



COASTLINE
REGIONAL OCCUPATIONAL PROGRAM
Innovate • Educate • Inspire

BOARD OF TRUSTEES
AGENDA

November 10, 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: November 3, 2022
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, November 10, 2022, regular Board of Trustees meeting. Trustee Davis, Trustee Swartz, 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, November 10, 2022.

Enclosure

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

BOARD OF TRUSTEES

Thursday, November 10, 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: Superintendent (pursuant to Government Code §54957)

5. RECONVENE IN OPEN SESSION Discussion

A. Reporting out of Closed Session

6. PLEDGE OF ALLEGIANCE

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

Motion by _____ Seconded by _____ Vote _____

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

INFORMATION ITEMS

9. SUPERINTENDENT’S REPORT – Brian Dozer

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

DISCUSSION/ACTION ITEMS

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

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

Motion by _____ Seconded by _____ Vote _____

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

Motion by _____ Seconded by _____ Vote _____

13. Quarterly Report of District Investment Performance and annual policy review **Discussion**

CONSENT CALENDAR **Action**

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

It is recommended that the Board approve:

- 14.** Minutes from the October 20, 2022, Board of Trustees meeting
- 15.** Ratification of purchase order report ending October 31, 2022
- 16.** Ratification of check report ending October 31, 2022
- 17.** Coastline ROP labor market study translation and publishing quotes
- 18.** DocuSign agreement effective November 1, 2022 – October 31, 2025
- 19.** Purchase of anatomage tables
- 20.** CTE TEACH Site Memorandum of Understanding between the Colton-Redlands-Yucaipa Regional Occupational Program and Coastline ROP
- 21.** Memorandum of Understanding between Phantom Design and Coastline ROP
- 22.** Independent Contract Agreement between Coastline ROP and Dr. Brandee Ramirez
- 23.** Mission Viejo Chamber of Commerce membership renewal
- 24.** Inventory deletion report
- 25.** Personnel Register #4 – 2022-2023 (Approval of employee appointments, release, retirements, terminations. leaves, transfers, promotions, stipends, additional/overtime assignments)
- 26.** Approval/Ratification of travel conference report

Motion by _____ Seconded by _____ Vote _____

27. CYBERFORWARD PRESENTATION **Information**

NEW BUSINESS

Information

ADJOURNMENT

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

Next Scheduled Meeting: December 15, 2022

TO: Board of Trustees

FROM: Brian Dozer

DATE: November 3, 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: Sesar Morfin

DATE: November 1, 2022

SUBJECT: Quarterly Report of Investment Performance

Per our Investment Policy BP 3430, I am presenting the quarterly report of investment performance for the quarter ending September 30, 2022.

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

- The investment report is for the month and quarter ending September 30, 2022.
- The quarter yield was as follows for the investments referenced below:

Investment	Yield
Combined OC Educational Investment Pool	0.9778%

The monthly yield for the following fund is as follows:

Investment	Yield
Educational Money Market Fund	2.394%
Extended Fund	1.249%

These yields are higher than what was budgeted for this time period. A budget adjustment may be brought to the board in the near future to consider these higher yields. We will continue to monitor these yields closely during the course of the year and keep the board informed.

Based on cash availability projections, the Treasurer indicated the pool can meet projected cash flow requirements through March 31, 2023.

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

yearly contribution for the 2021-2022 year into this fund. The most recent deposit made into the account was this past July in the amount of \$10,000 which is the yearly contribution for the 2022-2023 year.

The three-month investment performance for this fund was -5.36%. The previous three-month investment performance for this fund was -11.57%. Although losses were less compared to the previous period, this still represents an investment loss to be mindful of.

Our balance in this fund as of September 30, 2022, was approximately \$38,489. This negative return is not surprising given the volatile stock market over the past year due to the pandemic, supply chain delays, high inflation and interest rates, the war in Ukraine, etc.

Currently, Coastline is utilizing a balanced index investment strategy. This is a moderately aggressive investment strategy which targets a moderate amount of current income with moderate capital growth. Our goal is to earn 6% - 8% on our investment on an annual basis over the long-term (5+ years). Although the yields were not what we hoped during this time period, staff recommends that we leave the investment strategy unchanged while continuing to closely monitor the performance of this investment and keeping the Board of Trustees informed.

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

Enclosure

ORANGE COUNTY TREASURER-TAX COLLECTOR
ORANGE COUNTY INVESTMENT FUND (OCIF)
ORANGE COUNTY TREASURER'S POOL (OCTP) AND SPECIFIC INVESTMENT ACCOUNTS ⁽¹⁾
FOR THE MONTH AND QUARTER ENDED: September 30, 2022

OCTP INVESTMENT STATISTICS - By Reporting Entity

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 09/30/2022	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
Orange County Investment Pool (OCIP)	MARKET Value \$ 5,348,175,685	254	1.659%	1.315%	1.057%	0.9781 ⁽²⁾
	COST (Capital) \$ 5,462,377,863					
	MONTHLY AVG Balance \$ 5,297,263,888					
	QUARTERLY AVG Balance \$ 5,452,758,290					
	BOOK Value \$ 5,468,057,996					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 6,205,476,136	256	1.647%	1.255%	1.050%	0.9778 ⁽²⁾
	COST (Capital) \$ 6,339,531,783					
	MONTHLY AVG Balance \$ 6,166,016,371					
	QUARTERLY AVG Balance \$ 6,346,213,819					
	BOOK Value \$ 6,346,169,856					

INVESTMENT STATISTICS - Specific Investment Accounts

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
Specific Investment		
Funds:	MARKET Value \$ 108,136,459	John Wayne Airport Investment Fund \$ 53,656,058
283, FVSD, CCCD	COST (Capital) \$ 111,776,947	Fountain Valley School District Fund 40 34,710,313
	MONTHLY AVG Balance \$ 111,673,378	CCCD Series 2017E Bonds 23,410,576
	QUARTERLY AVG Balance \$ 111,415,198	
	BOOK Value \$ 111,105,881	
		\$ 111,776,947

OCIF TOTALS

INVESTMENTS		CASH	
OCIP	\$ 5,462,377,863		
OCEIP	6,339,531,783		
Specific Investment	111,776,947	Cash	313,185,064
Totals	\$ 11,913,686,593		\$ 313,185,064

Total Assets in the County Treasury **\$ 12,226,871,657**

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCIP - YTD NET YIELD	1.002%	OCIP	254
OCEIP - YTD NET YIELD	0.995%	OCEIP	256
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	2.449%	JOHN WAYNE AIRPORT	12
90-DAY T-BILL YIELD - MONTHLY AVERAGE	3.104%	LGIP (Standard & Poors)	22

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

(2) The current NAVs for OCIP and OCEIP have dropped to .9781 and .9778 respectively. Short-term rates have risen causing the market values on OCIP and OCEIP to drop below book values. The OCIP and OCEIP have sufficient liquidity to meet projected cash flow needs.

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

October 1, 2021 - September 30, 2022

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month September 2022</i>				
OCMMF	\$ 324,868,347	\$ 629,932	2.397%	9
OCEMMF	\$ 310,299,484	\$ 600,485	2.394%	10
Extended Fund	\$ 10,918,483,990	\$ 11,123,522	1.249%	269
<i>August 2022</i>				
OCMMF	\$ 324,833,131	\$ 547,357	1.986%	9
OCEMMF	\$ 310,293,432	\$ 479,146	1.973%	9
Extended Fund	\$ 10,694,696,056	\$ 9,587,208	1.022%	274
<i>July 2022</i>				
OCMMF	\$ 324,736,176	\$ 364,722	1.222%	10
OCEMMF	\$ 260,261,860	\$ 261,096	1.182%	11
Extended Fund	\$ 11,097,002,918	\$ 8,429,900	0.851%	291
<i>June 2022</i>				
OCMMF	\$ 354,493,336	\$ 293,556	0.954%	31
OCEMMF	\$ 260,180,542	\$ 198,095	0.863%	26
Extended Fund	\$ 11,766,442,946	\$ 7,070,812	0.726%	298
<i>May 2022</i>				
OCMMF	\$ 429,665,178	\$ 207,527	0.522%	19
OCEMMF	\$ 290,311,865	\$ 139,521	0.505%	17
Extended Fund	\$ 11,563,867,649	\$ 6,460,481	0.633%	328
<i>April 2022</i>				
OCMMF	\$ 479,650,646	\$ 132,018	0.254%	28
OCEMMF	\$ 390,295,755	\$ 105,581	0.286%	20
Extended Fund	\$ 12,120,284,335	\$ 5,706,263	0.570%	336
<i>March 2022</i>				
OCMMF	\$ 679,730,867	\$ 91,041	0.162%	19
OCEMMF	\$ 590,239,224	\$ 65,278	0.174%	30
Extended Fund	\$ 10,891,240,109	\$ 4,429,056	0.485%	376
<i>February 2022</i>				
OCMMF	\$ 629,662,251	\$ 22,805	0.063%	35
OCEMMF	\$ 400,119,886	\$ 16,706	0.077%	28
Extended Fund	\$ 10,771,548,197	\$ 4,110,963	0.484%	397
<i>January 2022</i>				
OCMMF	\$ 479,759,067	\$ 14,572	0.033%	16
OCEMMF	\$ 350,171,237	\$ 13,971	0.032%	22
Extended Fund	\$ 11,073,358,118	\$ 4,343,028	0.457%	403
<i>December 2021</i>				
OCMMF	\$ 579,750,251	\$ 14,955	0.042%	32
OCEMMF	\$ 600,064,397	\$ 18,829	0.067%	30
Extended Fund	\$ 11,453,150,516	\$ 4,424,607	0.453%	389
<i>November 2021</i>				
OCMMF	\$ 368,750,232	\$ 17,393	0.046%	19
OCEMMF	\$ 166,072,078	\$ 6,501	0.032%	12
Extended Fund	\$ 10,176,143,248	\$ 4,474,543	0.548%	413
<i>October 2021</i>				
OCMMF	\$ 598,728,996	\$ 20,700	0.043%	29
OCEMMF	\$ 366,066,491	\$ 13,024	0.033%	20
Extended Fund	\$ 9,560,586,994	\$ 4,637,497	0.595%	422
Fiscal Year July 1, 2022 - June 30, 2023	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
OCIP	\$ 5,297,693,247	\$ 14,911,024	1.057%	262
OCEIP	\$ 5,921,394,468	\$ 17,112,344	1.050%	266

ORANGE COUNTY TREASURER-TAX COLLECTOR
CASH AVAILABILITY PROJECTION
FOR THE SIX MONTHS ENDING MARCH 31, 2023

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

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

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

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

The Cash Availability Projection for the six months ending March 31, 2023, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

ORANGE COUNTY INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2022 - Ending Cash				\$ 148,106,803
October	\$ 1,098,511,063	\$ 1,202,412,094	\$ 534,896,986	1,914,132,974
November	460,942,953	1,440,164,076	1,506,326,400	2,308,913,603
December	17,907,478	2,631,389,962	2,749,641,815	2,208,569,228
January	314,767,397	535,118,612	1,355,578,324	1,702,876,913
February	281,672,863	646,339,862	473,830,650	2,157,058,988
March	185,075,469	1,008,699,477	873,601,407	2,477,232,527

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2022 - Ending Cash				\$ 136,494,904
October	\$ 1,197,906,114	\$ 427,490,362	\$ 792,201,401	969,689,979
November	540,946,422	922,003,013	833,160,415	1,599,478,999
December	21,015,585	1,766,173,665	570,396,462	2,816,271,787
January	369,399,937	505,432,939	1,043,845,492	2,647,259,171
February	330,561,357	344,721,789	713,467,733	2,609,074,584
March	217,198,056	624,040,765	852,385,782	2,597,927,623

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
For the Month and Quarter Ended September 30, 2022

