



BOARD OF TRUSTEES

AGENDA

November 18, 2021

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 / Barbara Schulman / Lynn Davis





TO: Board of Trustees
FROM: Carol Hume
DATE: November 9, 2021
SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the November 18, 2021, regular Board of Trustees meeting. Trustee Brooks, Trustee Schulman and I will meet at 8:30 a.m. to review the agenda. The board meeting will begin at 9:00 a.m. at which time we will adjourn to a closed session to discuss compensation for unrepresented employees. Open session is scheduled to begin at approximately 9:30 a.m.

I look forward to seeing you in person on Thursday, November 18.
Enclosure



BOARD OF TRUSTEES

Thursday, November 18, 2021

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:

Lauren Brooks, President _____

Lynn Davis, Vice President _____

Michelle Barto, Clerk _____

Barbara Schulman, Member _____

Diana Carey, Member _____

Coastline ROP:

Carol Hume, Superintendent

J.S. Coke, Director of Educational Services

Sesar Morfin, Director of Business Services

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. Compensation for unrepresented employees (pursuant to Government Code §54957.6)

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 – Carol Hume**
- 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 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**
 Government Code §53646
- 14. **Salary Adjustment – Recommend the Board approve an adjustment to the salaries for identified employees.** **Discussion/Action**

 Motion by _____ Seconded by _____ Vote _____
- 15. **COLA and One-Time Off-Schedule Salary Enhancement** **Discussion/Action**
 Recommend the Board approve a COLA and one-time salary enhancement for unrepresented employees.

 Motion by _____ Seconded by _____ Vote _____
- 16. **Longevity Bonus and Retention Incentive** **Discussion/Action**
 Recommend the Board approve a longevity and retention incentive for unrepresented employees.

 Motion by _____ Seconded by _____ Vote _____

CONSENT CALENDAR

Action

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

It is recommended that the Board approve:

- 17. Minutes from the October 14, 2021 regular Board of Trustees meeting
- 18. Ratification of purchase order report ending October 31, 2021

19. Ratification of check report ending October 31, 2021
20. Nepris annual subscription agreement
21. New internship sites
22. Mission Viejo Chamber of Commerce membership renewal in the amount of \$165
23. Ratification of CTE TEACH Site Memorandum of Understanding between the Colton-Redlands-Yucaipa Regional Occupation Program and Coastline ROP
24. Inventory deletion report
25. Personnel register #4-2021-2022 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
26. Travel and conference report

Motion by _____ Seconded by _____ Vote _____

NEW BUSINESS

Information

ADJOURNMENT

Motion by _____ Seconded by _____ Vote _____

Next Scheduled Meeting: Special Meeting/Closed Session: November 30, 2021



TO: Board of Trustees

FROM: Carol Hume

DATE: November 5, 2021

SUBJECT: AB 361

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

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



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

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

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
2021 BOARD CALENDAR**

January 27	(4 th Wednesday)	-	Board Meeting
February 18	(3 rd Thursday)	-	Board Meeting
		-	Textbook Inventory
March 11	(2 nd Thursday)	-	Board Meeting
		-	Interim Budget Review
		-	2020-21 Coastline ROP Priorities Update
April 15	(3 rd Thursday)	-	Board Meeting
May 20	(3 rd Thursday)	-	Board Meeting
		-	Review Superintendent's Evaluation Process
		-	Employ Summer Semester Staff
June 17	(3 rd Thursday)	-	Board Meeting
		-	Public Hearing for 2021-2022 Budget
		-	Adopt 2021-2022 Budget
		-	Authorize Superintendent to Approve Travel and Conferences
		-	2021-2022 School Calendar
		-	Discussion of Superintendent's Evaluation
July 15	(3 rd Thursday)	-	Special Meeting – Closed Session
		-	Superintendent's Evaluation
August 20	(3 rd Friday)	-	Board Meeting
	(Date changed 6/17/21)	-	Interagency Agreements Appendix A for 2021-2022
		-	Administrative Contract Extensions
		-	Board Input for 2021-2022 Coastline ROP Priorities
September 9	(2 nd Thursday)	-	Board Meeting
		-	Superintendent's Evaluation
		-	2020-21 Unaudited Actuals Report
September 15	(3 rd Wednesday)	-	Special Meeting – Closed Session
September 23	(4 th Thursday)	-	*Special Meeting – Closed Session
September 30	(5 th Thursday)	-	**Special Meeting
October 14	(2 nd Thursday)	-	Board Meeting
	(Date changed 5/20/21)		
November 18	(3 rd Thursday)	-	Board Meeting
November 30	(5 th Tuesday)	-	Special Meeting – Closed Session
December 8	(2 nd Wednesday)	-	***Special Meeting – Closed Session
December 13	(2 nd Monday)	-	Organizational Meeting
	(Date changed 9/9/21)	-	Audit Report
		-	Interim Budget Review

MEETING TIME - 9:00 a.m.; *8:15 a.m.; **1:00 p.m.; *Tentative 7:30-5:00**



TO: Board of Trustees

FROM: Sesar Morfin

DATE: November 5, 2021

SUBJECT: Quarterly Report of Investment Performance

Per our Investment Policy BP 3200, I am presenting the quarterly report of investment performance for the quarter ending September 30, 2021.

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

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

Investment	Yield
Combined OC Educational Investment Pool	1.0017%

- The monthly yield for the following funds is as follows:

Investment	Yield
Educational Money Market Fund	0.034%
Extended Fund	0.640%

These yields are less than what was expected through this time of year in terms of our budget for the 2021-2022 year. We will closely monitor these yields in the coming months and adjust our budget in the 2021-2022 year if these yields do not improve.

Based on cash availability projections, the Treasurer indicated the pool can meet projected cash flow requirements through March 31, 2022.

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 on June 17, 2021, in the amount of approximately \$25,846. A second deposit was made into the fund on September 17, 2021, in the amount of approximately \$10,014. This deposit



was Coastline's yearly contribution for the 2021-2022 year into this fund. This is the first report of investment performance that is being brought to the Board of Trustees.

The three-month investment performance for this fund was -0.56%. This negative rate of return was primarily driven by a volatile month of September which saw a return of investment of -2.95%. Prior to September, the investment performance on the fund was 3.53%.

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 to date are not ideal, this is a long-term investment, and the investment strategy is moderately aggressive so fluctuating yields should be expected. 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
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: September 30, 2021**

INVESTMENT STATISTICS - By Investment Pool

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 09/30/2021	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
Orange County Investment Pool (OCIP)	MARKET Value \$ 5,041,145,300	403	0.571%	0.562%	0.577%	1.0017
	COST (Capital) \$ 5,033,881,506					
	MONTHLY AVG Balance \$ 4,988,413,528					
	QUARTERLY AVG Balance \$ 5,062,032,513					
	BOOK Value \$ 5,032,600,305					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 5,171,503,899	394	0.564%	0.552%	0.563%	1.0017
	COST (Capital) \$ 5,164,180,825					
	MONTHLY AVG Balance \$ 5,212,568,756					
	QUARTERLY AVG Balance \$ 5,201,016,158					
	BOOK Value \$ 5,162,888,974					

INVESTMENT STATISTICS - Non-Pooled Investments ⁽¹⁾

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
Specific Investment		
Funds:	MARKET Value \$ 113,133,192	John Wayne Airport Investment Fund 53,354,318
283, FVSD, CCCD	COST (Capital) \$ 110,701,898	Fountain Valley School District Fund 40 34,704,859
	MONTHLY AVG Balance \$ 110,672,222	CCCD Series 2017E Bonds 22,642,721
	QUARTERLY AVG Balance \$ 110,537,038	
	BOOK Value \$ 110,157,208	
		\$ 110,701,898

MONTH END TOTALS

INVESTMENTS & CASH		INVESTMENTS & CASH	
COUNTY MONEY MARKET FUND (OCMMF)			
County Money Market Fund	\$ 548,716,969	OCIP	\$ 5,178,653,356
County Cash & Cash Equivalent	144,771,850	OCEIP	5,330,343,138
EXTENDED FUND	9,008,294,714	Specific Investment Funds	110,701,898
EDUCATIONAL MONEY MARKET FUND (OCEMMF)		Non-Pooled Cash & Cash Equivalent	26,015,477
Educational Money Market Fund	641,050,648		
Educational Cash & Cash Equivalent	166,162,313		
NON-POOLED INVESTMENTS			
Non-Pooled Investments @ Cost	110,701,898		
Non-Pooled Cash & Cash Equivalent	26,015,477		
	\$ 10,645,713,869		\$10,645,713,869

