



**COASTLINE**  
REGIONAL OCCUPATIONAL PROGRAM  
*Innovate • Educate • Inspire*

**BOARD OF TRUSTEES**  
**AGENDA**

**December 15, 2022**

**8:45 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: December 7, 2022

SUBJECT: Board Package

Enclosed are the agenda and supporting materials for the Thursday, December 15, 2022, regular Board of Trustees meeting. As a reminder, we decided at the last meeting to eliminate the pre-meeting going forward. The board meeting will begin with a closed session at 8:45 a.m. Open session is scheduled to begin at 9:30 a.m.

I am looking forward to seeing you on Thursday, December 15, 2022.

Enclosure



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

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

**BOARD OF TRUSTEES  
Thursday, December 15, 2022  
8:45 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. MEDICAL INNOVATION, RESEARCH AND ENTREPRENEURSHIP PRESENTATION**
- 10. SUPERINTENDENT’S REPORT – Brian Dozer**
- 11. EDUCATIONAL SERVICES’ UPDATE – J. S. Coke**

**DISCUSSION/ACTION ITEMS**

- 12. AB 361- Brown Act Amendment** **Discussion/Action**  
According to AB 361, it is recommended that 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 \_\_\_\_\_
  
- 13. Election of Officers** – In keeping with the rotation schedule established for the election of Board officers, it is recommended that the Board approve the following slate of officers for leadership during 2023:

President	NMUSD
Vice President	SVUSD
Clerk	HBUHSD

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
  
- 14. Board Meeting Calendar for 2023** - Recommend the Board approve the proposed calendar of meetings for 2023. **Discussion/Action**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
  
- 15. First Interim Budget Certification** - Recommend the Board approve, as presented, certification for the First Interim Budget with appropriate standards and criteria. **Discussion/Action**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
  
- 16. OC Pathways Regional K16 Education Collaborative Grant Program Services Agreement** – Recommend the Board approve the K16 service agreement as presented. **Discussion/Action**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
  
- 17. Employee Reclassification** - Recommend the Board approve the facility maintenance and custodian worker reclassification as presented. **Discussion/Action**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
  
- 18. Revisions to Coastline ROP Compensation Schedule** Recommend the Board approve the revised compensation schedule as presented. **Discussion/Action**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
  
- 19. CYBERFORWARD Memorandum of Understanding** Recommend the Board approve the MOU between Coastline ROP and CYBERFORWARD. **Discussion/Action**

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

**RESOLUTION CONSENT CALENDAR**

**Action**

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

It is recommended the Board approve:

- 20. Resolution #2 / 2022-2023: Budget Adjustment
- 21. Resolution #3 / 2022-2023: Budget Transfer

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

Votes:

Member Davis	_____
Member Barto	_____
Member Swartz	_____
Member Carey	_____
Member Brooks	_____

**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:

- 22. Minutes from the November 10, 2022, Board of Trustees meeting
- 23. Ratification of purchase order report ending November 30, 2022
- 24. Ratification of check report ending November 30, 2022
- 25. California Association of School Business Officials organizational subscription in the amount of \$637.50
- 26. Internship sites
- 27. Personnel Register #5 – 2022-2023 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 28. Approval/Ratification of travel conference report

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

**NEW BUSINESS**

**Information**

**ADJOURNMENT**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ at \_\_\_\_\_ a.m.

**Next Scheduled Meeting: January 19, 2023**

Public Records related to the public session agenda that is distributed to the Governing Board less than 72 hours before a regular meeting may be inspected by the public at 1001 Presidio Square, Costa Mesa, during regular business hours (7:30 a.m. to 4:30 p.m.) or on our website <https://www.coastlinerop.net/>





TO: Board of Trustees

FROM: Brian Dozer

DATE: December 5, 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.

TO: Board of Trustees  
FROM: Brian Dozer  
DATE: December 07, 2022  
SUBJECT: Election of Officers

Coastline ROP has an established district rotation schedule. Following the schedule, the rotation would be:

NMUSD – President  
SVUSD – Vice-President  
HBUHSD – Clerk  
IUSD – Member  
TUSD – Member

We will ratify the names of the officers at the January board meeting once each participating district has appointed their representative to serve on the ROP Board of Trustees.

It is respectfully requested the Board of Trustees approve the proposed slate of officers.



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
2023 BOARD CALENDAR**

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

**Meeting Time: 9:30 a.m.**

Board approved:



TO: Board of Trustees  
FROM: Sesar Morfin  
DATE: December 5, 2022  
SUBJECT: First Interim Report – October 31, 2022

In accordance with state financial reporting requirements, attached is the First Interim Budget report covering the period of July 1, 2022, to October 31, 2022. The interim report allows us to make any necessary revisions to the budget and determine if necessary levels of cash are available to meet our expenditure obligations.

This budget meets the Criteria and Standards for interim reports designated by the California Department of Education. Analysis shows that both the cash balance and the fund balance will be positive at the close of the fiscal year. Available unrestricted reserves for economic uncertainties are estimated to exceed the minimum requirement of 5.0 percent.