	<u>Month</u>	<u>Quarter</u>
Treasurer's Accountability at the Beginning of the Period:	\$ 11,995,865,208	\$ 13,003,982,916
Cash Receipts:		
County	615,298,940	1,606,604,959
School and Community College Districts	1,005,651,566	1,886,154,213
Total Cash Receipts	<u>1,620,950,506</u>	<u>3,492,759,172</u>
Cash Disbursements:		
County	558,669,011	2,058,264,782
School and Community College Districts	834,286,208	2,224,239,081
Total Cash Disbursements	<u>1,392,955,219</u>	<u>4,282,503,863</u>
Net Change in Cost Value of Pooled Assets	<u>227,995,287</u>	<u>(789,744,691)</u>
Net Increase in Non-Pooled Investments	202,472	529,683
Net Decrease in Non-Pooled Cash	<u>2,808,690</u>	<u>12,103,749</u>
Treasurer's Accountability at the End of the Period:	<u>\$ 12,226,871,657</u>	<u>\$ 12,226,871,657</u>
Assets in the Treasury at the End of the Period (at Cost Value):		
Pooled Investments:		
Orange County Investment Pool		\$ 5,462,377,863
Orange County Educational Investment Pool		6,339,531,783
Total Pooled Investments		<u>11,801,909,646</u>
Non-Pooled Investments:		
Non-Pooled Investments - John Wayne Airport		53,656,058
Non-Pooled Investments - Fountain Valley School District Fund 40		34,710,313
Non-Pooled Investments - CCCD Series 2017E Bonds		23,410,576
Total Non-Pooled Investments		<u>111,776,947</u>
Cash and Cash Equivalent:		
Cash in banks - County		147,967,938
Cash in banks - Schools		136,494,905
Cash in banks - OC Sheriff		13,563,356
Cash in banks - John Wayne Airport		15,020,000
Cash - Other		138,865
Total Cash		<u>313,185,064</u>
Total Assets in the Treasury at the End of the Period:		<u>\$ 12,226,871,657</u>

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
09/01/2022 to 09/30/2022

Sesar Morfin

COASTLINE ROP
Coastline Regional Occupational Program PARS PAPEBT

Plan Summary

Beginning Plan Value as of 09/01/2022	\$41,545.21
Change in Plan Value	\$(3,056.08)
Ending Plan Value as of 09/30/2022	\$38,489.13

Activity Summary by Source

Source	Balance on 09/01/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Balance on 09/30/2022
OPEB	\$41,545.21	\$0.00	\$(3,036.94)	\$(19.14)	\$0.00	\$0.00	\$38,489.13
Totals	\$41,545.21	\$0.00	\$(3,036.94)	\$(19.14)	\$0.00	\$0.00	\$38,489.13

Transactions for the Period

Source	Date	Description	Amount
OPEB	09/29/2022	INTER-ACCOUNT TRANSFER IN	\$8.66
OPEB	09/29/2022	INTER-ACCOUNT TRANSFER OUT	\$(8.66)
OPEB	09/29/2022	TRUST ADMINISTRATOR FEES	\$(8.66)
OPEB	09/30/2022	ACCOUNT GAINS/(LOSSES)	\$(3,036.94)
OPEB	09/30/2022	ASSET MGMT FEES	\$(10.48)

Investment Selection

Source	Selected Investment
OPEB	US Bank Balanced Index

Investment Objective

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

Investment Performance

Source	1-Month	3-Month	1-Year	Annualized Return			Inception Date
				3-Years	5-Years	10-Years	
OPEB	-7.31%	-5.36%	-16.97%	-	-	-	06/17/2021

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
09/01/2022 to 09/30/2022

Sesar Morfin

COASTLINE ROP
Coastline Regional Occupational Program PARS PAPEBT

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

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING
Minutes
October 20, 2022**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on October 20, 2022, in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:08 a.m. by Lynn Davis.

Present Members	Other			
Lynn Davis	Brian Dozer	Grant Litfin	Jasmine Pachnanda	Rina Lucchese
Michelle Barto	J. S. Coke	Kim Thomason	Kathryn Saucedo	Suhina Chand
Suzie Swartz	Sesar Morfin	Siteria Edwards	Kristina Horn	Alita Salazar
Bonnie Castrey	Debbie Ludwig	Jeanne Bennett	Keyon Jazayeri	Mahita Adluri
Lauren Brooks	Rocky Murray	Alex Perez	Hasan Asrar	
	Ulises Garcia	Kevin Astor	Keith Strier	
	Mike Sciacca	Amy Kaufman	Victoria Rivett	

CLOSED SESSION There was nothing to report out of closed session. Open session convened at 9:50 a.m.

ADOPTION OF AGENDA It was moved by Member Barto, seconded by Member Brooks, to adopt the agenda with Consent Calendar item 19, minutes from September 13, 2022, and item 20, minutes from October 11, 2022, to be voted on separately. Motion carried 5-0.

SUPERINTENDENT’S REPORT Brian Dozer welcomed our partners at CEO Leadership Alliance of Orange County, Intel, NVIDIA, the students who won the Intel AI Impact Creator award, and their parents to the board meeting. He was excited for the Board to hear from them about our partnership, the Careers in AI Career Exploration Experience, and the competition our students won. This partnership and program are great examples of the type of work we believe has tremendous impact for our students.

Dr. Dozer attended the “state of the district” events with our Educational Services team over the last month and said it was nice to hear of the importance of and dedication to career education. He also loved seeing culinary students showcasing their talents. At a recent event at Woodbridge High School, he spoke with a student who said that discovering the culinary class was the best thing that had happened to her in high school and that Chef Rochelle Van Der Merwe was her favorite teacher. It was a great affirmation of how impactful and important our work is. The people he spoke to at the time were amazed to hear from a high school student just how much she loved her class and how it impacted her now and her future career path.

Dr. Dozer reported applications for the next rounds of our annual grants have been submitted. He believes we have very strong applications for both and thanked our districts for their help in completing the applications.

For CTEIG, the Career Technical Education Incentive Grant round 8, we have requested \$1,920,000 to support JPA initiatives. We expect to learn of our grant award in January or February of 2023. These funds will be used from July 1, 2023, through December 31, 2024.

For the K12 Strong Workforce Program grant round 5, we have submitted an application under the theme: Business and ICT: An Industry Need, An Expedient Option for Students. The grant request is for \$715,820. Deliberations by the selection committee conclude in November, and preliminary awards will be announced in December 2022. These funds will be expended between January 2023 and June 2025.

Dr. Dozer thanked our board members for their guidance and review of our marketing plans earlier this month. Dr. Dozer believes we have a more focused approach and look forward to finalizing the plan by the end of the year. Next up on our list is to visit schools with our marketing consultant, Ms. Sonia Ramirez, in the coming weeks for additional information and ideas.

This Fall, has been busy with multiple professional development opportunities for our staff:

- Our managers all recently completed the FRISK training for addressing below-standard employee performance in an all-day session with AALRR. Thank you to Siteria Edwards for coordinating that for us.
- Cabinet has been working with Business Emergency Response Teams (BERT) to develop our emergency action plan. We have completed 2 of our five sessions and will culminate in drills for all employees working at the Presidio site on November 30. Thank you to Sesar Morfin for his hard work setting everything up and serving as our Incident Commander.
- Lastly, on Monday, October 17, we completed our 2nd meeting on the Entrepreneurial Mindset project with the Entrepreneurial Learning Initiative. The project teams are making great progress, and Dr. Dozer is very excited by the energy and enthusiasm of everyone. After the meeting, he had a debrief session with the CEO and President of ELI; they feel we are on track as an organization with where we should be in the process.

Activity on the legislative front has calmed down, but he is happy to share the Governor signed AB 185, the K-12 education omnibus bill, at the end of September. Included in that measure is language to extend until July 1, 2027, the authority to count a CTE course toward the state high school graduation requirements in lieu of a course in visual performing arts or foreign language. Two organizations we belong to, CAROCP and the CTE JPA Coalition,

lobbied fiercely to add this. We also received support from Senator Dave Min's office. This is great news for our students!

We strongly believe that ROP/CTE classes are for EVERY student, regardless of their post-secondary plans. For those pursuing admission to a 4-year university, how do they create a narrative in their essay around their ROP/CTE experience that sets them apart from other students? Next Tuesday, Coastline ROP will hold a "Changing the Narrative" webinar addressing this challenge. The webinar includes one of our former career specialists, who is an application reader at UCI, as well as admissions representatives from Johns Hopkins University and Stony Brook University. Kudos to Educational Services for their work in pulling this together.

Lastly, Dr. Dozer was excited to bring an MOU with Vital Link to the board today for an exhibit day program at the feeder middle schools for each district. It is very important to introduce middle school students to career education pathways and opportunities they will have at their high schools. This is an important piece of our efforts to spread awareness of Coastline ROP courses, support our districts in their career education programs, and increase enrollments across the JPA.

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

EDUCATIONAL SERVICES' REPORT

On Saturday, October 8, we hosted our teachers for a professional development day. The topics included suicide prevention presented by trainers from the Orange County Department of Education, social-emotional learning, and proactive classroom management. We also provided an overview of how we will assess our Student Learning Outcomes, or SLOs, beginning this year to provide invaluable feedback supporting our accreditation action plan.

Building partnerships with local businesses is a hallmark of a healthy ROP. These partnerships can provide work-based learning activities for our students that can broaden their experiences in the workforce. Some weeks ago, Dr. Dozer contacted a company called Phantom Design, a digital media content creation company. They indicated they wanted to host our students on some upcoming projects. On September 28, four of our digital media arts teachers, Krista Ganga, James Piccola, and J. S. Coke, met with the company's leadership virtually to brainstorm how to accomplish this. We are looking for a date when the teachers and leadership can visit the company's headquarters in Lake Forest. The MOU is near completion and will be on the November board agenda. Mr. Coke wanted to share this glimpse into the relationship-building process with businesses for the mutual success of students and the business community.

Mr. Coke was happy to report that more of our students have acquired jobs in their ROP fields of study. In Culinary Arts, Renee Axton at Ocean View High School became employed at Subway, while an Ocean View High School graduate from last year, Anna Gasbar, is now working at Five Guys. Another Ocean View High School student, Wyatt Jones, works in the meat department at a local Albertsons. Michael Rodriguez from Westminster High School has already been offered and "pre-accepted" a job at Santa Maria BBQ, his internship site in Huntington Beach. Another Culinary Arts Internship student, Taehan "Luke" Lee, a current student from Northwood High School, is still working at his internship site at Terrace by Mix Mix and has been accepted at the Culinary Institute of America at Hyde Park, NY. Solomon Pool, an advanced culinary arts student at Ocean View High School who went to FCCLA last year, had an interview on October 19 at Luna Grill, and we look forward to hearing how that went. The chef at Populaire/Catering by Mix Mix has indicated he is interested in hiring at least two more of our interns after this semester is over.

AB 361 – BROWN ACT AMENDMENT

There was no action taken.

BOARD MEETING DATE/TIME CHANGES

There was no action taken.

VITAL LINK MEMORANDUM OF UNDERSTANDING

It was moved by Member Swartz, seconded by Member Brooks, to approve the memorandum of understanding with Vital Link for the Middle School Exhibit Day Program. Motion carried 5-0.

SALARY INCREASE

It was moved by Member Swartz, seconded by Member Barto, to approve a 3% COLA for unrepresented employees retroactive to July 1, 2022. Motion carried 5-0.

RECRUITMENT/RETENTION INCENTIVES

It was moved by Member Brooks, seconded by Member Swartz, to approve a recruitment/retention incentive of \$5,000 for unrepresented employees and includes the superintendent, director of educational services, and director of business services. Motion carried 5-0.

MODIFICATION OF CONTRACT

It was moved by Member Swartz, seconded by Member Brooks, to approve the modification of the employment contract for the Director of Educational Services. Motion carried 4-1.