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCIP - YTD NET YIELD	0.519%	OCIP	403
OCEIP - YTD NET YIELD	0.505%	OCEIP	394
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.043%	JOHN WAYNE AIRPORT WAM	76
90-DAY T-BILL YIELD - MONTHLY AVERAGE	0.038%	LGIP WAM (Standard & Poors)	45

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

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

October 1, 2020 - September 30, 2021

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month September 2021</i>				
OCCMMF	\$ 548,730,759	\$ 18,746	0.043%	46
OCEMMF	\$ 641,062,348	\$ 17,115	0.034%	21
Extended Fund	\$ 9,022,856,092	\$ 4,763,961	0.640%	447
<i>August 2021</i>				
OCCMMF	\$ 686,258,831	\$ 14,485	0.034%	22
OCEMMF	\$ 729,756,866	\$ 18,168	0.036%	24
Extended Fund	\$ 9,043,829,890	\$ 5,027,206	0.657%	443
<i>July 2021</i>				
OCCMMF	\$ 448,750,401	\$ 8,311	0.027%	12
OCEMMF	\$ 626,060,974	\$ 12,860	0.026%	20
Extended Fund	\$ 9,045,576,372	\$ 5,173,510	0.639%	449
<i>June 2021</i>				
OCCMMF	\$ 405,185,671	\$ 3,334	0.008%	12
OCEMMF	\$ 722,762,328	\$ 6,026	0.011%	15
Extended Fund	\$ 9,611,416,767	\$ 5,405,603	0.680%	432
<i>May 2021</i>				
OCCMMF	\$ 603,889,178	\$ 6,157	0.009%	20
OCEMMF	\$ 556,175,103	\$ 2,937	0.006%	12
Extended Fund	\$ 9,928,655,913	\$ 5,569,213	0.663%	435
<i>April 2021</i>				
OCCMMF	\$ 1,196,005,624	\$ 13,255	0.014%	20
OCEMMF	\$ 537,821,065	\$ 2,108	0.010%	20
Extended Fund	\$ 9,847,901,329	\$ 5,663,857	0.668%	332
<i>March 2021</i>				
OCCMMF	\$ 385,061,851	\$ 13,185	0.041%	18
OCEMMF	\$ 266,472,163	\$ 6,644	0.029%	17
Extended Fund	\$ 9,847,219,481	\$ 5,908,054	0.711%	293
<i>February 2021</i>				
OCCMMF	\$ 407,057,051	\$ 18,908	0.056%	14
OCEMMF	\$ 363,226,941	\$ 16,238	0.047%	10
Extended Fund	\$ 9,752,200,987	\$ 6,381,356	0.851%	244
<i>January 2021</i>				
OCCMMF	\$ 410,469,639	\$ 19,157	0.069%	34
OCEMMF	\$ 612,856,841	\$ 33,222	0.068%	17
Extended Fund	\$ 9,878,198,001	\$ 6,997,674	0.810%	251
<i>December 2020</i>				
OCCMMF	\$ 249,657,347	\$ 35,860	0.069%	48
OCEMMF	\$ 311,695,334	\$ 19,757	0.059%	9
Extended Fund	\$ 10,478,837,927	\$ 7,296,060	0.829%	237
<i>November 2020</i>				
OCCMMF	\$ 504,115,015	\$ 31,703	0.070%	19
OCEMMF	\$ 404,773,832	\$ 20,780	0.065%	9
Extended Fund	\$ 9,221,017,162	\$ 7,568,285	1.001%	273
<i>October 2020</i>				
OCCMMF	\$ 716,917,975	\$ 39,934	0.066%	17
OCEMMF	\$ 507,397,580	\$ 29,126	0.066%	8
Extended Fund	\$ 8,884,269,756	\$ 8,155,061	1.109%	288
Fiscal Year July 1, 2021 - June 30, 2022				
	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
OCCIP	\$ 5,004,518,233	\$ 7,507,412	0.577%	399
OCEIP	\$ 5,259,775,944	\$ 7,546,948	0.563%	393

**ORANGE COUNTY TREASURER-TAX COLLECTOR
CASH AVAILABILITY PROJECTION
FOR THE SIX MONTHS ENDING MARCH 31, 2022**

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, 2022, 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 2021 - Ending Cash				\$ 144,771,850
October	\$ 645,184,611	\$ 802,858,159	\$ 578,594,954	1,014,219,666
November	395,855,111	1,396,518,617	1,354,196,366	1,452,397,028
December	223,433,872	2,592,858,380	2,051,902,603	2,216,786,677
January	594,944,833	600,027,265	1,407,684,404	2,004,074,371
February	126,014,708	653,101,022	369,087,357	2,414,102,744
March	160,998,304	1,083,282,630	803,407,034	2,854,976,644

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2021 - Ending Cash				\$ 166,162,313
October	\$ 885,607,994	\$ 346,597,484	\$ 772,534,929	625,832,862
November	417,682,263	860,631,963	764,500,707	1,139,646,381
December	174,901,941	1,665,771,873	528,161,437	2,452,158,758
January	499,134,400	532,027,493	984,628,031	2,498,692,620
February	127,081,387	290,436,397	755,515,422	2,160,694,982
March	162,361,109	629,293,091	851,507,424	2,100,841,758

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
For the Month and Quarter Ended September 30, 2021

	<u>Month</u>	<u>Quarter</u>
Treasurer's Accountability at the Beginning of the Period:	\$ 10,759,823,552	\$ 11,045,772,748
Cash Receipts:		
County	474,008,966	1,496,515,684
School and Community College Districts	706,585,610	1,992,533,772
Total Cash Receipts	<u>1,180,594,576</u>	<u>3,489,049,456</u>
Cash Disbursements:		
County	487,925,011	1,815,383,712
School and Community College Districts	816,053,475	2,082,765,433
Total Cash Disbursements	<u>1,303,978,486</u>	<u>3,898,149,145</u>
Net Change in Cost Value of Pooled Assets	<u>(123,383,910)</u>	<u>(409,099,689)</u>
Net Increase in Non-Pooled Investments	58,701	278,152
Net Increase in Non-Pooled Cash	<u>9,215,526</u>	<u>8,762,658</u>
Treasurer's Accountability at the End of the Period:	<u>\$ 10,645,713,869</u>	<u>\$ 10,645,713,869</u>
Assets in the Treasury at the End of the Period (at Cost Value):		
Pooled Investments:		
Orange County Investment Pool		\$ 5,033,881,506
Orange County Educational Investment Pool		5,164,180,825
Total Pooled Investments		<u>10,198,062,331</u>
Non-Pooled Investments:		
Non-Pooled Investments - John Wayne Airport		53,354,318
Non-Pooled Investments - Fountain Valley School District Fund 40		34,704,859
Non-Pooled Investments - CCCD Series 2017E Bonds		22,642,721
Total Non-Pooled Investments		<u>110,701,898</u>
Cash and Cash Equivalent:		
Cash in banks - County		144,735,599
Cash in banks - Schools		166,162,313
Cash in banks - OC Sheriff		12,084,711
Cash in banks - John Wayne Airport		13,930,766
Cash - Other		36,251
Total Cash		<u>336,949,640</u>
Total Assets in the Treasury at the End of the Period:		<u>\$ 10,645,713,869</u>

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
09/01/2021 to 09/30/2021

Linda Doone

COASTLINE ROP
Coastline Regional Occupational Program PARS PAPEBT

Plan Summary

Beginning Plan Value as of 09/01/2021	\$26,586.83
Change in Plan Value	\$9,086.24
Ending Plan Value as of 09/30/2021	\$35,673.07

Activity Summary by Source

Source	Balance on 09/01/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Balance on 09/30/2021
OPEB	\$26,586.83	\$10,014.17	\$(915.96)	\$(11.97)	\$0.00	\$0.00	\$35,673.07
Totals	\$26,586.83	\$10,014.17	\$(915.96)	\$(11.97)	\$0.00	\$0.00	\$35,673.07

Transactions for the Period

Source	Date	Description	Amount
OPEB	09/17/2021	AGENCY CONTRIBUTIONS	\$10,014.17
OPEB	09/22/2021	INTER-ACCOUNT TRANSFER IN	\$10,014.17
OPEB	09/22/2021	INTER-ACCOUNT TRANSFER OUT	\$(10,014.17)
OPEB	09/29/2021	INTER-ACCOUNT TRANSFER IN	\$5.54
OPEB	09/29/2021	INTER-ACCOUNT TRANSFER OUT	\$(5.54)
OPEB	09/29/2021	TRUST ADMINISTRATOR FEES	\$(5.54)
OPEB	09/30/2021	ACCOUNT GAINS/(LOSSES)	\$0.03
OPEB	09/30/2021	ACCOUNT GAINS/(LOSSES)	\$(915.99)
OPEB	09/30/2021	ASSET MGMT FEES	\$(6.43)

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.

