia H.S.
Effective: October 4, 2022

**SEPARATION OF
EMPLOYMENT:**
(No Longer Active)

Name: William Cooney
Position: Substitute
Program: Educational Services
Location: All Sites
Effective: September 20, 2022

Name: Jason Paul
Position: Substitute
Program: Educational Services
Location: All Sites
Effective: September 21, 2022



Brian K. Dozer

Coastline Regional Occupational Program
Travel/Conference Report
Board Meeting
October 20, 2022

Name	Date(s)	Destination	Purpose	Amount
Darin Petzold, Teacher BITA 1 Construction Creekside High School	Oct. 8	Thousand Oaks, CA	Royal's 13 th Annual Woodworking/Construction Build Workshop	\$139.34
Brian Dozer, Superintendent Presidio Campus	Oct. 11	Newport Beach, CA	Newport Mesa State of the Schools Breakfast	33.00
J. S. Coke, Director, Educational Services Presidio Campus	Oct. 11	Newport Beach, CA	Newport Mesa State of the Schools Breakfast	33.00
Krista Schweers-Ganga Administrator Presidio Campus	Oct. 11	Newport Beach, CA	Newport Mesa State of the Schools Breakfast	33.00
Hasan Asrar, Work-Based Learning/Outreach Specialist Presidio Campus	Oct. 11	Newport Beach, CA	Newport Mesa State of the Schools Breakfast	33.00
Brian Dozer, Superintendent Presidio Campus	Oct. 19	Irvine, CA	OCSBA/ACSA Joint Dinner	55.00
J. S. Coke, Director, Educational Services Presidio Campus	Oct. 19	Irvine, CA	OCSBA/ACSA Joint Dinner	55.00
Brian Dozer, Superintendent Presidio Campus	Jan. 25-27	Monterey, CA	2023 Superintendent Symposium Registration	800.00
Brian Dozer, Superintendent Presidio Campus	Jan. 24-27	Monterey, CA	2022-23 ACSA New Superintendent Seminar & Symposium Travel	2,094.59
Total				\$3,275.93