MODIFICATION OF CONTRACT

It was moved by Member Brooks, seconded by Member Swartz, to approve the modification of the employment contract for the Director of Business Services. Motion carried 5-0.

MODIFICATION OF CONTRACT

It was moved by Member Swartz, seconded by Member Brooks, to approve the modification of the employment contract for the Superintendent. Motion carried 5-0.

CONSENT CALENDAR

It was moved by Member Castrey, seconded by Member Brooks, to approve the Consent Calendar without item number 19, minutes from the September 13, 2022, board meeting, and item 20, minutes from the October 11, 2022, board meeting, pulled for a separate vote. Motion carried 5-0.

- Ratification of purchase order report ending September 30, 2022
- Ratification of check report ending September 30, 2022
- Section Cost Reduction Memorandums of Understanding with Huntington Beach Union High School District, Irvine, Newport-Mesa, Saddleback Valley, and Tustin Unified School Districts
- Contract renewal with CourseStorm for online class registration
- New internship sites
- Personnel Register #3 – 2022-2023 (Approval of employee appointments, release, retirements, terminations. leaves, transfers, promotions, stipends, additional/overtime assignments)
- Approval/Ratification of the travel conference report

**MINUTES FROM
SEPTEMBER 13, 2022,
AND OCTOBER 11,
2022**

It was moved by Member Swartz, seconded by Member Barto, to approve the board meeting minutes from September 13, 2022, and October 11, 2022. Motion carried 4-0, with 1 abstention.

ADJOURNMENT

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

The meeting adjourned at 10:49 a.m.

Clerk/Secretary

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/10/2022**

FROM 10/01/2022 TO 10/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95A0321	BERT WORKPLACE SAFETY SOLUTION	3,125.00	3,125.00	01970900 5890	Emergency & Disaster Prep / OTHER CONTRACTED
S95C0289	F & M CREDIT CARD	72.39	72.39	01900910 4360	General Admin/F7200 / REFRESHMENTS MTGS - FOOD
S95C0290	AMAZON	25.74	25.74	01743743 4330	Zuniga/NHHS Career Specialist / Office Supplies-Consumables
S95C0291	APPLE COMPUTER INC	5,248.66	5,248.66	0101460 4430	Behrens/Theater Tech HB C6 / NON-CAP EQUIP/Comp &
S95C0292	AMAZON	22.62	22.62	01658000 4330	Coke/Director, EDU Services / Office Supplies-Consumables
S95C0293	ZOOM VIDEO COMMUNICATIONS INC	79.00	79.00	0171220 5888	Asrar-WBL/Outreach Specialist / Internet - Software/Licenses
S95C0294	F & M CREDIT CARD	42.02	42.02	01910910 4360	Mainsite/School Admin F2700 / REFRESHMENTS MTGS
S95C0295	AMAZON	51.69	25.85	01602005 4430	Piccola/Coordinator Instructor / NON-CAP EQUIP/Comp &
			23.26	0168219 4430	Krege/Program Asst-SS SWP 3 / NON-CAP EQUIP/Comp &
			2.58	0168220 4430	Krege/ProgrAsst-Instr Sup SWP3 / NON-CAP EQUIP/Comp &
S95C0296	CANVA	119.99	119.99	01730000 5888	Student Services / Internet - Software/Licenses
S95C0297	AMAZON	46.84	46.84	0122010009 4300	Rabbit/CHS IUSD / MATERIALS & SUPPLIES
S95C0298	AMAZON	1,724.00	1,724.00	0102361 4430	Murphy/Art of TV PHS C6 / NON-CAP EQUIP/Comp &
S95C0299	AMAZON	549.49	549.49	0102361 4300	Murphy/Art of TV PHS C6 / MATERIALS & SUPPLIES
S95C0300	DICKIES	1,188.26	1,188.26	0101460 4300	Behrens/Theater Tech HB C6 / MATERIALS & SUPPLIES
S95C0301	HOME DEPOT	2,247.41	277.75	0101460 4300	Behrens/Theater Tech HB C6 / MATERIALS & SUPPLIES
			1,969.66	0101460 4490	Behrens/Theater Tech HB C6 / NON CAP EQUIP - OTHER
S95C0302	WHITE CAP	513.87	513.87	0101460 4300	Behrens/Theater Tech HB C6 / MATERIALS & SUPPLIES
S95C0303	SHOP.ETCONNECT.COM	51.72	51.72	0101460 4300	Behrens/Theater Tech HB C6 / MATERIALS & SUPPLIES
S95C0305	AMAZON	2,414.46	2,414.46	0101460 4300	Behrens/Theater Tech HB C6 / MATERIALS & SUPPLIES
S95C0306	B & H PHOTO	2,035.95	2,035.95	0101460 4430	Behrens/Theater Tech HB C6 / NON-CAP EQUIP/Comp &
S95C0307	TUSTIN UNIFIED SCHOOL DISTRICT	76,169.92	76,169.92	0198456 5890	TUSD All Instruction C-6 / OTHER CONTRACTED
S95C0308	AMAZON	64.76	64.76	0111060005 4300	Zimmerman/ROP NMUSD / MATERIALS & SUPPLIES

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/10/2022**

FROM 10/01/2022 TO 10/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0309	AMAZON	99.11	89.20	0168219 4330	Krege/Program Asst-SS SWP 3 / Office Supplies-Consumab
			9.91	0168220 4330	Krege/ProgrAsst-Instr Sup SWP3 / Office
S95C0310	MCKESSON GENERAL MEDICAL CORP	534.85	534.85	0111060005 4300	Zimmerman/ROP NMUSD / MATERIALS & SUPPLIES
S95C0311	WORTHINGTON DIRECT	1,147.13	573.56	0111060004 4410	Morrison/ROP NMUSD / NON CAP EQUIP - FURNITURE
			573.57	0111060005 4410	Zimmerman/ROP NMUSD / NON CAP EQUIP -
S95C0312	MEDCO SUPPLY COMPANY	89.41	89.41	01659001 4330	Schweers-Ganga/Admin EDU Srvc / Office
S95C0313	STAPLES BUSINESS ADVANTAGE	358.80	358.80	0111030002 4330	McNeil/CMHS NMUSD CTEIG 6 / Office
S95C0314	ZAHOUREK SYSTEMS INC	749.00	749.00	0144050004 4300	Milgrim/MVHS THHS CTEIG 7 / MATERIALS &
S95C0315	DOCUSIGN INC LOCKBOX	8,900.00	5,933.63	01780960 5895	Centralized Data Processing / OTH CONTR
			2,966.37	01999990 9330	Revenue 0105 (6350) / PREPAID EXPENSES
S95C0316	AMAZON	602.31	602.31	01970910 4330	School Safety / Office Supplies-Consumable
S95C0318	HENRY SCHEIN INC.	63.02	63.02	0111060001 4300	Burns/ROP NMUSD / MATERIALS & SUPPLIES
S95C0319	AMAZON	164.27	164.27	0144030004 4300	Siemonsma/MVHS SVUSD CTEIG 7 / MATERIALS &
S95C0322	WORTHINGTON DIRECT	2,170.71	2,170.71	016019085 4410	All Instruction COVID / NON CAPEQUIP - FURNITURE
S95C0323	HALECREST PARK INC.	600.00	600.00	01900890 5630	Mfg Rm/Facility Rental F2700 / FACILITY RENTAL
S95C0327	OFFICE DEPOT	43.93	29.43	01648200 4330	All Instruction 0105 (6350) / Office Supplies-Consumable
			14.50	01660000 4330	Instructional Support / Office Supplies-Consumable
S95C0328	AMAZON	117.82	66.75	0122010009 4300	Rabbit/CHS IUSD / MATERIALS & SUPPLIES
			51.07	0122010009 4330	Rabbit/CHS IUSD / Office Supplies-Consumable
S95C0329	OFFICE DEPOT	143.93	57.58	01742693 4330	L.Eberh/NWHS Career Specialist / Office
			86.35	01742754 4330	L.Eberh/Woodbridge Career Spec / Office
S95C0331	AMAZON	22.62	9.05	01742693 4330	L.Eberh/NWHS Career Specialist / Office
			13.57	01742754 4330	L.Eberh/Woodbridge Career Spec / Office
S95C0332	SPLASHTOP	148.80	148.80	01780940 5888	Information Technology F-7700 / Internet - Software/Licens

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/10/2022**

FROM 10/01/2022 TO 10/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0333	COURSESTORM INC.	2,000.00	1,333.33	01910910 5888	Mainsite/School Admin F2700 / Internet - Software/License
			666.67	01999990 9330	Revenue 0105 (6350) / PREPAID EXPENSES
S95C0334	ATKINSON ANDELSON LOYA RUUD &	79.00	79.00	01764930 5220	Edwards, S / HR Administrator / CONFERENCES &
S95C0335	OFFICE DEPOT	212.63	212.63	0122010001 4300	Kirkwood/CHS / MATERIALS & SUPPLIES
S95C0336	AMAZON	82.93	82.93	0108463 4300	Van Der Merwe/Culin Arts OV C6 / MATERIALS &
S95C0337	AMAZON	443.51	443.51	0119063 4300	Petzold/BITA 1 CHS C6 IUSD / MATERIALS & SUPPLIE
S95C0338	AMAZON	426.56	426.56	016019087 4330	Information Technology COVID / Office
S95C0339	F & M CREDIT CARD	332.95	332.95	01910910 4360	Mainsite/School Admin F2700 / REFRESHMENTS MTGS
S95C0340	STARBUCKS	50.00	50.00	01910910 4360	Mainsite/School Admin F2700 / REFRESHMENTS MTGS
S95T0324	CERTIFIED TRANSPORTATION SERVI	672.75	672.75	0111046 5825	Hartel/EST NMUSD CTEIG-6 / CONTR SVCS - FIELD
S95X0304	DEPT OF JUSTICE	448.00	448.00	0122010000 5850	Ghaderifard/CHS IUSD / FINGERPRINTING - BCKGRND
S95X0317	RUIZ, AARON	200.00	185.00	01742712 5290	Ruiz A/Irvine CS / MILEAGE NON TAXABLE
			15.00	01742792 5290	Ruiz A/Creekside Car Spec / MILEAGE NON TAXABLE
S95X0320	PHAM, JOANN	350.00	350.00	01743813 5290	Pham/NMUSD Multi-Site Car Spec / MILEAGE NON
S95X0325	NEWPORT URGENT CARE	1,500.00	1,500.00	0111060002 5892	Almero /ROP NMUSD / PHYSICAL EXAMS/MEDICAL
S95X0326	HENRY SCHEIN INC.	600.00	600.00	0111060000 5890	Fernandez-Bocanegra/ROP NMUSD / OTHER
S95X0330	VERIZON BUSINESS	303.92	303.92	0133040000 5940	Hayden/MHS HBUHSD / Communications - Intrnet Svcs
	Fund 01 Total:	119,451.75			
	Total Amount of Purchase Orders:	119,451.75			

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES 11/10/2022

FRO 10/01/2022 **TO** 10/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>CHANGE ACCOUNT AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95A0264	ATKINSON ANDELSON LOYA RUUD & OFFICE DEPOT	6,000.00	+2,000.00	Board Expenditures / LEGAL SERVICES
S95C0269	OFFICE DEPOT	594.05	-0.46	Media Resource Center/F.2700 / Office Supplies-Consumable
S95X0000	MARGARET A. CHIDESTER & ASSOCI	3,000.00	+2,000.00	Board Expenditures / LEGAL SERVICES

Fund 01 Total: 3,999.54

Total Amount of Change Orders: 3,999.54

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Check Report 10/1/2022 – 10/31/2022