TRUSTED SOLUTIONS. LASTING RESULTS.

Monthly Account Report for the Period
09/01/2021 to 09/30/2021

Linda Doone

COASTLINE ROP
Coastline Regional Occupational Program PARS PAPEBT

Investment Performance

Source	1-Month	3-Month	1-Year	Annualized Return			Inception Date
				3-Years	5-Years	10-Years	
OPEB	-2.95%	-0.56%	-	-	-	-	06/17/2021

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.



TO: Board of Trustees
FROM: Carol Hume
DATE: November 9, 2021
SUBJECT: Salary Adjustment

At the October 2020 Board of Trustees Study Session, the Board requested updated information on our compensation schedule. Siteria Edwards, our human resources administrator, conducted a salary survey of six area ROPs. After an in-depth analysis, we identified 13 employees whose rate of pay should be adjusted.

In an effort to bring the four staff members and nine teachers to the appropriate placement given their experience and tenure with the ROP, the cost is \$80,228. The positions are: human resources administrator, manager of technology services, accounting/budget specialist, accounts payable specialist/purchasing specialist and nine identified teachers.

It is respectfully requested the Board of Trustees approve a salary adjustment to the 13 aforementioned employees.





TO: Board of Trustees

FROM: Carol Hume

DATE: November 9, 2021

SUBJECT: COLA and One-Time Off-Schedule Enhancement for Unrepresented Employees

It is respectfully requested the Board approve an amount not to exceed \$68,372 for a 2% COLA and an amount not to exceed \$51,279 for a 1.5% one-time off-schedule enhancement for all regular employees to include classified and certificated staff. It is further recommended the COLA be retroactive to the first day of employment in the 2021-2022 fiscal year (excluding summer offers of employment and hours outside regular offers of employment). The one-time off-schedule enhancement is based on the 2020-2021 earnings. Employees must be currently employed by the ROP to qualify for the increase. New employees hired in the 2021-2022 fiscal year, substitutes, temporary employees, skills helpers, and student workers are excluded from a salary improvement.





TO: Board of Trustees

FROM: Carol Hume

DATE: November 9, 2021

SUBJECT: Longevity Bonus and Retention Incentive Utilizing COVID-19 Relief Funding

Since the pandemic, recruiting and retaining employees has been a challenge for employers across the board; the education sector is no exception. To address this challenge, the Board of Trustees approved a Recruitment and Retention Incentive last summer to aid in filling open teaching positions. It proved to be very successful as we were able to fill all open positions. At that time, we discussed the possibility of offering a similar incentive to our staff to aid in retention.

Since the ROP typically has one person per position, turnover impacts our daily operations. Therefore, it is critical we maintain our current staff to ensure we can continue to provide high-quality in-person instruction.

In an effort to retain our staff, offer an incentive on par with the bonus and incentive given to new teachers and to honor longevity, I suggest the following Longevity Bonus and Retention Incentive:

Currently employed staff members, excluding the recently hired teachers receiving the Recruitment and Retention Incentive, would receive up to \$5,000.

Longevity Bonus

Employees who:	Amount
Have worked 1-4 years as of 11/30/21	\$1,750
Have worked 5+ years as of 11/30/21	\$3,500

Retention Incentive

A \$1,500 retention incentive will be paid to employees with a satisfactory or better evaluation and successful completion of the 2021-2022 school year.

Substitutes, temporary employees, skills helpers, and student workers are not eligible. This one-time expense of approximately \$257,000 would utilize COVID-19 relief funding.

It is respectfully requested the Board of Trustees approve the Longevity Bonus and Retention Incentive.



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING**

**Minutes
October 14, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on October 14, 2021 in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:04 a.m. by Lauren Brooks, President.

Present Members

Lauren Brooks
Lynn Davis
Michelle Barto
Barbara Schulman
Diana Carey

Other

Carol Hume Rocky Murray Grant Litfin Julia Budd
J.S. Coke Ulises Garcia Siteria Edwards Patrick Sullivan
Sesar Morfin Michael Vossen Jeanne Bennett Carol Crane
Debbie Ludwig James Newton James Piccola

CLOSED SESSION

The Board met in closed session to discuss compensation for unrepresented employees.

OPEN SESSION

The meeting reconvened in Open Session at 9:38 a.m. There was nothing to report out of closed session.

**ADOPTION OF
AGENDA**

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

**SUPERINTENDENT'S
REPORT**

Carol Hume began her report by welcoming everyone to the first in-person board meeting since March of 2020.

Ms. Hume welcomed a new staff member, Julie Budd. Ms. Budd is the grant-funded K12 Pathway Coordinator. Ms. Budd has her master's degree in school counseling and her bachelor's degree in advertising. She most recently worked as a Project Manager for OC Pathways at the Orange County Department of Education. She has experience working with the CTE Incentive Grant and the K12 Strong Workforce Program (SWP) grant, which will be critical in her new role as she supports all of the school districts in the service region for the Coast Community College District. Ms. Budd will work on grants for the ROP as well as other related duties.

Debbie Ludwig has been busy working with Leadership Associates in posting the position and organizing the stakeholder input sessions. Ms. Hume expressed appreciation to Debbie Ludwig for all her work.

Staff has solicited input from our five district partners to form the basis of the consortium application for the K12 SWP, round 4. The application is due Friday, October 15.

The Coastline ROP Foundation is officially a 501 (c) 3. There are two additional items to file, but the board of directors is in place and a bank account has been established.

EDUCATIONAL SERVICES' REPORT

J. S. Coke began his report by welcoming James Piccola. Mr. Piccola is the new Educational Services Coordinator. With 20 years of combined teaching and administrative service in ROP, Mr. Piccola brings a depth of experience to his new role. Mr. Piccola's assignment includes Irvine, Saddleback Valley, and Tustin Unified School Districts.

On October 13, Michael Campbell, automotive teacher at Irvine High School, was honored as a distinguished educator by the Greater Irvine Chamber of Commerce. Mr. Campbell is in his third year teaching for the ROP and has quickly become a valued school community member.

On October 12, Mr. Coke was a part of a focus group providing input into developing the new State Plan for Career Technical Education. Along with other CTE leaders, the group provided perspective into the successes they have experienced and the challenges they have faced. A common theme was the consistency of messaging, a greater focus on consistent funding and less grant writing, and equity of access to programs.

On October 8, Mr. Coke participated in the initial stages of the Octane Foundation for Innovation initiative called "OC STEAM Ahead." This initiative seeks to create a one-stop-shop clearinghouse for all the STEAM programs, activities, and competitions that are found throughout the county but have no one location for educators and parents to access them.

On September 30, Administrator Krista Ganga and Mr. Coke attended the virtual community CTE advisory for the Tustin Unified School District. They were pleased to support Tustin's vision for CTE.

This year's Teacher of the Year, leading the Hawk Automotive Academy at Laguna Hills High School, is Patrick Sullivan. Mr. Sullivan is the type of teacher who instinctually knows how to break down the subject content to the very core so students can begin understanding that foundational knowledge. He loves his trade, and his students can sense that, which makes the enthusiasm contagious. The number of students requesting his classes continues to grow, and his classroom is full of students during lunch and tutorial because students are excited and want to learn more. When asked to add something else, this teacher never says, "no." He is always upbeat and willing to collaborate with other teachers and handles issues rationally, with ease and logic.

He continues to produce student success stories and is making a strong impact in the lives of all students.

**BOARD MEETING
DATE/TIME CHANGES**

There was no action taken.

**AB 361 – BROWN ACT
AMENDMENT**

There was no action taken.

**DOCUSIGN, INC.
AGREEMENT**

It was moved by Member Barto, seconded by Member Carey, to approve the agreement with DocuSign, Inc. Motion carried 5-0.

**CONSENT
CALENDAR**

It was moved by Member Carey, seconded by Member Davis, to approve the Consent Calendar as presented. Motion carried 5-0.

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

ADJOURNMENT

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

The meeting was adjourned at 10:08 a.m.