Fund 01

General

Total Checks: \$261,657.46

Recommended for
Board Ratification By



Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 10/1/2022 to 10/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032022	COASTLINE ROP REVOLVING CASH F	1066/100473	OH	10/05/2022		MW	IS	2.16
95	00032023	COKE, JOHN S.	OOPE-092622COK	OH	10/05/2022		MW	IS	685.16
95	00032024	DOZER, BRIAN	OOPE-092822DOZ	OH	10/05/2022		MW	IS	39.86
95	00032025	EFOODHANDLERS INC.	T-26906	OH	10/05/2022		MW	IS	1,260.00
95	00032026	HENRY SCHEIN INC.	25288116	OH	10/05/2022		MW	IS	2,181.10
95	00032027	LUDWIG, DEBBIE	OOPE-092822LUD	OH	10/05/2022		MW	IS	48.96
95	00032028	MEDICAL DISCOUNT MARKETING	7168	OH	10/05/2022		MW	IS	107.75
95	00032029	MICRO CENTER A/R	12097299	OH	10/05/2022		MW	IS	157.26
95	00032030	MISICH, THOMAS	9/06-9/30 MISICH	OH	10/05/2022		MW	IS	44.63
95	00032031	NORTHERN OC SELF WC AGENCY	275107	OH	10/05/2022		MW	IS	21,898.00
95	00032032	OFFICE DEPOT	267710121001	OH	10/05/2022		MW	IS	561.92
95	00032033	READYREFRESH BY NESTLE	1210027000850	OH	10/05/2022		MW	IS	227.07
95	00032034	SMART & FINAL	72201	OH	10/05/2022		MW	IS	149.38
95	00032035	VAN DER MERWE, ROCHELLE	OOPE092722VAN	OH	10/05/2022		MW	IS	112.19
95	00032036	APPLE COMPUTER INC	JA27113015	OH	10/07/2022		MW	IS	53.88
95	00032037	OCCUPATIONAL HEALTH CENTERS OF	76798849	OH	10/07/2022		MW	IS	33.00
95	00032038	OCSBA	101922DOZER-CO	OH	10/07/2022		MW	IS	110.00
95	00032039	SMART & FINAL	7501/592	OH	10/07/2022		MW	IS	188.31
95	00032040	STUDICA	SINV22371	OH	10/07/2022		MW	IS	6,545.00
95	00032041	VAN DER MERWE, ROCHELLE	OOPE-092922VAN	OH	10/07/2022		MW	IS	369.63
95	00032042	ACSA FOUNDATION FOR ED ADMIN	INV24719	OH	10/11/2022		MW	IS	800.00
95	00032043	ASRAR, HASAN	9/01-9/21ASRAR	OH	10/11/2022		MW	IS	37.81
95	00032044	CALICO BUILDING SERVICES	R1048142	OH	10/11/2022		MW	IS	2,594.50
95	00032045	CLC	3/01-3/31/22 IDT	OH	10/11/2022		MW	IS	50.00
95	00032046	ESCOTO, PASHIA	9/08-9/30ESCOTO	OH	10/11/2022		MW	IS	27.56
95	00032047	Friendsbeauty.com	SI-142223	OH	10/11/2022		MW	RV	630.89
95	00032048	INGARDIA BROS PRODUCE INC	07426886	OH	10/11/2022		MW	IS	1,323.33
95	00032049	INTERMEDIA.NET INC	2210239307	OH	10/11/2022		MW	IS	880.12
95	00032050	LAKESHORE LEARNING MATERIALS	548136092822	OH	10/11/2022		MW	IS	16.19
95	00032051	LUDWIG, DEBBIE	OOPE-100522LUD	OH	10/11/2022		MW	IS	8.99
95	00032052	SCHWEERS-GANGA, KRISTA	OOPE-100522KSG	OH	10/11/2022		MW	IS	16.38
95	00032053	SMART & FINAL	7601	OH	10/11/2022		MW	IS	53.80
95	00032054	Stangarone, Staci	OOPE-092622STANO	OH	10/11/2022		MW	IS	23.00
95	00032055	TUSTIN AWARDS INC	52199	OH	10/11/2022		MW	IS	33.55

COASTLINE R.O.P.
Consolidated Check Register
 from 10/1/2022 to 10/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032056	V9500382	B & H PHOTO	206336686	OH 10/12/2022		MW	IS	1,508.12
95	00032057	V9502368	CLC	ID PRO-OCT	OH 10/12/2022		MW	IS	40.00
95	00032058	V9500482	FEDEX	7-907-39797	OH 10/12/2022		MW	IS	23.51
95	00032059	V9502496	FHEG Saddleback College Bookst	1145829	OH 10/12/2022		MW	IS	2,864.26
95	00032060	V9501848	GOODHEART WILCOX COMPANY INC	01886920	OH 10/12/2022		MW	IS	3,021.33
95	00032061	V9501068	HARBOR FREIGHT	995147	OH 10/12/2022		MW	IS	216.50
95	00032062	V9502040	METROPOLITAN LIFE INSURANCE CO	SUPP LIFE-OCT	OH 10/12/2022		MW	IS	423.64
95	00032063	V9501350	REEP FOR BENEFITS	KAISER-OCT	OH 10/12/2022		MW	IS	33,799.74
95	00032064	V9500651	SMART & FINAL	46201	OH 10/12/2022		MW	IS	85.83
95	00032065	V9500666	CALIF DEPT OF TAX AND ADMINIST	IN641645	OH 10/14/2022		MW	IS	25.35
95	00032066	V9500045	COASTLINE ROP REVOLVING CASH F	100474/1067	OH 10/14/2022		MW	IS	121.22
95	00032067	V9500387	DEPT OF JUSTICE	608575	OH 10/14/2022		MW	IS	160.00
95	00032068	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2186409	OH 10/14/2022		MW	IS	12.00
95	00032069	V9500651	SMART & FINAL	7201	OH 10/14/2022		MW	IS	334.81
95	00032070	V9502271	VAN DER MERWE, ROCHELLE	OOPE-100622VAN	OH 10/14/2022		MW	IS	717.85
95	00032071	V9501798	BUDD, JULIA	10/05-10/07BUDD	OH 10/17/2022		MW	IS	249.79
95	00032072	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4839714	OH 10/17/2022		MW	IS	56.39
95	00032073	V9504786	HENRY SCHEIN INC.	26130665	OH 10/17/2022		MW	IS	69.25
95	00032074	V9502063	HOME DEPOT	9044017	OH 10/17/2022		MW	IS	2,416.93
95	00032075	V9501785	JONES & BARTLETT LEARNING LLC	BW563032	OH 10/17/2022		MW	IS	33,498.13
95	00032076	V9502233	OCCUPATIONAL HEALTH CENTERS OF	76879665	OH 10/17/2022		MW	IS	33.00
95	00032077	V9503875	OFFICE DEPOT	268623561001	OH 10/17/2022		MW	IS	148.32
95	00032078	V9501750	PETZOLD, DARIN	100822PETZOLD	OH 10/17/2022		MW	IS	119.34
95	00032079	V9504457	RAINBOW DISPOSAL CO INC	0605-000922296	OH 10/17/2022		MW	IS	381.61
95	00032080	V9501499	TIME WARNER CABLE	126309101100122	OH 10/17/2022		MW	IS	1,888.76
95	00032081	V9500422	VERIZON WIRELESS	9917383083	OH 10/17/2022		MW	IS	224.27
95	00032082	V9505546	VISION SERVICE PLAN	816235151	OH 10/17/2022		MW	IS	765.57
95	00032083	V9501919	ATKINSON ANDELSON LOYA RUUD &	662345	OH 10/20/2022		MW	IS	3,368.00
95	00032084	V9500948	CALIFORNIA TACTIC PATROL	196	OH 10/20/2022		MW	IS	1,344.00
95	00032085	V9500045	COASTLINE ROP REVOLVING CASH F	1068/000374	OH 10/20/2022		MW	IS	0.65
95	00032086	V9500795	LUDWIG, DEBBIE	OOPE-101122LUD	OH 10/20/2022		MW	IS	19.96
95	00032087	V9500134	ORANGE COUNTY DEPARTMENT OF ED	94SI1034	OH 10/20/2022		MW	IS	38,500.00
95	00032088	L9500005	TUSTIN UNIFIED SCHOOL DISTRICT	23022	OH 10/20/2022		MW	IS	76,169.62
95	00032089	V9502501	BERT Workplace Safety Solution	22/107	OH 10/25/2022		MW	IS	1,608.00

COASTLINE R.O.P.
Consolidated Check Register
 from 10/1/2022 to 10/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00032090	V9500828	EXXON MOBIL	84422397	OH	10/25/2022		MW	IS	199.72
95 00032091	V9502481	Friends Beauty Supply, Inc.	SI-142223	OH	10/25/2022		MW	IS	630.89
95 00032092	V9500519	GANAHL LUMBER	071399905-1	OH	10/25/2022		MW	IS	365.92
95 00032093	V9502293	INGARDIA BROS PRODUCE INC	07439229	OH	10/25/2022		MW	IS	409.56
95 00032094	V9502493	Pham, Joann	9/02-10/28PHAM	OH	10/25/2022		MW	IS	11.38
95 00032095	V9502500	Ruiz, Aaron	9/15-9/30RUIZ	OH	10/25/2022		MW	IS	20.00
95 00032096	V9500651	SMART & FINAL	8601/592	OH	10/25/2022		MW	IS	225.82
95 00032097	V9501155	SOUTHWEST SCHOOL & OFFICE SUPP	PINV1033681	OH	10/25/2022		MW	IS	149.76
95 00032098	V9501269	AMAZON	998643657956	OH	10/31/2022		MW	IS	2,067.97
95 00032099	V9501269	AMAZON	19Q4-DC1C-4FJR	OH	10/31/2022		MW	IS	3,788.13
95 00032100	V9502326	F & M Credit Card	9439	OH	10/31/2022		MW	IS	5,062.14
95 00032101	V9502142	HALECREST PARK INC.	HALECREST-REN	OH	10/31/2022		MW	IS	600.00
95 00032102	V9502570	KEENAN AND ASSOCIATES	281436	OH	10/31/2022		MW	IS	1,500.00
95 00032103	V9501321	KREGER, RACHEL	OPPE-102022KREGOH	OH	10/31/2022		MW	IS	43.98
95 00032104	V9501385	NEWPORT URGENT CARE	4032841	OH	10/31/2022		MW	IS	985.00
95 00032105	V9500651	SMART & FINAL	901/389	OH	10/31/2022		MW	IS	110.06

Issued: 261,026.57
Reversed: 630.89
95 Bank Total: 261,657.46

Grand Total: 261,657.46

TO: Board of Trustees

FROM: Brian Dozer

DATE: November 3, 2022

SUBJECT: Coastline ROP Labor Market Study Translation

As we discussed at our September board meeting, there is a need to translate the 2022 Labor Market Study into Spanish and Vietnamese in order to reach more parents and students. After looking at several options, we have determined that the Orange County Department of Education (OCDE) offers the best option to have this work done. The total to translate the report into both languages and to re-work the study into a format that fits each language is \$5,115. Of this, \$4,620 will be paid to OCDE and \$495 will be paid to the original contractor of the labor market study, Chrissy Cherry. This will be paid out of our general fund.

It is respectfully requested that the board approve the attached translation and publishing quotes from the Orange County Department of Education and Chrissy Cherry.

Interpretation/Translation Quote 2021-2022

Requestor: Chrissy Cherry
Date: 10/19/2022
Job Type: Translation
Language: Spanish and Vietnamese
Fluency Ref: TBD

Name of documents:	word count	Language	Rate	amount	Desktop Publishing	Total amount
Coastline Book Final - Spreads	5500	Spanish	\$0.22	\$1,210.00	\$880.00	\$2,090.00
Coastline Book Final - Spreads	5500	Vietnamese	\$0.30	\$1,650.00	\$880.00	\$2,530.00
Grand total:	11000			\$2,860.00	\$1,760.00	\$4,620.00

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

For more information, please contact:

Natalia Abarca, MSc.
Program Specialist, Language Services
Educational Services Division
Orange County Department of Education
200 Kalmus Drive, Costa Mesa, CA 92626
Phone: 714-966-4437

INVOICE

DATE

November 1,2022

INVOICE NO

002

Chrissy Cherry

1810 W 19th St
Santa Ana, CA 92706
949-310-4898
ccherry@ocde.us

DESCRIPTION

HOURLY RATE

HOURS

TOTAL

Layout text for LMI Report once translated in Spanish and Vietnamese

\$55.00

9

\$495.00



DocuSign, Inc.
221 Main Street, Suite 1000
San Francisco, CA 94105

Offer Valid Through: Nov
12, 2022

Prepared By: Matt Kristiansen
Quote Number: Q-00927885

ORDER FORM

Address Information

Bill To:

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

Ship To:

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

Billing Contact Name:

Sesar Morfin

Billing Email Address:

smorfin@coastlinerop.net

Billing Phone:

714-429-2220

Shipping Contact Name:

Sesar Morfin

Shipping Email Address:

smorfin@coastlinerop.net

Shipping Phone:

714-429-2220

Order Details

Order Start Date: Nov 1, 2022

Order End Date: Oct 31, 2025

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	Nov 1, 2022	Oct 31, 2025	6,000	\$21,913.04
eSignature Advanced Workflows Addon - Envelope Subs.	Nov 1, 2022	Oct 31, 2025	6,000	\$1,304.35
Premier Support	Nov 1, 2022	Oct 31, 2025	1	\$3,482.61

Grand Total: \$26,700.00

Product Details

eSignature Envelope Allowance: 6,000

Overage/Usage Fees

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

Order Special Terms

Invoice Schedule
Year 1: \$8900.00
Year 2: \$8900.00
Year 3: \$8900.00

Terms & Conditions

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

Billing Information

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

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

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

Purchase Order Information

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

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: \$

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

Customer

Signature:

Name: Coastline ROP

Job Title:

Date:

**DocuSign,
Inc.**

Signature:

Name: AOA

Job Title:

Date:

In Process

TO: Board of Trustees
FROM: Sesar Morfin
DATE: November 1, 2022
SUBJECT: Purchase of Anatomage Tables

Background. Staff has researched and identified a cutting-edge technology that will greatly benefit our students. Anatomage tables give advanced anatomy visualizations to students. They have a library of human and animal cadavers, and they provide visualizations of diagnostic tools like computed tomography scans (CT scans) and magnetic resonance imaging (MRI's). Students can dissect cadavers without the realities of actual dissection labs.

Staff has worked closely with the purchasing and legal departments of the Orange County Department of Education on procuring these tables. Since the anatomage tables are instructional and meet the Public Contract Code (PCC) 20118.3 definition of educational materials, we are not required to formally bid this purchase.

The anatomage tables will be purchased for Sports Medicine and Animal Health classes at Laguna Hills High School, Portola High School, Huntington Beach High School, and the Presidio Campus.

Financial Impact. The total cost of all four (4) tables is \$305,701.60. This cost will be funded with K12 Strong Workforce Program Pathway Improvement grant funds which need to be expended by December 31, 2022.

Recommendation. It is respectfully requested that the Board of Trustees approve the purchase of the four (4) anatomage tables.

Enclosures

Anatomage

Price Quotation

Anatomage Inc.
3350 Thomas Rd, Ste 150
Santa Clara, CA 95054
www.anatomage.com
info@anatomage.com
(408) 885-1474 Phone
(408) 531-6424 Fax

Prepared By Steven King
Email steven.king@anatomage.com

Created Date 10/20/2022
Expiration Date 12/30/2022
Quote Number 2022-9793

Contact Name Michelle Taliaferro

Bill To Name Coastline ROP - CA
Bill To 1001 Presidio Square
Costa Mesa, California 92626
United States

Ship To Name Huntington Beach High School
Ship To 1905 Main Street
Huntington Beach, California 92648
United States

Additional Information Costa Mesa Tax Rate: 7.75

Product	Line Item Description	Sales Price	Quantity	Total Price
Anatomage Table Convertible		\$79,500.00	1.00	\$79,500.00
Crate - Convertible		\$875.00	1.00	\$875.00
Anatomage Table Convertible Hardcover		\$275.00	1.00	\$275.00
1st Year Warranty, Software Upgrade, Tech Support	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Medical Design Studio	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Online Training	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Multi Unit Discount		(\$3,975.00)	1.00	(\$3,975.00)
Crate Disposal		\$200.00	1.00	\$200.00

Total Price \$76,875.00
Tax \$5,942.00
Shipping and Handling \$1,400.00
Grand Total \$84,217.00

Country of Origin: United States
Place of Manufacture: San Jose, CA
Price does not include taxes and duties associated with importation of the product, which must be paid by Consignee
Quote is only valid in USD

Acceptance

Signature _____ Date _____

Anatomage

Price Quotation

Anatomage Inc.
3350 Thomas Rd, Ste 150
Santa Clara, CA 95054
www.anatomage.com
info@anatomage.com
(408) 885-1474 Phone
(408) 531-6424 Fax

Prepared By Steven King
Email steven.king@anatomage.com

Created Date 10/20/2022
Expiration Date 12/30/2022
Quote Number 2022-9794

Contact Name Michelle Taliaferro

Bill To Name Coastline ROP - CA
Bill To 1001 Presidio Square
Costa Mesa, California 92626
United States

Ship To Name Portola High School
Ship To 1001 Cadence
Irvine, California 92618
United States

Product	Line Item Description	Sales Price	Quantity	Total Price
Anatomage Table Convertible		\$79,500.00	1.00	\$79,500.00
Crate - Convertible		\$875.00	1.00	\$875.00
Anatomage Table Convertible Hardcover		\$275.00	1.00	\$275.00
1st Year Warranty, Software Upgrade, Tech Support	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Medical Design Studio	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Online Training	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Multi Unit Discount		(\$3,975.00)	1.00	(\$3,975.00)
Crate Disposal		\$200.00	1.00	\$200.00

Total Price \$76,875.00
Tax \$5,942.00
Shipping and Handling \$1,400.00
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Price does not include taxes and duties associated with importation of the product, which must be paid by Consignee
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Acceptance

Signature _____ Date _____

Anatomage

Price Quotation

Anatomage Inc.
3350 Thomas Rd, Ste 150
Santa Clara, CA 95054
www.anatomage.com
info@anatomage.com
(408) 885-1474 Phone
(408) 531-6424 Fax

Prepared By Steven King
Email steven.king@anatomage.com

Created Date 10/20/2022
Expiration Date 1/16/2023
Quote Number 2022-9792

Contact Name Michelle Taliaferro

Bill To Name Coastline ROP - CA
Bill To 1001 Presidio Square
Costa Mesa, California 92626
United States

Ship To Name Coastline ROP - CA
Ship To 1001 Presidio Square
Costa Mesa, California 92626
United States

Additional Information Costa Mesa Tax Rate: 7.75%

Product	Line Item Description	Sales Price	Quantity	Total Price
Anatomage Table Alpha		\$49,500.00	1.00	\$49,500.00
Crate - Clinical/Alpha/Vet		\$725.00	1.00	\$725.00
1st Year Warranty, Software Upgrade, Tech Support	Included w/ Table Alpha	\$0.00	1.00	\$0.00
Online Training	Included w/ Table Alpha	\$0.00	1.00	\$0.00
Multi Unit Discount		(\$2,475.00)	1.00	(\$2,475.00)
Crate Disposal		\$200.00	1.00	\$200.00

Total Price \$47,950.00
Tax \$3,700.60
Shipping and Handling \$1,400.00
Grand Total \$53,050.60

Country of Origin: United States
Place of Manufacture: San Jose, CA
Price does not include taxes and duties associated with importation of the product, which must be paid by Consignee
Quote is only valid in USD

Acceptance

Signature _____ Date _____

Anatomage

Price Quotation

Anatomage Inc.
3350 Thomas Rd, Ste 150
Santa Clara, CA 95054
www.anatomage.com
info@anatomage.com
(408) 885-1474 Phone
(408) 531-6424 Fax

Prepared By Steven King
Email steven.king@anatomage.com

Created Date 10/20/2022
Expiration Date 12/30/2022
Quote Number 2022-9795

Contact Name Michelle Taliaferro

Bill To Name Coastline ROP - CA
Bill To 1001 Presidio Square
Costa Mesa, California 92626
United States

Ship To Name Laguna Hills High School
Ship To 25401 Paseo De Valencia
Laguna Hills, California 92653
United States

Product	Line Item Description	Sales Price	Quantity	Total Price
Anatomage Table Convertible		\$79,500.00	1.00	\$79,500.00
Crate - Convertible		\$875.00	1.00	\$875.00
Anatomage Table Convertible Hardcover		\$275.00	1.00	\$275.00
1st Year Warranty, Software Upgrade, Tech Support	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Medical Design Studio	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Online Training	Included w/ Table Convertible	\$0.00	1.00	\$0.00
Multi Unit Discount		(\$3,975.00)	1.00	(\$3,975.00)
Crate Disposal		\$200.00	1.00	\$200.00

Total Price \$76,875.00
Tax \$5,942.00
Shipping and Handling \$1,400.00
Grand Total \$84,217.00

Country of Origin: United States
Place of Manufacture: San Jose, CA
Price does not include taxes and duties associated with importation of the product, which must be paid by Consignee
Quote is only valid in USD

Acceptance

Signature _____ Date _____



CTE TEACH Site Memorandum of Understanding 2022-2023

This memorandum of understanding sets forth the terms of agreement between the Colton-Redlands-Yucaipa Regional Occupational Program (hereafter CRY-ROP) and

(write name of participating educational agency)

(Educational Agency hereafter Participating Agency), with regards to participation in the CTE TEACH and CTE TEACH site program.

I. Background

The California State Plan for Career and Technical Education, 2008-2012, identifies as an essential element of a world-class CTE system the need for initial preparation and on-going professional development of CTE educators. Since 2009, CRY-ROP's CTE TEACH department, in partnership with the California Department of Education, has offered a professional development program for K-12 school districts, ROCPs, community colleges, and charter schools to provide the demonstrated critical support needed for CTE teacher success.

Recognizing that many local educational agencies have a need for professional development activities to support CTE educators, CRY-ROP offers CTE TEACH site grant opportunities to eligible educational agencies.

II. Purpose of Agreement

It is the purpose of this agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the responsibilities of the parties as they relate to the implementation of the CTE TEACH professional development program for CTE educators.

III. Duration of Agreement

The term of this agreement shall be from November 1, 2022 through and including June 30, 2023 unless modified or terminated in writing. The termination can be exercised by either party 30 days following written notice.

IV. Program Description

The CTE TEACH program, administered by CRY-ROP, is a comprehensive professional development program modeled after their highly successful Teacher Induction Program (TIP) that has received Model Practices award recognition from the California Department of Education. This model professional development program replicates what was learned from the Teacher Induction Program and is designed for beginning career/technical education teachers to provide an effective transition from industry into the teaching profession. CTE TEACH involves administrative supervision overseeing the use of Mentor Teachers to provide structured training for beginning CTE educators, as well as technical assistance and informal observation intended to guide and support the new teacher related to the training. The CTE TEACH professional development training addresses all the teaching practices proven to be effective and is presented in a sequenced and scaffolded structure that includes

teaching methods, learning styles, lesson planning, CTE concepts, equity and diversity in the classroom, mandated reporting, and legal/ethical issues. This coordinated and comprehensive approach to professional development can enhance teacher success in the classroom and increase teacher retention in your program.