Clerk/Secretary

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/18/2021**

FROM 10/01/2021 TO 10/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0254	ORANGE COUNTY DEPARTMENT OF ED	21.55	21.55	0169802 4330	Budd-Bredex/SWP Pathwy Coord 2 / Office
R95C0255	TUSTIN AWARDS INC	15.62	15.62	0169802 4330	Budd-Bredex/SWP Pathwy Coord 2 / Office
R95C0256	CENGAGE LEARNING	7,418.25	7,418.25	0106056 4110	Eargle/Sports Med HBHS C5 / TXTBKS - Instr
R95C0257	MCKESSON GENERAL MEDICAL CORP	2,538.71	2,538.71	0118505 4310	Friedman/MCHS BHS C5 / INSTRUCTIONAL SUPPLIES
R95C0258	OFFICE DEPOT	339.40	339.40	0103950 4320	Hayden/RSM Intrn WMal C5 / Instructional Supplies-Nonco
R95C0259	MEDCO SUPPLY COMPANY	1,934.54	138.09 1,796.45	0106064 4310 0106064 4490	Reece/Sports Med ETHS C6 / INSTRUCTIONAL SUPPLIES Reece/Sports Med ETHS C6 / NON CAP EQUIP - OTHER
R95C0260	MEDCO SUPPLY COMPANY	108.24	108.24	0115650 4310	Reece/Sports Med Intern CHS C5 / INSTRUCTIONAL
R95C0261	VITALITY MEDICAL	353.15	353.15	0105951 4310	Murillo/CNA OVHS C5 / INSTRUCTIONAL SUPPLIES
R95C0262	VITALITY MEDICAL	353.15	353.15	0105962 4310	Short-Baker/CNA LHHS C6 / INSTRUCTIONAL SUPPLIES
R95C0263	AMAZON	345.48	133.16 212.32	0106057 4310 0106057 4320	Abellon/Sports Medicine EHS C5 / INSTRUCTIONAL Abellon/Sports Medicine EHS C5 / Instructional
R95C0264	MEDCO SUPPLY COMPANY	2,475.38	2,475.38	0106057 4310	Abellon/Sports Medicine EHS C5 / INSTRUCTIONAL
R95C0265	AMAZON	32.33	32.33	01760935 4220	Hume/Superintendent / OTHER BOOKS - Non Instr
R95C0266	ORANGE COUNTY DEPARTMENT OF ED	107.75	10.77 10.78 21.55	01039014 4310 01041041 4310 01078031 4310	Hayden/Retail Sales Intrn WMal / INSTRUCTIONAL Hayden/Virtual Enterprise MHS / INSTRUCTIONAL Laffen/DSC TUSD / INSTRUCTIONAL SUPPLIES
			19.39 2.16	0168219 4330 0168220 4330	Krege/Program Asst-SS SWP 3 / Office Supplies-Consumab Krege/ProgrAsst-Instr Sup SWP3 / Office
			8.62 19.83	01742692 4330 01742711 4330	Guembes/NWHS Career Specialist / Office Rohrer/Irvine CS / Office Supplies-Consumable
			12.93 1.72	01742752 4330 01742791 4330	Guembes/Woodbridge Career Spec / Office Rohrer/Creekside Car Spec / Office Supplies-Consumable
R95C0267	AMAZON	695.64	133.16 562.48	0106056 4310 0106056 4320	Eargle/Sports Med HBHS C5 / INSTRUCTIONAL SUPPLI Eargle/Sports Med HBHS C5 / Instructional Supplies-Nonco

COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 11/18/2021

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R95C0268	LEADERSHIP ASSOCIATES	19,500.00	19,500.00	01761920 5890	Board Expenditures / OTHER CONTRACTED SERVICES
R95C0269	MEDCO SUPPLY COMPANY	6,083.31	754.32	0106056 4310	Eargle/Sports Med HBHS C5 / INSTRUCTIONAL SUPPLI
			930.63	0106056 4320	Eargle/Sports Med HBHS C5 / Instructional Supplies-Nonco
			4,398.36	0106056 4490	Eargle/Sports Med HBHS C5 / NON CAP EQUIP - OTHER
R95C0270	MEDCO SUPPLY COMPANY	2,475.38	2,475.38	0106056 4310	Eargle/Sports Med HBHS C5 / INSTRUCTIONAL SUPPLI
R95C0271	MEDCO SUPPLY COMPANY	2,195.77	2,195.77	0106058 4310	Jacobs/Sports Med Marina C5 / INSTRUCTIONAL
R95C0273	MEDCO SUPPLY COMPANY	6,083.31	1,107.47	0106057 4310	Abellon/Sports Medicine EHS C5 / INSTRUCTIONAL
			577.48	0106057 4320	Abellon/Sports Medicine EHS C5 / Instructional
			4,398.36	0106057 4490	Abellon/Sports Medicine EHS C5 / NON CAP EQUIP -
R95C0274	MEDCO SUPPLY COMPANY	6,083.31	754.32	0106058 4310	Jacobs/Sports Med Marina C5 / INSTRUCTIONAL
			930.63	0106058 4320	Jacobs/Sports Med Marina C5 / Instructional
			4,398.36	0106058 4490	Jacobs/Sports Med Marina C5 / NON CAP EQUIP - OTHER
R95C0276	SNAP ON TOOLS	52,413.08	26,206.56	0117853 6490	Misich/MLR 1 UHS C-5 / NEW EQUIP ALL OTHER
			26,206.52	0117953 6490	Misich/Auto Tech MLR 2 UNI C5 / NEW EQUIP ALL
R95C0277	AMAZON	80.78	80.78	0108451 4310	Van Der Merwe/Cul Arts OV C5 / INSTRUCTIONAL
R95C0278	AMAZON	1,038.15	1,038.15	01052132 4310	Brenner/EMT THHS / INSTRUCTIONAL SUPPLIES
R95C0279	UPS CORPORATE HEADQUARTERS	260.00	260.00	01195110 5950	Tiongco/Media Arts ADV EST HS / Postage -
R95C0280	HOME DEPOT	500.00	500.00	0119053 4310	Petzold/BITA 1 CHS C5 IUSD / INSTRUCTIONAL
R95C0281	AMAZON	1,210.97	284.45	0108451 4310	Van Der Merwe/Cul Arts OV C5 / INSTRUCTIONAL
			926.52	0108451 4320	Van Der Merwe/Cul Arts OV C5 / Instructional
R95C0282	AMAZON	1,202.05	310.98	0107650 4310	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL
			891.07	0107650 4320	VanDerM/Culin Arts Intn C5 THS / Instructional
R95C0283	ARROW BUSINESS FORMS	1,322.63	1,322.63	01778950 4330	All Fiscal Services / Office Supplies-Consumable
R95C0284	CHEF'S TOYS	143.17	143.17	0108451 4310	Van Der Merwe/Cul Arts OV C5 / INSTRUCTIONAL
R95C0285	LIVE ACTION SAFETY LLC	337.06	337.06	01052132 4320	Brenner/EMT THHS / Instructional Supplies-Noncons

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/18/2021**

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R95C0286	MEDICAL WAREHOUSE INC	329.18	329.18	01052132 4310	Brenner/EMT THHS / INSTRUCTIONAL SUPPLIES
R95C0287	MICRO CENTER A/R	474.09	474.09	01743761 4331	Nagy/Career Specialist CMHS / Office
R95C0288	MICRO CENTER A/R	235.97	235.97	0104950 4320	Burns/Dental Asst FO ROP C5 / Instructional
R95C0289	AMAZON	129.29	64.65	0119160 4320	Campos/BITA 2 EST C-6 / Instructional Supplies-Noncons
			64.64	0119260 4320	Campos/BITA 3 EST C-6 / Instructional Supplies-Noncons
R95C0290	AMAZON	330.78	330.78	01780940 4330	Information Technology F-7700 / Office Supplies-Consumables
R95C0291	AMAZON	354.50	354.50	01910970 4370	Main Site Maintenance / SUPPLIES - BLDG
R95C0292	JJ KELLER	158.72	158.72	01764930 4330	Edwards, S / HR Administrator / Office Supplies-Consumables
R95C0293	AMAZON	23.53	23.53	01910970 4370	Main Site Maintenance / SUPPLIES - BLDG
R95C0294	OFFICE DEPOT	43.96	43.96	0168700 4310	ALL CPR SWP-Industry Certifica / INSTRUCTIONAL
R95C0295	OFFICE DEPOT	40.38	26.65	01190101 4310	Campos/BITA 1 EST / INSTRUCTIONAL SUPPLIES
			6.86	01191101 4310	Campos/BITA 2 EST / INSTRUCTIONAL SUPPLIES
			6.87	01192101 4310	Campos/BITA 3 EST / INSTRUCTIONAL SUPPLIES
R95C0297	SOUTHWEST CARPENTERS TRAINING	1,542.27	1,286.90	0119053 4310	Petzold/BITA 1 CHS C5 IUSD / INSTRUCTIONAL
			255.37	0119053 5888	Petzold/BITA 1 CHS C5 IUSD / Internet - Software/License
R95C0298	AMAZON	45.24	45.24	01185601 4310	Lubrino/MCHS ECHS AB / INSTRUCTIONAL SUPPLIES
R95C0299	AMAZON	35.44	35.44	0169802 4330	Budd-Bredrek/SWP Pathway Coord 2 / Office
R95C0300	UPS CORPORATE HEADQUARTERS	59.53	59.53	01764930 5950	Edwards, S / HR Administrator / Postage - Communications
R95C0301	OFFICE DEPOT	11.79	11.79	01778950 4330	All Fiscal Services / Office Supplies-Consumable
R95C0302	TUSTIN AWARDS INC	36.64	36.64	01602005 4330	Piccola/Coordinator Instructor / Office Supplies-Consumable
R95C0303	ULINE	115.83	115.83	01648200 4310	All Instruction 0105 (6350) / INSTRUCTIONAL SUPPLIES
R95C0304	AMAZON	952.78	232.14	0105261 4310	Brenner/EMT THHS C6 SVUSD / INSTRUCTIONAL
			720.64	0105261 4320	Brenner/EMT THHS C6 SVUSD / Instructional
R95C0305	VIRTUAL ENTERPRISE INTERNATIONAL	3,000.00	3,000.00	0104150 5888	Hayden/VE MHS C5 HBUHSD / Internet - Software/License