V. Special Provisions

1. This agreement is entered into by the duly authorized officials of each respective party.
2. It is understood by both parties that each will fulfill its responsibility under the agreement in accordance with the provisions of law and regulations that govern their activities. Nothing in this agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions under this agreement the affected party shall immediately provide written notice to the other party to establish a date for mutual termination of the agreement.
3. This MOU constitutes the entire agreement hereto with respect to the subject matter hereof, and supersedes any prior understanding or written or oral agreements between the parties with respect to the subject matter of this MOU. No amendment, modification or alteration of the terms of the MOU shall be binding on either party unless submitted in writing, dated subsequent to the date of this MOU, and is duly executed by both parties.
4. Neither party may incur any debt, obligation, expense or liability of any kind of the other party without the other party's written approval.
5. This agreement may be amended by the mutual written consent of the parties here to.

VI. Responsibilities of the Parties under Agreement

In consideration of the mutual aims and desires of the parties to 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:

A. CRY-ROP shall:

1. Pay the Participating Agency for CTE TEACH services rendered and as specified, the total stipend amount of up to \$7,500 per mentor for up to three mentors per site. Base ratio is 5 mentees per mentor. Each site Mentor can mentor more than five mentees, but not less if the site has fewer than six mentees. Each mentor will report up to 150 hours, at a rate of \$50.00 per service hour, (not to exceed \$7,500), building and executing grant required activities.
2. Furnish all information and forms necessary to the performance of this agreement.
3. Provide curriculum and training for Mentor Teachers.
4. Provide administrator support focusing on strategies and practices needed to implement the CTE TEACH program.
5. Monitor the performance of the Participating Agency in regards to responsibilities under this MOU and advise the Participating Agency of any and all concerns.

B. Participating Agency Shall:

1. Identify at least one Participating Agency administrator that will oversee the CTE TEACH program on site. Specific responsibilities include the following:
 - a. Be available for consultation with selected Mentor Teachers regarding instructional matters.

- b. Attend a Statewide Advisory Meeting hosted by CRY-ROP via video conference – spring 2023.
 - c. Submit fully completed Quarter Reports and a final invoice at end of grant year. All sections of the Quarter Reports must be completed, if applicable. The last Quarter Report and invoice must be received no later than June 30, 2023. Note that funds are to be paid directly to mentors and may not be used for sub costs, software, instructional supplies, equipment, or indirect costs. The reports are due no later than 30 days after the end of each quarter:
 - ~~i. Quarter 1 ends September 31, 2022 - Report due by October 31, 2022~~
 - ii. Quarter 2 ends December 31, 2022 - Report due by January 31, 2023
 - iii. Quarter 3 ends March 31, 2023 - Report due by April 30, 2023
 - iv. Quarter 4 ends June 30, 2023 - Report and invoice due by **June 30, 2023 (No Exceptions)**
 - d. Administrators are responsible for reviewing Mentor logs for completeness and assurance that all tasks/activities align with the objectives of the grant.
 - e. Submit additional documentation and reports as required.
 - i. Including a program impact report due April 30, 2023**
2. Identify at least one Mentor Teacher to complete the number of designated hours assigned in this MOU of CTE TEACH program work including: conducting training following the CTE TEACH professional development curriculum, classroom visits, teacher observations (including related non-evaluative coaching) and other forms of technical assistance to support the beginning CTE teacher. Specific responsibilities include the following:
- a. Complete online the CTE Teach Mentor Training modules available through CTE Online (www.cteteach.com) by the end of second quarter, December 31, 2022. Mentors added to the grant after December 31, 2022 will have 30 days after notifying CTE teach to complete the online training.
 - b. Participate in the 5 webinars provided by CTE TEACH.
 - c. Attend a Statewide Advisory Meeting hosted by CRY-ROP via webinar, spring 2023.
 - d. Hold a minimum of 3 workshops outlined in the CTE TEACH curriculum for teachers.
 - e. Provide one-on-one time with individual teachers to discuss challenges via phone, email, or in person biweekly.
 - f. Mentor and work closely with assigned teachers to provide support and assistance.
 - g. Provide information and guidance to teachers pertaining to instructional methodologies and resources, effective teaching strategies for classroom management, and lesson plan design and development.
 - h. Meet with assigned teachers and coordinate site visits, conducting teacher observations and providing peer coaching follow-up, and feedback pertaining to effective teaching strategies and student motivation.
 - i. Conduct a minimum of two teacher observations with feedback by June 2023 for each assigned teacher.
 - j. Be available on an “on-call” basis and visit or call each assigned teacher every month.
 - k. Function as a methodology specialist for specialty or content area as applicable.
 - l. Consult with teachers regarding instructional matters and site procedures, including attendance, record keeping, and forms.
 - m. Coordinate and facilitate the sharing of resources and expertise. Consult with administrators regarding instructional matters.
 - n. Serve as a professional role model for colleagues and favorably represent the site.

- o. Log their hours of instruction on the Mentor Teacher Activity Log and submit to the administrator in a timely manner.
- p. Submit additional documentation and reports as required.

VII. Failure to Provide Satisfactory Service, Abandonment of Program, Cancellation of Agreement

If, at any time during the performance of this agreement, CRY-ROP and the California Department of Education determines, at their discretion, that Participating Agency's services have become unsatisfactory, or if at any time during the performance of this agreement CRY-ROP determines, at its sole discretion, to suspend indefinitely work on CTE TEACH, CRY-ROP shall have the right to cancel this agreement regarding the Participating Agency's services related to CTE TEACH. In the event of such cancellation, CRY-ROP shall give written notice to the Participating Agency of its intention to cancel thirty (30) days in advance of the effective date of the cancellation.

If the cancellation is for unsatisfactory performance, CRY-ROP shall be obligated to pay the Participating Agency only for those services deemed by CRY-ROP to be satisfactory as of the effective date of the cancellation or termination. If the cancellation is the result of CRY-ROP's decision to suspend indefinitely or abandon the work under this agreement, CRY-ROP shall be obligated to pay the Participating Agency only for those services performed by the Participating Agency through the effective date of cancellation or termination.

Approved By:

Participating Agency Superintendent/Designee Information

Name: _____

Organization: _____

Title: _____

Signature: _____

Date: _____

Address: _____

City: _____ State: **CA** Zip: _____

Phone: _____

Agency: Colton-Redlands-Yucaipa ROP
Name: Tracie Zerpoli
Title: Superintendent
Signature:
Date:

Mail MOU with original signature to:
 Colton-Redlands-Yucaipa ROP
 Attention: CTE TEACH David Aman
 1214 Indiana Ct.
 Redlands, CA 92374

This MOU must be printed and signed by the superintendent/designee and submitted to the appropriate governing body for consideration.

MEMORANDUM OF UNDERSTANDING

Concerning the Establishment of a Partnership

Between

Phantom Design

And

Coastline Regional Occupational Program

I. Purpose

This Memorandum of Understanding (MOU) between Phantom Design (PHANTOM DESIGN) located at 23 Spectrum Pointe Drive, Suite 206, Lake Forest, CA, 92630 and Coastline Regional Occupational Program (COASTLINE ROP) located at 1001 Presidio Square, Costa Mesa, CA 92626, collectively referred to as "Parties," is to provide the cooperative framework for a partnership to provide work-based learning experiences for high school students.

II. Parties

The parties to this MOU are Phantom Design whose mission is to design and develop creative strategies for its clients to thrive in the virtual world, including e-commerce, marketplaces, platforms, social media, digital design, branding and marketing, and COASTLINE ROP whose mission is to prepare students to be contributing members of their community by providing innovative career technical education focused on college and career readiness.

III. Objectives

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

IV. Responsibilities of the Parties

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

A. PHANTOM DESIGN's Responsibilities:

Provide work-based learning activities that may include, but are not limited to:

- a. Design-thinking led approach towards designing and developing digital-graphic solutions for clients, including websites, social media, online platforms and ecommerce.
- b. Contribute towards digital brand design and development.

- c. Contribute towards production, motion-animation design and development.
- d. Training on work-based software programs (design, collaboration & project management)
- e. Mentor the students relating to all work-based activities.

B. COASTLINE ROP's Responsibilities:

- a. Student recruitment for program participation
- b. Orientation of students
- c. Provide the appropriate training and support for the instructor
- d. Student communication and notifications
- e. Administrative support

V. Points of Contact

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

PHANTOM DESIGN POC:

Name: Amar Flora

Email: aflora@phantomdesign.com

Phone: 949-524-2292

COASTLINE ROP POC:

Name: J. S. Coke

Email: jcoke@coastlinerop.net

Phone: 714-429-2234

VI. Periodic Review

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

VII. Financial Responsibilities

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

VIII. Confidentiality, Record Keeping, and Information Sharing

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

good-faith effort to obtain signed releases from students granting photo/video permission and/or to share educational data with PHANTOM DESIGN where appropriate.

IX. Effective Date

The terms of this MOU will become effective on the date of the last signature by the parties and will remain in effect until terminated by either party.

X. Modification

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

XI. Hold Harmless

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

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

XII. Other Provisions

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

XIII. CROSS LICENSING DRAFT

If, after the Effective Date of the IP Agreement, it is determined that The School (inclusive of: students, faculty members, employees and agents) does in fact have a reasonable business need to utilize the trademarked property of Phantom Design or any of Phantom Design's clients, both parties agree to mutually cooperate to implement a commercially reasonable royalty-free, perpetual, worldwide license agreement permitting use of said trademarked property within the confines of use of the licensing party.

Any license agreement entered into: (a) shall have the same effective date as the effective date of the Separation Agreement and (b) shall provide for a term of use that ends on or before the second anniversary of the effective date of the Separation Agreement.

Executed:

David Amaral
Founder & CEO, Phantom Design

Date

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

Date

AGREEMENT BETWEEN STUDENT & PHANTOM DESIGN

STUDENT CONTRACTOR AGREEMENT

This Contractor Agreement (the "Agreement") is entered into as of _____ (the "Effective Date") by and between [STUDENT'S NAME], an individual (the "Contractor"), and Phantom Design, a design agency (the "Company," and together with the Contractor, the "Parties").

RECITALS

WHEREAS, the Company wishes to engage the Contractor \for the Company for the purpose of completing certain specified tasks on the terms and conditions set forth below; and

WHEREAS, the Contractor wishes to provide the Services (as defined below) in accordance with the terms of this Agreement; and

WHEREAS, each Party is duly authorized and capable of entering into this Agreement.

NOW THEREFORE, in consideration of the above recitals and the mutual promises and benefits contained herein, the Parties hereby agree as follows:

1. RESPONSIBILITIES.

(a) The Contractor agrees to do each of the following:

- A. Perform the Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the "Services").
- B. Devote as much productive time, energy, and ability to the performance of its duties hereunder as may be necessary to provide the required Services in a timely and productive manner.
- C. Perform the Services in a safe, good, and workmanlike manner by fully-trained, skilled, competent, and experienced personnel using at all times adequate equipment in good working order.
- D. Communicate with the Company regarding progress the Contractor has made in performing the Services.
- E. Supply all tools, equipment, and supplies required to perform the work under this Agreement, except to the extent that the Contractor's work must be performed on or with the Company's equipment.

F. Ensure that all materials and equipment furnished to its personnel is of good and merchantable quality, unless otherwise agreed by the Company.

G. Provide services (including the Services) and end products that are satisfactory and acceptable to the Company and free of defects.

H. Remove, replace, or correct all or any portion of the work or end products found defective or unsuitable, without additional cost or risk to the Company.

(b) Of the Company. The Company agrees to do each of the following:

A. Engage the Contractor to perform the Services set forth in Exhibit A to this Agreement.

B. Provide relevant information to assist the Contractor with the performance of the Services.

C. Satisfy all of the Contractor's reasonable requests for assistance in its performance of the Services.

2. NATURE OF RELATIONSHIP

(a) Contractor Status. The Contractor agrees to perform the Services hereunder solely as a Contractor. The Parties agree that nothing in this Agreement shall be construed as creating a joint venture, partnership, franchise, agency, employer/employee, or similar relationship between the Parties, or as authorizing either Party to act as the agent of the other. The Contractor is and will remain a Contractor in its relationship to the Company. The Company shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The Contractor shall have no claim against the Company hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. Nothing in this Agreement shall create any obligation between either Party and a third party.