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/18/2021**

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R95C0308	AMAZON	148.23	148.23	0107650 4310	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL
R95C0309	CHEF'S TOYS	1,420.09	53.88 1,366.21	0107650 4310 0107650 4320	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL VanDerM/Culin Arts Intn C5 THS / Instructional
R95C0310	O'REILLY AUTO PARTS	96.82	96.82	01910970 4378	Main Site Maintenance / SUPPLIES - FUEL & PARTS
R95C0311	LIVE ACTION SAFETY LLC	337.16	337.16	0105261 4320	Brenner/EMT THHS C6 SVUSD / Instructional
R95C0312	STUDENT MEDICAL SHOP	113.66	113.66	0105962 4310	Short-Baker/CNA LHHS C6 / INSTRUCTIONAL SUPPLIES
R95C0313	NORTH ORANGE COUNTY ROP	12,000.00	1,833.34 1,166.67 1,833.30 1,166.67 1,833.34 1,166.67 1,833.34 1,166.67	0169111 5889 0169111 5890 0169112 5889 0169112 5890 0169113 5889 0169113 5890 0169114 5889 0169114 5890	Caldwell/Med Innov-Enterp ROP / INTERNET-BASED Caldwell/Med Innov-Enterp ROP / OTHER CONTRACTED Hayden/Med Innov-Enterp ROP / INTERNET-BASED Hayden/Med Innov-Enterp ROP / OTHER CONTRACTED Caldwell/Med Innov-Enterp Summr / INTERNET-BASED Caldwell/Med Innov-Enterp Summr / OTHER CONTRACTED Hayden/Med Innov-Enterp Summer / INTERNET-BASED Hayden/Med Innov-Enterp Summer / OTHER
R95C0314	TUSTIN AWARDS INC	15.62	15.62	0169802 4330	Budd-Breddek/SWP Pathwy Coord 2 / Office
R95C0315	HOME DEPOT	193.63	193.63	0105951 4310	Murillo/CNA OVHS C5 / INSTRUCTIONAL SUPPLIES
R95C0316	HOME DEPOT	193.63	193.63	0105962 4310	Short-Baker/CNA LHHS C6 / INSTRUCTIONAL SUPPLIES
R95C0317	OFFICE DEPOT	10.86	10.86	0105951 4310	Murillo/CNA OVHS C5 / INSTRUCTIONAL SUPPLIES
R95C0318	AMAZON	39.86	39.86	0108451 4310	Van Der Merwe/Cul Arts OV C5 / INSTRUCTIONAL
R95C0319	MEDCO SUPPLY COMPANY	211.02	211.02	0106058 4310	Jacobs/Sports Med Marina C5 / INSTRUCTIONAL
R95C0320	HARBOR FREIGHT	1,221.70	673.85 547.85	0108850 4310 0108850 4320	Hulbert/Auto Tech HBUHSD C5 / INSTRUCTIONAL Hulbert/Auto Tech HBUHSD C5 / Instructional
R95C0321	WORLDPPOINT	350.45	350.45	0105154 4320	Noceti, J/EMR EDHS C5 HBUHSD / Instructional
R95C0322	MEDCO SUPPLY COMPANY	934.88	776.76 158.12	0115650 4310 0115650 4320	Reece/Sports Med Intern CHS C5 / INSTRUCTIONAL Reece/Sports Med Intern CHS C5 / Instructional

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/18/2021**

FROM 10/01/2021 TO 10/31/2021

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0323	STAPLES BUSINESS ADVANTAGE	549.51	549.51	0115650 4490	Reece/Sports Med Intern CHS C5 / NON CAP EQUIP -
R95C0324	STAPLES BUSINESS ADVANTAGE	52.60	52.60	0115660 4310	Reece/Sports Med Intern CHS C6 / INSTRUCTIONAL
R95C0325	TARGET	38.29	38.29	0115660 4310	Reece/Sports Med Intern CHS C6 / INSTRUCTIONAL
R95C0326	AMAZON	12.92	12.92	0100260 4310	Williamson/AOA MV CTEIG-6 / INSTRUCTIONAL
R95C0327	AMAZON	48.86	48.86	0100465 4310	Williamson/CG MV CTEIG-6 / INSTRUCTIONAL
R95C0328	ULINE	101.46	101.46	0107650 4320	VanDerM/Culin Arts Intn C5 THS / Instructional
R95C0329	CHEF'S TOYS	825.16	722.80	0107650 4310	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL
			102.36	0107650 4320	VanDerM/Culin Arts Intn C5 THS / Instructional
R95C0330	AMAZON	694.63	694.63	0107650 4310	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL
R95C0331	AMAZON	843.50	843.50	0107650 4320	VanDerM/Culin Arts Intn C5 THS / Instructional
R95C0332	AMAZON	850.07	129.43	0105251 4310	Morrison/EMT ROP CTEIG-5 / INSTRUCTIONAL
			720.64	0105251 4320	Morrison/EMT ROP CTEIG-5 / Instructional
R95C0333	LIVE ACTION SAFETY LLC	296.45	296.45	01052013 4320	Morrison/EMT ROP / Instructional Supplies-Noncons
R95C0334	PEARSON EDUCATION	4,137.28	4,137.28	0107650 4110	VanDerM/Culin Arts Intn C5 THS / TXTBKS - Instr
R95C0335	OFFICE DEPOT	37.59	33.83	0168219 4330	Krege/Program Asst-SS SWP 3 / Office Supplies-Consumab
			3.76	0168220 4330	Krege/ProgrAsst-Instr Sup SWP3 / Office
R95C0336	CHEF'S TOYS	232.73	232.73	0107650 4320	VanDerM/Culin Arts Intn C5 THS / Instructional
R95C0337	MCKESSON GENERAL MEDICAL CORP	1,022.69	1,022.69	0105251 4310	Morrison/EMT ROP CTEIG-5 / INSTRUCTIONAL
R95C0338	AMAZON	1,145.99	503.98	0105251 4310	Morrison/EMT ROP CTEIG-5 / INSTRUCTIONAL
			642.01	0105251 4320	Morrison/EMT ROP CTEIG-5 / Instructional
R95C0339	AMAZON	210.73	75.48	01742791 4220	Rohrer/Creekside Car Spec / OTHER BOOKS - Non Instr
			135.25	01742791 4330	Rohrer/Creekside Car Spec / Office Supplies-Consumable
R95C0340	ORANGE COUNTY DEPARTMENT OF ED	86.20	21.55	01059022 4310	Short-Baker/CNA LHHS / INSTRUCTIONAL SUPPLIES
			21.55	01602005 4330	Piccola/Coordinator Instructor / Office Supplies-Consumable