(b) Indemnification of Company by Contractor. The Company has entered into this Agreement in reliance on information provided by the Contractor, including the Contractor's express representation that it is a Contractor and in compliance with all applicable laws related to work as a Contractor. If any regulatory body or court of competent jurisdiction finds that the Contractor is not a Contractor and/or is not in compliance with applicable laws related to work as a Contractor, based on the Contractor's own actions, the Contractor shall assume full responsibility and liability for all taxes, assessments, and penalties imposed against the Contractor and/or the Company resulting from such contrary interpretation, including but not limited to taxes, assessments, and penalties that would have been deducted from the Contractor's earnings had the Contractor been on the Company's payroll and employed as an employee of the Company.

3. CONFIDENTIAL INFORMATION.

The Contractor agrees, during the Term and thereafter, to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm, or corporation without the prior written authorization of the Company, any Confidential Information of the Company. "Confidential Information" means any of the Company's proprietary information, technical data, trade secrets, or know-how, including, but not limited to, research, product plans, products, services, customer lists, markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances, or other business information disclosed to the Contractor by the Company, either directly or indirectly. The Contractor may use the Confidential Information to the extent necessary for negotiations, discussions, and consultations with Company personnel or authorized representatives or for any other purpose the Company may hereafter authorize in writing.

4. REPRESENTATIONS AND WARRANTIES.

(a) The Parties each represent and warrant as follows:

A. Each Party has full power, authority, and right to perform its obligations under the Agreement.

B. This Agreement is a legal, valid, and binding obligation of each Party, enforceable against it in accordance with its terms (except as may be limited by bankruptcy, insolvency, moratorium, or similar laws affecting creditors' rights generally and equitable remedies).

C. Entering into this Agreement will not violate the charter or bylaws of either Party or any material contract to which that Party is also a party.

(b) The Contractor hereby represents and warrants as follows:

A. The Contractor has the sole right to control and direct the means, details, manner, and method by which the Services required by this Agreement will be performed.

B. The Contractor has the right to perform the Services required by this Agreement at any place or location, and at such times as the Contractor shall determine.

C. The Services shall be performed in accordance with standards prevailing in the Company's industry, and shall further be performed in accordance with and shall not violate any applicable laws, rules, or regulations, and the Contractor shall obtain all permits or permissions required to comply with such standards, laws, rules, or regulations.

D. The Services required by this Agreement shall be performed by the Contractor or the Contractor's staff, and the Company shall not be required to hire, supervise, or pay any assistants to help the Contractor perform such services.

E. The Contractor is responsible for paying all ordinary and necessary expenses of its staff.

F. The Contractor is responsible for providing insurance coverage for itself and its staff.

(c) The Company hereby represents and warrants as follows:

A. The Company will make timely payments of amounts earned by the Contractor under this Agreement.

B. The Company shall notify the Contractor of any changes to its procedures affecting the Contractor's obligations under this Agreement at least 30 days prior to implementing such changes.

C. The Company shall provide such other assistance to the Contractor as it deems reasonable and appropriate.

5. COMPENSATION.

(a) Terms and Conditions. The Company shall pay the Contractor in accordance with the terms and conditions set forth in Exhibit A.

(b) Timing of Payment. Payments shall be made to the Contractor within thirty (30) days of the Company's receipt of the Contractor's invoice (supported by reasonable documentation) for all Services performed to the Company's satisfaction in accordance with Exhibit A.

(c) No Payments in Certain Circumstances. Notwithstanding the foregoing, no payment shall be payable to the Contractor under any of the following circumstances:

A. if prohibited under applicable government law, regulation, or policy;

B. if the Contractor did not directly perform or complete the Services described in Exhibit A;

C. if the Contractor did not perform the Services to the reasonable satisfaction of the Company; or

D. if the Services performed occurred after the expiration or termination of the Term of this Agreement, unless otherwise agreed in writing.

(d) No Other Compensation. The compensation set out above shall be the Contractor's sole compensation under this Agreement.

(e) Expenses. Any expenses incurred by the Contractor in the performance of this Agreement shall be the Contractor's sole responsibility.

(f) Taxes. The Contractor is solely responsible for the payment of all income, social security, employment-related, or other taxes incurred as a result of the performance of the Services by the Contractor under this Agreement and for all obligations, reports, and timely notifications relating to such taxes. The Company shall have no obligation to pay or withhold any sums for such taxes.

6. REPORTING.

The Contractor shall be required to report to David Amaral, or such other officer or employee as may be designated by the Company. The Contractor shall communicate with Company on a regular basis and frequency will depend on the project's needs.

7. WORK FOR HIRE.

The Contractor expressly acknowledges and agrees that any work prepared by the Contractor under this Agreement shall be considered "work for hire" and the exclusive property of the Company unless otherwise specified. To the extent such work may not be deemed a "work for hire" under applicable law, the Contractor hereby assigns to the Company all of its right, title, and interest in and to such work. The Contractor shall execute and deliver to the Company any instruments of transfer and take such other action that the Company may reasonably request, including, without limitation, executing and filing, at the Company's expense, copyright applications, assignments, and other documents required for the protection of the Company's rights to such materials.

8. NO CONFLICT OF INTEREST; OTHER ACTIVITIES.

The Contractor hereby warrants to the Company that, to the best of its knowledge, it is not currently obliged under an existing contract or other duty that conflicts with or is inconsistent with this Agreement. During the Term (as defined below), the Contractor is free to engage in other Student contracting activities; provided, however, the Contractor shall not accept work, enter into contracts, or accept obligations inconsistent or incompatible with the Contractor's obligations or the scope of Services to be rendered for the Company pursuant to this Agreement.

9. TERM.

This Agreement shall become effective as of the Effective Date and, unless otherwise terminated in accordance with the provisions of Section 10 of this Agreement, will continue until the Services have been satisfactorily completed and the Contractor has been paid in full for such Services (the "Term"); provided, however, that in no event shall this Agreement remain effective for longer than 3 years.

10. TERMINATION.

This Agreement may be terminated:

- (a) By either Party on provision of thirty (30) days written notice to the other Party, with or without cause.
- (b) By either Party for a material breach of any provision of this Agreement by the other Party, if the other Party's material breach is not cured within two (2) days of receipt of written notice thereof.
- (c) By the Company at any time and without prior notice, if the Contractor is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directives of the Company, or is guilty of serious misconduct in connection with performance under this Agreement.

Following the termination of this Agreement for any reason, the Company shall promptly pay the Contractor according to the terms of Exhibit A for Services rendered before the effective date of the termination. The Contractor acknowledges and agrees that no other compensation, of any nature or type, shall be payable hereunder following the termination of this Agreement.

11. RETURN OF PROPERTY

Within five (5) days of the termination of this Agreement, whether by expiration or otherwise, the Contractor agrees to return to the Company all Company products, samples, models, or other property and all documents, retaining no copies or notes, relating to the Company's business including, but not limited to, reports, abstracts, lists, correspondence, information, computer files, computer disks, and all other materials and all copies of such material obtained by the Contractor during and in connection with its representation of the Company. All files, records, documents, blueprints, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the Company's business, whether prepared by the Contractor or otherwise coming into its possession, shall remain the Company's exclusive property.

12. INDEMNIFICATION.

- (a) Of Company by Contractor. The Contractor shall indemnify and hold harmless the Company and its officers, members, managers, employees, agents, contractors, sublicensees, affiliates, subsidiaries, successors, and assigns from and against any and all damages, liabilities, costs, expenses, claims, and/or judgments, including, without limitation, reasonable attorneys' fees and disbursements (collectively, the "Claims") that any of them may suffer from or incur and that arise or result primarily from (i) any gross negligence or willful misconduct of the Contractor arising from or connected with Contractor's carrying out of its duties under this Agreement, or (ii) the Contractor's breach of any of its obligations, agreements, or duties under this Agreement.

(b) Of Contractor by Company. The Company shall indemnify and hold harmless the Contractor from and against all Claims that it may suffer from or incur and that arise or result primarily from (i) the Company's operation of its business, (ii) the Company's breach or alleged breach of, or its failure or alleged failure to perform under, any agreement to which it is a party, or (iii) the Company's breach of any of its obligations, agreements, or duties under this Agreement; provided, however, none of the foregoing result from or arise out of the actions or inactions of the Contractor.

13. USE OF TRADEMARKS.

The Contractor recognizes the Company's right, title, and interest in and to all service marks, trademarks, and trade names used by the Company and agrees not to engage in any activities or commit any acts, directly or indirectly, that may contest, dispute, or otherwise impair the Company's right, title, and interest therein, nor shall the Contractor cause diminishment of value of said trademarks or trade names through any act or representation. The Contractor shall not apply for, acquire, or claim any right, title, or interest in or to any such service marks, trademarks, or trade names, or others that may be confusingly similar to any of them, through advertising or otherwise. Effective as of the termination of this Agreement, whether by expiration or otherwise, the Contractor shall cease to use all of the Company's trademarks, marks, and trade names.

14. MODIFICATION.

No amendment, change, or modification of this Agreement shall be valid unless in writing and signed by both Parties.

15. ASSIGNMENT.

The Company may assign this Agreement freely, in whole or in part. The Contractor may not, without the written consent of the Company, assign, subcontract, or delegate its obligations under this Agreement, except that the Contractor may transfer the right to receive any amounts that may be payable to it for its Services under this Agreement, which transfer will be effective only after receipt by the Company of written notice of such assignment or transfer.

16. SUCCESSORS AND ASSIGNS.

All references in this Agreement to the Parties shall be deemed to include, as applicable, a reference to their respective successors and assigns. The provisions of this Agreement shall be binding on and shall inure to the benefit of the successors and assigns of the Parties.

17. FORCE MAJEURE.

A Party shall not be considered in breach of or in default under this Agreement on account of, and shall not be liable to the other Party for, any delay or failure to perform its obligations hereunder by reason of fire, earthquake, flood, explosion, strike, riot, war, terrorism, or similar event beyond that Party's reasonable control (each a "Force Majeure Event"); provided, however, if a Force Majeure Event occurs, the affected Party shall, as soon as practicable:

(a) notify the other Party of the Force Majeure Event and its impact on performance under this Agreement; and

(b) use reasonable efforts to resolve any issues resulting from the Force Majeure Event and perform its obligations hereunder.

18. NO IMPLIED WAIVER.

The failure of either Party to insist on strict performance of any covenant or obligation under this Agreement, regardless of the length of time for which such failure continues, shall not be deemed a waiver of such Party's right to demand strict compliance in the future. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this Agreement shall constitute a consent or waiver to or of any other breach or default in the performance of the same or any other obligation.

19. NOTICE.

Any notice or other communication provided for herein or given hereunder to a Party hereto shall be in writing and shall be given in person, by overnight courier, or by mail (registered or certified mail, postage prepaid, return-receipt requested) to the respective Parties as follows:

If to the Company:
14900 Magnolia Blvd #5154
Sherman Oaks, CA 91413

If to the Student/Contractor:
SCHOOL'S ADDRESS INFORMATION

20. GOVERNING LAW.

This Agreement shall be governed by the laws of the state of California. In the event that litigation results from or arises out of this Agreement or the performance thereof, the Parties agree to reimburse the prevailing Party's reasonable attorneys' fees, court costs, and all other expenses, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing Party may be entitled.

21. COUNTERPARTS/ELECTRONIC SIGNATURES.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, use of a facsimile, e-mail, or other electronic medium shall have the same force and effect as an original signature.

22. SEVERABILITY.

Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal, or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other provision or any other jurisdiction, but this Agreement will be reformed, construed, and enforced in such jurisdiction as if such invalid, illegal, or unenforceable provisions had never been contained herein.