**COASTLINE R.O.P.
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 11/18/2021**

FROM 10/01/2021 TO 10/31/2021

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R95C0340	*** CONTINUED ***		21.55	0169802 4330	Budd-Breddek/SWP Pathway Coord 2 / Office
			21.55	01780831 4330	Bolding/Student Info Specialist / Office Supplies-Consumabl
R95C0341	MCKESSON GENERAL MEDICAL CORP	2,303.16	197.87	0105252 4310	Hartel/EMT FVHS C5 HBUHSD / INSTRUCTIONAL
			2,105.29	0105252 4320	Hartel/EMT FVHS C5 HBUHSD / Instructional
R95C0342	MFI MEDICAL EQUIPMENT INC	4,459.11	4,459.11	0105252 4490	Hartel/EMT FVHS C5 HBUHSD / NON CAP EQUIP -
R95C0343	AMAZON	6,304.43	54.93	0100363 4310	Murphy/Broadcast News C6 PHS / INSTRUCTIONAL
			6,249.50	0100363 4490	Murphy/Broadcast News C6 PHS / NON CAP EQUIP -
R95C0344	AMERICAN 3B SCIENTIFIC	3,096.47	62.44	0115660 4310	Reece/Sports Med Intern CHS C6 / INSTRUCTIONAL
			209.08	0115660 4320	Reece/Sports Med Intern CHS C6 / Instructional
			2,824.95	0115660 4490	Reece/Sports Med Intern CHS C6 / NON CAP EQUIP -
R95C0345	GLOBAL EQUIPMENT COMPANY	2,807.75	2,807.75	0107650 4490	VanDerM/Culin Arts Intn C5 THS / NON CAP EQUIP -
R95C0346	EAGLE MANUFACTURING COMPANY	340.52	340.52	0117862 4320	Misich/MLR 1 UNI C6 / Instructional Supplies-Noncons
R95C0347	JAMES STANFIELD CO. INC.	687.35	687.35	0107850 4310	Laffen/DSC TUSD CTEIG 5 / INSTRUCTIONAL SUPPLI
R95C0348	CDW GOVERNMENT	3,892.65	1,959.24	01602005 4430	Piccola/Coordinator Instructor / NON-CAP EQUIP/Comp &
			1,933.41	0169802 4430	Budd-Breddek/SWP Pathway Coord 2 / NON-CAP
R95X0296	WEBER PLYWOOD	500.00	500.00	0119053 4310	Petzold/BITA 1 CHS C5 IUSD / INSTRUCTIONAL
R95X0306	VAN DER MERWE, ROCHELLE	500.00	500.00	01076011 5290	VanDerM/Culinary Arts Intn THS / MILEAGE NON
R95X0307	GANAHL LUMBER	1,616.25	1,082.89	01191101 4310	Campos/BITA 2 EST / INSTRUCTIONAL SUPPLIES
			533.36	01192101 4310	Campos/BITA 3 EST / INSTRUCTIONAL SUPPLIES

Fund 01 Total: 180,570.04

Total Amount of Purchase Orders: 180,570.04

COASTLINE R.O.P.

PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS
BOARD OF TRUSTEES 11/18/2021

FRO 10/01/2021 **TO** 10/31/2021

<u>PO</u> <u>NUMBER</u>	<u>VENDOR</u>	<u>PO</u> <u>TOTAL</u>	<u>CHANGE</u> <u>AMOUNT</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0122	B & H PHOTO	27,761.84	-703.07	0119550 4310	Tioncco/Media Arts ADV EST C5 / INSTRUCTIONAL
R95C0140	SEWING MACHINES PLUS	9,852.49	+4,139.46	0100550 4320	Sellers/Costume Design HBHS C5 / Instructional Supplies-No
R95C0231	MICRO CENTER A/R	300.62	-22.62	0108451 4320	Van Der Merwe/Cul Arts OV C5 / Instructional
R95C0249	NASCO	837.00	+103.66	0118505 4310	Friedman/MCHS BHS C5 / INSTRUCTIONAL SUPPLIES
R95X0098	SMART & FINAL	3,182.46	+182.46	01084105 4310	Van Der Merwe/Culinary Arts OV / INSTRUCTIONAL
R95X0101	SMART & FINAL	1,674.51	+174.51	01084005 4310	Van Der Merwe/Culin Arts OVHS / INSTRUCTIONAL
R95X0112	STATER BROS MARKETS	143.03	-124.94	01084005 4310	Van Der Merwe/Culin Arts OVHS / INSTRUCTIONAL
R95X0161	SMART & FINAL	2,494.02	-251.41	01084105 4310	Van Der Merwe/Culinary Arts OV / INSTRUCTIONAL
			+1,494.02	0107650 4310	VanDerM/Culin Arts Intn C5 THS / INSTRUCTIONAL

Fund 01 Total: 4,992.07

Total Amount of Change Orders: 4,992.07

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

Check Report 10/1/2021-10/31/2021

Fund 1 General

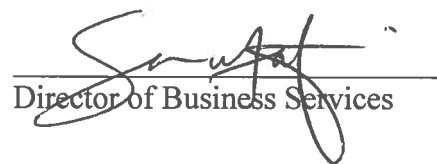
Total Checks: \$194,296.55

Submitted By:



Accounts Payable Specialist

Recommended for
Board Ratification By



Director of Business Services

COASTLINE R.O.P.
Consolidated Check Register
 from 10/1/2021 to 10/31/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00031121	V9500422	VERIZON WIRELESS	9887708504	OH	10/01/2021		MW	IS	235.46
95 00031122	V9501733	ACSA REGION 17	ACSA/OCSPA-202	OH	10/04/2021		MW	IS	110.00
95 00031123	V9501876	COKE, JOHN S.	OOPE-090721COK	OH	10/04/2021		MW	IS	179.27
95 00031124	V9500387	DEPT OF JUSTICE	530448	OH	10/04/2021		MW	IS	256.00
95 00031125	V9509319	HUME, CAROL	TUSTIN-REIMBUR	OH	10/04/2021		MW	IS	51.60
95 00031126	V9500895	IVERSEN, TAMMY	OOPE-092421IVER	OH	10/04/2021		MW	IS	129.27
95 00031127	V9501016	MEDCO SUPPLY COMPANY	IN94234178	OH	10/04/2021		MW	IS	5,120.12
95 00031128	V9502170	MITCHELL I	26574295	OH	10/04/2021		MW	IS	1,099.00
95 00031129	V9503760	NEWPORT MESA UNIFIED SD	78RI0018	OH	10/04/2021		MW	IS	45,619.57
95 00031130	V9501843	READYREFRESH BY NESTLE	1110027000850	OH	10/04/2021		MW	IS	155.37
95 00031131	V9501934	RICO, MONIQUE	06/29-07/30/21	OH	10/04/2021		MW	IS	77.17
95 00031132	V9501869	SECURE LIVE SCAN	11587	OH	10/04/2021		MW	IS	325.00
95 00031133	V9500651	SMART & FINAL	34502	OH	10/04/2021		MW	IS	505.46
95 00031134	V9500722	STAPLES BUSINESS ADVANTAGE	3487100377	OH	10/04/2021		MW	IS	433.39
95 00031135	V9501873	AED SUPERSTORE	1970273	OH	10/11/2021		MW	IS	937.54
95 00031136	V9501269	AMAZON	968584973693	OH	10/11/2021		MW	IS	4,690.83
95 00031137	V9501191	ATT	000017094181	OH	10/11/2021		MW	IS	23.44
95 00031138	V9500045	COASTLINE ROP REVOLVING CASH F	1033/100467	OH	10/11/2021		MW	IS	11.16
95 00031139	V9500648	ELSEVIER HEALTH SCIENCE	75172DEO	OH	10/11/2021		MW	IS	10,339.70
95 00031140	V9501802	EVOLUTION MECHANICAL	22248	OH	10/11/2021		MW	IS	535.00
95 00031141	V9502365	GUEMBES, ALEXANDRIA	8/31/21-9/29/21	OH	10/11/2021		MW	IS	54.27
95 00031142	V9502563	KATHCO PRODUCTS	107169	OH	10/11/2021		MW	IS	371.49
95 00031143	V9501641	LOPEZ, LAURA	08/11-09/02	OH	10/11/2021		MW	IS	12.77
95 00031144	V9501821	MCKESSON GENERAL MEDICAL CORP	30508250	OH	10/11/2021		MW	IS	2.81
95 00031145	V9500071	MICRO CENTER A/R	11500837	OH	10/11/2021		MW	IS	96.96
95 00031146	V9503760	NEWPORT MESA UNIFIED SD	78RI0023	OH	10/11/2021		MW	IS	3,304.89
95 00031147	V9502233	OCCUPATIONAL HEALTH CENTERS OF	72762352	OH	10/11/2021		MW	IS	31.00
95 00031148	V9501750	PETZOLD, DARIN	OOPE-100421PETZ	OH	10/11/2021		MW	IS	486.00
95 00031149	V9501168	REGISTRATIONS FOR YOU	EFCC-FEB-MARC	OH	10/11/2021		MW	IS	395.00
95 00031150	V9500651	SMART & FINAL	4801	OH	10/11/2021		MW	IS	359.53
95 00031151	V9501815	ULINE	139048129	OH	10/11/2021		MW	IS	1,073.23
95 00031152	V9500666	CALIF DEPT OF TAX AND ADMINIST	08/01-31/21-PT 3	OH	10/13/2021		MW	IS	132.80
95 00031153	V9501919	ATKINSON ANDELSON LOYA RUUD &	AALRCONF-21-22	OH	10/15/2021		MW	IS	399.00
95 00031154	V9502326	F & M Credit Card	9/2/21-10/1/21	OH	10/15/2021		MW	IS	3,303.13

COASTLINE R.O.P.
Consolidated Check Register
 from 10/1/2021 to 10/31/2021

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00031155	V9501168 REGISTRATIONS FOR YOU	EDUCONF-2021	OH	10/15/2021		MW	IS	395.00
95	00031156	V9500651 SMART & FINAL	26401	OH	10/15/2021		MW	IS	354.99
95	00031157	V9500651 SMART & FINAL	5302	OH	10/19/2021		MW	IS	803.73
95	00031158	V9501182 UPS CORPORATE HEADQUARTERS	00002825FY421	OH	10/19/2021		MW	IS	259.75
95	00031159	V9502368 CLC	OCT 2021 ID THEF	OH	10/21/2021		MW	IS	50.00
95	00031160	V9500045 COASTLINE ROP REVOLVING CASH F	BANK FEE-101821	OH	10/21/2021		MW	IS	1,836.00
95	00031161	V9500828 EXXON MOBIL	745086	OH	10/21/2021		MW	IS	132.94
95	00031162	V9502040 METROPOLITAN LIFE INSURANCE CO	OCT 2021 SUPPLE	OH	10/21/2021		MW	IS	562.24
95	00031163	V9500071 MICRO CENTER A/R	11513403	OH	10/21/2021		MW	IS	1,050.48
95	00031164	V9501350 REEP FOR BENEFITS	10/01-31/21 TALK	OH	10/21/2021		MW	IS	36,440.92
95	00031165	V9505546 VISION SERVICE PLAN	10/01-31/21 RETI	OH	10/21/2021		MW	IS	744.12
95	00031166	V9501191 ATT	000017147283	OH	10/26/2021		MW	IS	493.74
95	00031167	V9500382 B & H PHOTO	192575202	OH	10/26/2021		MW	IS	2,418.86
95	00031168	V9500992 CENGAGE LEARNING	75979736	OH	10/26/2021		MW	IS	9,698.31
95	00031169	V9502011 CORODATA RECORDS MANAGEMENT IN	RS4734871	OH	10/26/2021		MW	IS	96.35
95	00031170	V9502403 EARGLE, COURTNEY	OOPE-101421EAR	OH	10/26/2021		MW	IS	22.00
95	00031171	V9502276 ESCOTO, PASHIA	OCTOBER 06 2021	OH	10/26/2021		MW	IS	18.14
95	00031172	V9502063 HOME DEPOT	7524534	OH	10/26/2021		MW	IS	4,563.08
95	00031173	V9502293 INGARDIA BROS PRODUCE INC	07084771	OH	10/26/2021		MW	IS	967.66
95	00031174	V9500795 LUDWIG, DEBBIE	OOPE-101321LUD	OH	10/26/2021		MW	IS	63.08
95	00031175	V9501016 MEDCO SUPPLY COMPANY	IN94368661	OH	10/26/2021		MW	IS	429.49
95	00031176	V9503378 MEDICAL DISCOUNT MARKETING	7150	OH	10/26/2021		MW	IS	800.19
95	00031177	V9501859 NASCO	166419	OH	10/26/2021		MW	IS	617.46
95	00031178	V9500148 NORTHERN OC SELF WC AGENCY	259549-OCT	OH	10/26/2021		MW	IS	20,503.00
95	00031179	V9501475 O'REILLY AUTO PARTS	3576-330399	OH	10/26/2021		MW	IS	127.77
95	00031180	V9503875 OFFICE DEPOT	203260281001	OH	10/26/2021		MW	IS	232.07
95	00031181	V9500942 PEREZ, ALEX	09/01-29/21	OH	10/26/2021		MW	IS	79.02
95	00031182	V9500937 POST ALARM SYSTEMS	1417389	OH	10/26/2021		MW	IS	56.77
95	00031183	V9501629 PRUDENTIAL OVERALL SUPPLY	62648247	OH	10/26/2021		MW	IS	73.31
95	00031184	V9502404 SHORT-BAKER, ROSEMARY	OOPE-101421SHO	OH	10/26/2021		MW	IS	22.00
95	00031185	V9500651 SMART & FINAL	6501	OH	10/26/2021		MW	IS	711.73
95	00031186	V9504986 STATER BROS MARKETS	148091421VDM	OH	10/26/2021		MW	IS	143.03
95	00031187	V9505350 TUSTIN AWARDS INC	48080	OH	10/26/2021		MW	IS	27.78
95	00031188	V9502271 VAN DER MERWE, ROCHELLE	09/20-10/13/21	OH	10/26/2021		MW	IS	94.98

**COASTLINE R.O.P.
Consolidated Check Register
from 10/1/2021 to 10/31/2021**

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00031189	V9500422	VERIZON WIRELESS	9889892693	OH	10/26/2021		MW	IS	171.16
95 00031190	V9501919	ATKINSON ANDELSON LOYA RUUD &	AALRR2021-WOR	OH	10/28/2021		MW	IS	148.00
95 00031191	V9500651	SMART & FINAL	15401	OH	10/28/2021		MW	IS	187.01
95 00031192	V9502162	SOCAL OFFICE TECHNOLOGIES	IN2159201	OH	10/28/2021		MW	IS	3,309.38
95 00031193	V9501182	UPS CORPORATE HEADQUARTERS	00002825FY411	OH	10/28/2021		MW	IS	59.53
95 00031194	V9500045	COASTLINE ROP REVOLVING CASH F	OCTOBER 27 2021	OH	10/29/2021		MW	IS	103.00
95 00031195	V9502382	INTERMEDIA.NET INC	1731934	OH	10/29/2021		MW	IS	1,395.76
95 00031196	V9502570	KEENAN AND ASSOCIATES	266057-OCTOBER	OH	10/29/2021		MW	IS	1,500.00
95 00031197	V9502399	LEADERSHIP ASSOCIATES	2539	OH	10/29/2021		MW	IS	9,750.00
95 00031198	V9502184	MISICH, THOMAS	09/01-30/21	OH	10/29/2021		MW	IS	60.48
95 00031199	V9500134	ORANGE COUNTY DEPARTMENT OF ED	94RI1517	OH	10/29/2021		MW	IS	10,000.00
95 00031200	V9500240	SOFTCHOICE CORPORATION	90430689	OH	10/29/2021		MW	IS	275.05
95 00031201	V9500722	STAPLES BUSINESS ADVANTAGE	3489686095	OH	10/29/2021		MW	IS	54.94
95 00031202	V9501499	TIME WARNER CABLE	0033823101421	OH	10/29/2021		MW	IS	1,535.02

Issued: 194,296.55
95 Bank Total: 194,296.55

Grand Total: 194,296.55

Aug. 20, 2021

Coastline ROP
1001 Presidio Square
Costa Mesa, CA 92626
(714) 979-1955

This Quote allows Nepris to provide its market leading solution for connecting industry and education. Nepris' online platform will enable Coastline ROP ("Customer") to engage your educators and students with the business community around the world to bring real world relevance and career exposure to students in K12. Nepris is dedicated to providing best in class solutions that are built exclusively for the unique needs of K12 educational institutions. Customer and Nepris agree to the following terms and conditions:

PURCHASE AND SUBSCRIPTION: Allows Nepris premium access for select schools across the district for a year. PURCHASE ORDER CAN BE SENT TO: thomas@nepris.com.

Type	Term	Number of Elem./MS/HS Sites	Price	Total Extended Price
Nepris ROP site license to include up to 53 teachers.	Annual subscription Unlimited access for all educators, counselors, administrators, staff, students, and families within each district site.	1	\$9,500	\$9,500.00
Mandatory Virtual/Online Professional Development (Implementation and trainings)	Virtual/Online Professional Development focused on getting started and implementation.	1	\$500.00	\$500.00 (Included in software & services)
ANNUAL TOTAL				\$10,000.00

USAGE:

- Participating Teachers can create unlimited LIVE virtual Session requests with industry professionals
- Teachers can view or copy session requests created by other teachers on the platform.
- Classrooms can sign up to participate in industry offered virtual tours, interview-an-expert sessions, and more
- Teachers can communicate through the messaging platform with all of the industry professionals in the platform.
- Teachers can utilize the collection of recorded videos to share with students anytime, anywhere.
- Nepris can be used in all grade levels from K12 in varying subjects including Math, Science, Engineering, Career and Technical Education, Business, Accounting, etc....
- Nepris supports all subjects and classes that need industry connection.
- Nepris does not support any in-person visits. All requests are serviced online and virtually.
- School district can invite their preferred business partners to participate.
- Nepris support team will provide support to get teachers prepared and ready for each and every live industry session.
- Detailed usage reports will be provided to school districts on a regular basis.
- School districts will also have access to an admin Dashboard to have pull usage reports within district.