23. ENTIRE AGREEMENT.

This Agreement, constitutes the final, complete, and exclusive statement of the agreement of the Parties with respect to the subject matter hereof, and supersedes any and all other prior and contemporaneous agreements and understandings, both written and oral, between the Parties.

24. HEADINGS.

Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

COMPANY
Phantom Design

By: _____
Name: David Amaral
Title: CEO & Founder

Dated: _____

STUDENT CONTRACTOR

By: _____
[STUDENT'S NAME]
Title: Intern / Trainee

Dated: _____

By: _____
[STUDENT'S PARENT/GUARDIAN - if Student is under the age of 18]

Dated: _____

TO: Board of Trustees

FROM: J. S. Coke

DATE: November 3, 2022

SUBJECT: Independent Contractor Agreement

The Tustin Unified School District desires to create an asynchronous course around the theme of entrepreneurship and has identified a qualified teacher who can successfully build the course for implementation in the 2023-2024 school year. All costs related to the course will be paid by grant funds that are dedicated for use in the TUSD. The course would be available for use by all the ROP's partner districts.

It is respectfully requested that the Board approve the Independent Contractor Agreement.

INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT is hereby entered into this 10th day of November 2022 by and between the Coastline Regional Occupational Program, 1001 Presidio Square, Costa Mesa, California 92626, herein after referred to as ROP, and Dr. Brandee Ramirez, hereinafter referred to as CONTRACTOR. ROP and CONTRACTOR are collectively referred to as the Parties.

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

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

WHEREAS, CONTRACTOR is specially trained, 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. SCOPE OF WORK: Dr. Ramirez shall provide course development services as described in Exhibit A.
2. TERM: CONTRACTOR shall commence providing services under this AGREEMENT on November 10, 2022, will diligently perform as required, and shall complete performance by June 30, 2023 unless terminated earlier by either party for any reason upon 10 days written notice.
3. COMPENSATION: ROP agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT at the rate of Forty-Two Dollars and fifty cents (\$42.50) per hour, not to exceed a total cost of Ten Thousand Dollars (\$10,000.00). CONTRACTOR shall bill ROP monthly. Payment shall be mailed to 2978 Ballesteros Lane, Tustin CA 92782, or at such other place as CONTRACTOR may designate in writing.
4. MATERIALS: CONTRACTOR shall furnish, at her own expense, all labor, equipment, and other items necessary to complete the services to be provided pursuant to this AGREEMENT.
5. INDEPENDENT CONTRACTOR: CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that she and her employees are not employees or agents of the ROP, and are not entitled to benefits of any kind provided employees of the ROP and/or to which ROP's employees are normally entitled,

including, but not limited to, State Unemployment Compensation, Workers' Compensation, or health benefits. CONTRACTOR assumes full responsibility for the acts and/or omissions of his employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR assumes full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. ASSIGNMENT: The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.
7. COMPLIANCE WITH APPLICABLE LAWS: CONTRACTOR's services must meet the approval of the ROP and shall be subject to the ROP's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR shall comply with all federal, state and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in services covered by this AGREEMENT.
8. NOTICE: All notices under this AGREEMENT shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed certified mail, return receipt requested, with postage prepaid. Service shall be considered complete when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The notice address may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the Parties are as follows:

ROP:

Brian K. Dozer, D.Mgt.
1001 Presidio Square
Costa Mesa, CA 92626

CONTRACTOR:

Dr. Brandee Ramirez
2978 Ballesteros Lane
Tustin, CA 92782

9. HOLD HARMLESS: CONTRACTOR agrees to, and shall, hold harmless and indemnify the ROP, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever which may be incurred by reason of:
 - A. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, or expense sustained by the CONTRACTOR or any person, firm, or corporation employed by the CONTRACTOR in connection with the services called for in this AGREEMENT except for liability for damages referred to above which result from the sole negligence or willful misconduct of the ROP, its officers, employees, or agents.

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

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

10. ENTIRE AGREEMENT/AMENDMENT: This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

IN WITNESS WHEREOF, the Parties approve this AGREEMENT.

Contractor:

COASTLINE REGIONAL
OCCUPATIONAL PROGRAM

By: 

By:

Dr. Brandee Ramirez
Title: Educational Consultant

Title: Superintendent

Date: 10/14/22

Date: _____

EXHIBIT A

Creation of Asynchronous CTE Course

Executive Summary-Business, Innovation and Entrepreneurship

Dr. Brandee Ramirez will contract with *Coastline ROP* to develop an “asynchronous small business boot camp type” course or set of courses. These courses will allow students with impacted schedules (musicians, English learners, athletes, students attending online school) access to CTE courses in an alternative and flexible setting.

Additionally the course will be:

- Aligned with the approved ROP course titled, “Entrepreneurship”
- Constructed as asynchronous courses driven by newly curated (ROP proprietorship) instructional videos
- Taught through Coastline ROP
- Used after the bell and TUSD sites will have first priority
- Offered to the remainder of the consortium if space is available
- Recommended to students during the summer as the first half of a 2 part summer program
- Implemented as a concentrator level course
- Delivered for the standard fee to; align previous content, develop new content, connect CTE Standards, create asynchronous curriculum, curate resources, manage the process, meet with stakeholders and produce instructional videos based on those interviews is estimated at 200 hours x TUSD hourly rate.

Deliverables from *Dr. Brandee Ramirez*

Development

- Analyze current approved ROP course titled, “Entrepreneurship”
- Develop asynchronous “small business boot camp” that aligns with ROP course
- **Researching ROP guidelines and CTE Standards**
- Connect CTE expectations and standards to curriculum, content and overall course
- Create asynchronous CTE (Marketing, Sales and Service) curriculum
- Curate resources and content (property of Coastline ROP)
- Produce instructional videos to support the course curriculum

Management

- Research local businesses to gain approved partnerships
- Organize local business leader connections
- Manage the local business leader interview process
- Conduct local business leader interviews
- Produce informational videos based on the interviews
- Develop Produce instructional, educational videos based on the interviews

Communication

- Meet with Coastline ROP
- Set clear expectations based on ROP needs
- Monitor progress, feedback and determine next steps

Learner Outcomes

- Identify personal strengths, interests and value
- Gain insight on important steps to starting a company
- Understand the main departments within an organization
- Utilize real world software and programs to support
- Develop personal, educational and career goals
- Create professional profiles, resumes and cover letters
- Practice problem solving and soft skills related to business

Timeline of Deliverables	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
	2022			2023						
Communication										
Meet with Coastline ROP to discuss project (1st Meeting)	X									
Set clear expectations based on ROP needs	X									
Monitor progress, feedback and determine next steps				X						
Meet to discuss feedback (2nd Meeting)				X						
Monitor progress, feedback and determine next steps								X		
Meet to discuss additional needs prior to launch (3rd Meeting)								X		
Development										
Analyze current approved ROP course titled, "Entrepreneurship"	X									
Research ROP Guidelines, current course, CTE standards	X									
Develop innovative asynchronous "Business, Innovation and Entrepreneurship" course that integrates current ROP course		X	X	X						
Connect CTE standards to curriculum, content and course		X	X	X	X	X	X	X		
Create asynchronous CTE (Marketing, Sales and Service) curriculum			X	X	X	X	X	X		
Curate new resources and content to support course			X	X	X	X	X	X		
Produce instructional videos to support the course curriculum			X	X	X	X	X	X		
Gain feedback from students and ROP										X
Connections										
Research local businesses to gain approved partnerships	X									
Organize local business leader connections	X									
Manage the local business leader interview process	X									
Conduct local business leader interviews				X	X					
Produce informational videos based on the interviews						X	X			

Additional Information

Concentrator Level	Capstone/Completer	ELD Connection
The course described above.	If pilot from this course is successful, then we develop a 2nd level “capstone/completer” course in the “bootcamp series”	We would also like to develop an elective of the bootcamp that also gives students EL support while working with engaging content so that we can use it as a targeted EL strategy. That would be an additional layer we could add to both courses. We would want to start developing the course ASAP for use this summer or in second semester for EL students as a trial/pilot semester

ROP Information from website

COURSE TOPICS

- Orientation and evaluation
- Economic concepts/economic systems
- Free enterprise system
- Organizing a business
- Income and consumerism
- Money and financial institutions
- International trade
- Role of the labor force
- Administration department responsibilities
- Sales/purchasing department responsibilities
- Technology skills
- Employment literacy
- Personal skills related to employment
- Interpersonal skills and group dynamics
- Thinking and problem solving skills
- Communication skills

STUDENT LEARNING OUTCOMES (SLO)

Upon successful completion, Coastline ROP students will:

- Integrate Academic and Technical Skills
- Practice Problem Solving and Critical Thinking Skills
- Communicate and Collaborate with Diverse Audiences
- Demonstrate Creativity and Innovation
- Act as Responsible, Ethical Citizens
- Develop Personal, Educational and Career Goals

Mission Viejo Chamber of Commerce
 23052-H Alicia Parkway
 Suite 218
 Mission Viejo, CA 92692
 949-441-0602



Membership Invoice

Invoice # 2754

Julia Budd
 Coastline ROP
 1001 Presidio Square
 Costa Mesa, CA 92626

Thank you for your membership! According to our records, your membership is about to expire. In order to continue your membership and all the benefits it provides, please send in payment before the Due Date below.

Thanks again and we hope you'll renew your membership in Mission Viejo Chamber of Commerce!

MEMBER	ITEM	AMOUNT
Coastline ROP 12/14/2022 - 12/14/2023	Non-Profit Level Membership Membership Dues	165.00
TOTAL:		165.00

Payment Stub

Please tear off this stub and include with your payment.
 Send payment to:

Mission Viejo Chamber of Commerce
 23052-H Alicia Parkway
 Suite 218
 Mission Viejo, CA 92692

or login and pay online at www.missionviejochamber.com

Member: Budd, Julia
 Coastline ROP

 Invoice #: 2754
 Description: Membership Dues
 Date Due: 12/14/2022

 Amt. Due: 165.00

Enclosed:

23.0

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: November 10, 2022

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
COMPUTERS/TECHNOLOGY						
5511	Mobile Dental Vacuum Unit	Presidio Site	\$7,912.09	11/21/2011	Obsolete	Recycle



Director of Business Services

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

BOARD UPDATE
October 27, 2022
EMPLOYEE PERSONNEL REGISTER NO. 4 – 2022-2023

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

RESIGNATION:

Name:	Jathniel Wright
Position:	Teacher
Program:	Animal Health
Location:	Presidio Site
Effective	October 14, 2022



Brian K. Dozer

Coastline Regional Occupational Program
Travel/Conference Report
Board Meeting
November 10, 2022

Name	Date(s)	Destination	Purpose	Amount
Hasan Asrar, Work-Based Learning/Outreach Specialist Presidio Campus	Oct. 26	Irvine, CA	Irvine Chamber of Commerce Evening Business Exchange Mixer	\$10.00
Melissa Milgrim, Teacher Sports Medicine & Athletic Training Trabuco Hills High School	Nov. 3-4	Virtual	Anatomy in Clay Learning Systems	749.00
Brian Dozer, Superintendent Presidio Campus	Mar. 9-11	Sacramento, CA	ACSA New Superintendent Seminar Series	912.73
Brian Dozer, Superintendent Presidio Campus	Mar 19-22	Sacramento, CA	CAROC Board Meeting & Legislative Visits	1,461.31
J. S. Coke, Director, Educational Services Presidio Campus	Mar. 19-22	Sacramento, CA	CAROC Board Meeting & Legislative Visits	1,476.31
Julia Budd, K12 Pathway Coordinator Presidio Campus	Feb. 26-28	Sacramento, CA	Educating for Careers	1,469.56
Brian Dozer, Superintendent Presidio Campus	Apr. 27-29	Sacramento, CA	ACSA New Superintendent Seminar Series	982.39
Total				\$7,061.30