SUBSCRIPTION TERMS:

- All Nepris subscriptions are valid for one year and will need to be renewed the following year to continue usage.
- All teachers irrespective of a subscription will always have limited free access to recorded sessions and can share this with their peers.
- If site subscription option is chosen, all personnel within the site will have full access to Nepris. No teacher list is required.

SUBSCRIPTION PACKAGE SERVICES INCLUDE:

- 1-2 virtual professional development sessions
- Access to bi-weekly Webinars
- Operational support to ensure every virtual session is moderated and monitored for best experience.
- Online support from 8:00 am – 5:00 pm central time.
- Monthly usage reports to the school district administration.

TECHNOLOGY

School district will be responsible to equip the teachers with the necessary technology required for optimal experience of the Nepris online platform. To use the Nepris website effectively and to participate in a virtual session, teachers will need to have the following:

System Requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in

Supported Operating Systems

- Mac OS X with Mac OS 10.6.8 /(Snow Leopard) or later
- Windows 10, 8/8.1, 7

Browsers - Google Chrome, Safari, Firefox, Internet Explorer 10+

DATA:

Nepris provides the ability to record every virtual session so that teachers can reuse the recording for homework and further review in their classrooms. Companies prefer to record their sessions so that other classrooms can benefit from them, too.

- School district and its affiliated schools provide Nepris permission to record (audio and video) every virtual session to add to the Nepris archive mainly to capture the industry engagement. Nepris guarantees that no student images will be retained in any form in these recordings at any point of time. If student voices are retained it will be completely anonymous.
- In spite of the above precautions, if school districts choose to opt out of the recording, we request that a waiver is signed noting that you will have access to a limited pool of industry experts and will not be able to take advantage of some features within Nepris that allows for assignment of recorded sessions to students in a flipped classroom or blended learning environment.
- Nepris ensures that no student information will be displayed publicly in the Nepris site or in any other social media site without prior written permission.
- Nepris does not collect or store any student information in their database.
- All teacher information in Nepris will be treated as private and confidential.

TERMS OF SERVICE and PAYMENT TERMS:

- Service start date will begin within 24 hours from Nepris' delivering an invoice or receipt of a purchase order
- Initial Term: One year from service start date.
- Training and startup assistance are available in an online format and through telephone support as indicated on our website.
- Technical support is available from 8am to 5pm Central Standard Time. Please email nepris@nepris.com for technical support.
- No sales tax or usage fees are included in this proposal.
- Payment: Terms are net 30 days after receipt of a valid invoice.
- Nepris.com Terms of Use are governed by our online conditions of use statement available at: <http://nepris.com/terms>

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

Careers with Children Internship

Jenny Hart Early Education Center
4445 Alton Parkway
Irvine, CA 92604

Culinary Arts Internship

TAPS Brewery & Barrel Room
15501 Red Hill Avenue
Tustin, CA 92780

Diversified Services Careers Internship

99 Cents Only Store
14551 Redhill Avenue
Tustin, CA 92780

Old Navy
2961 El Camino Real
Tustin, CA 92782

Sports Medicine Internship

Irvine Unified School District:

- Irvine High School
4321 Walnut Avenue
Irvine, CA 92604
- Northwood High School
4515 Portola Parkway
Irvine, CA 92620
- Portola High School
1001 Cadence
Irvine, CA 92618
- University High School
4771 Campus Drive
Irvine, CA 92612

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



Membership Invoice

Invoice # 2461

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 12/14/2021 - 12/14/2022	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 #: 2461
Description: Membership Dues
Date Due: 12/14/2021

Amt. Due: 165.00

Enclosed:

22.0



CTE TEACH Site Memorandum of Understanding

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 October 1, 2021 through and including June 30, 2022 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 2022.
 - 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, 2022. 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, 2021 - Report due by October 31, 2021~~
 - ii. Quarter 2 ends December 31, 2021 - Report due by January 31, 2022
 - iii. Quarter 3 ends March 31, 2022 - Report due by April 30, 2022
 - iv. Quarter 4 ends June 30, 2022 - Report due by **June 30, 2022 (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, 2022**
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.cteonline.org) by the end of second quarter, December 31, 2021. Mentors added to the grant after December 31, 2021 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 2022.
 - 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 weekly.
 - 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 2022 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: _____

Title: _____

Signature:

Date: _____

Street: _____

CA City: _____ 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 Chris McClung
 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.

Coastline Regional Occupational Program
Inventory Deletion Report

Board Meeting Date: November 18, 2021

<u>Inv#</u>	<u>Description</u>	<u>Location</u>	<u>Price</u>	<u>Purchase Date</u>	<u>Status</u>	<u>Method of Disposal</u>
COMPUTERS/TECHNOLOGY						
4052	Computer	Presidio Site	\$2,044.02	2/3/2004	Obsolete	Scrap
4396	Computer	Presidio Site	\$1,869.46	3/16/2005	Obsolete	Scrap
4417	Computer	Presidio Site	\$1,756.33	6/30/2005	Obsolete	Scrap
4418	Computer	Presidio Site	\$1,756.33	6/30/2005	Obsolete	Scrap
4621	Computer	Presidio Site	\$1,462.17	6/11/2007	Obsolete	Scrap
4835	Computer	Presidio Site	\$677.75	6/17/2008	Obsolete	Scrap
4892	Computer	Presidio Site	\$624.94	8/11/2008	Obsolete	Scrap
4910	Computer	Presidio Site	\$599.55	10/27/2008	Obsolete	Scrap
5766	Computer	Presidio Site	\$708.86	3/27/2013	Obsolete	Scrap
5767	Computer	Presidio Site	\$708.86	3/27/2013	Obsolete	Scrap
5805	Computer	Presidio Site	\$1,003.29	10/11/2013	Obsolete	Scrap
5808	Computer	Presidio Site	\$1,003.29	10/11/2013	Obsolete	Scrap
5829	Computer	Presidio Site	\$1,672.08	3/8/2014	Obsolete	Scrap
6216	Computer	Presidio Site	\$1,669.58	6/7/2016	Obsolete	Scrap
6356	Computer	Presidio Site	\$542.32	10/27/2016	Obsolete	Scrap
6358	Computer	Presidio Site	\$542.32	10/27/2016	Obsolete	Scrap

Review/Approval



 Director of Business Services

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

BOARD UPDATE
November 5, 2021
EMPLOYEE PERSONNEL REGISTER NO. 4 – 2021 -2022

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

EMPLOYMENT:

Name:	Glen Lindenstadt
Position:	Substitute
Program:	Educational Services
Location:	All Sites
Effective	October 2, 2021
Name:	Erin Mc Connell
Position:	Substitute
Program:	Educational Services
Location:	All Sites
Effective	October 19, 2021
Name:	Maressa McDonald
Position:	Career Specialist
Program:	Student Services
Location:	Beckman H.S.
Effective	November 4, 2021
Name:	Abel Mendoza
Position:	Substitute
Program:	Educational Services
Location:	All Sites
Effective	Pending new hire processing
Name:	Peter Trapani
Position:	Substitute
Program:	Educational Services
Location:	All Sites
Effective	Pending new hire processing



Carol Hume

Coastline Regional Occupational Program
Travel/Conference Report
Board Meeting
November 18, 2021

Name	Date(s)	Destination	Purpose	Amount
Siteria Edwards, Administrator, Human Resources Presidio Campus	Nov. 2	Virtual	AALRR – Emerging from the Pandemic 2021 It's The Law Now	\$79.00
Siteria Edwards, Administrator, Human Resources Presidio Campus	Nov. 12	Virtual	AALRR – AB 438: Understanding the Sweeping Changes to Classified Layoff Process	69.00
Carol Hume, Superintendent Presidio Campus	Nov. 18	Virtual	CAROCPC Committee & Board meeting	0.00
Michael Campbell, Teacher Automotive Technology Laguna Hills High School	Jan. 31 – Feb. 4	Phoenix, AZ	NC3 Train the Trainer	3,680.00
			Total	\$3,828.00