The estimated change in the current operating budget reflects a decrease in revenue and an increase in expenditures. The current board-approved operating budget assumes a surplus of revenues over expenditures in the amount of \$1,711,425. The First Interim Report projects an overall surplus of revenues over expenditures in the amount of \$660,881, or a decrease in the projected surplus of \$1,050,544 to the board-approved budget for the 2022-2023 year. An important factor to consider is the fact that included within the board-approved budget for 2022-2023 was the remaining supplemental Covid-19 relief monies from the 2021-2022 year which were approximately \$2.3 million. These funds need to be spent by June of 2023. The board approved that any remaining unspent supplemental Covid-19 relief monies which were not allocated for a specific purpose be used to fund our general operating expenditures (salaries, benefits, supplies, etc.) in the 2021-2022 year. As the 2022-2023 budget was prepared, certain expenditures were included in the supplemental Covid-19 relief monies funding plan. Any remaining unallocated monies were allocated to fund a portion of our general operating expenditures as was done in the 2021-2022 year.

### **Revenue**

The revised revenue projection is due to several factors. First, decreased revenues are expected because of the cancellation of non-fee-based classes due to low enrollment and personnel changes that took place regarding our career specialists. Per our Joint Powers Agreement (JPA) with our partnering districts, Coastline is directly reimbursed for the costs associated with our career specialists. In this case, we are projecting a lower amount of costs for these positions than was originally planned for in the adopted 2022-2023 budget which is why the amount of revenue we project to receive for these positions is lower than we originally planned for. In addition, an understanding was reached with each of our partner districts earlier this fall that reduced their cost per

section fee by approximately 6.56%, or a reduction in revenue to the ROP of approximately \$276K. Lastly, we expect decreased revenue due to an understanding that was reached between Coastline and our partnering districts with respect to under-enrolled after-bell classes this fall semester. Coastline agreed to fund the cost of those classes with our districts in an effort to continue to offer these programs to our students without the risk of those classes being cancelled. This understanding equates to a reduction in revenue to the ROP of approximately \$282K. These understandings were reached so that the supplemental Covid-19 relief monies were utilized in the best manner possible to assist our districts and minimize any impact to our students.

This reduction in revenue is being partially offset by an increase in revenue from other sources. First, interest income is projected to be higher than originally expected in the 2022-2023 budget. Second, grant revenue is also projected to be slightly higher than originally expected. This is primarily due to underestimating the amount of unspent grant monies in the 2021-2022 year. Any unspent grant monies must be recognized in the year in which they are spent. The expenditures associated with those grant monies are also being recognized in the 2022-2023 year. Lastly, several courses were added by two of our districts which helped to partially offset the overall reduction in revenue.

In addition, numerous expenditures have already been and/or plan to be incurred in our general fund during the 2022-2023 year that will be funded with the Covid-19 monies. These expenditures are related to providing in person instruction to our students (professional development for our teachers and staff, job placement advertisements, technology upgrades, etc.). The Covid-19 relief monies that are allocated to fund these expenditures are included within the First Interim report for 2022-2023.

### **Expenditures**

The revised expenditures projections are due to some of the factors noted above. First, grant-related expenditures increased due to underestimating the amount of grant-related expenditures in the 2021-2022 year. These expenditures must be recognized in the year in which they are incurred. Second, the board approved several salary-related actions which increased our expenditures for the 2022-2023 year. These actions include hiring bonuses and retention incentives for our newly hired teachers and staff, retention incentives for our existing teachers and staff, and a 3% permanent salary increase for our existing teachers and staff. We estimate that all these actions will increase our expenditures by approximately \$500K. All the hiring and retention incentives will be funded with the Covid-19 relief monies. These actions were taken to retain our dedicated teachers and staff and to attract the best talent in an extremely challenging job market. Lastly, expenditures increased due to an increase in the number of classes by two of our districts.

The increase in expenditure projections was partially offset by other decreases in expenditures. Both certificated and classified salaries and benefits were reduced due to the cancellation of classes because of low enrollment as well as other personnel changes. As mentioned previously, the costs associated with our career specialists are lower than originally expected. Employee health benefits were also reduced due to personnel changes and health plan changes/adjustments made by our employees which resulted in a lower cost to the ROP.

Overall, the revised revenue projection needs to be decreased by \$292,586 from our originally adopted budget for 2022-2023 while the expenditure projection needs to be increased by \$757,958. After these board resolutions are considered, the net decrease



in our surplus is \$1,050,544. The surplus amount in our originally adopted budget for 2022-2023 was \$1,711,425 so this results in an overall surplus amount of \$660,881 for 2022-2023.

A Budget Adjustment Resolution has been included for your approval which delineates which revenue/reserve and expenditure/reserve codes are to be adjusted in order to account for the decreased revenue for 2022-2023. In addition, a Budget Transfer Resolution has been included for your approval which delineates which expenditure/reserve codes are to be adjusted to account for the anticipated expenditure increase for 2022-2023.

**Reserves**

On July 1, 2022, the beginning balance for the General Fund was \$5,600,528. Following is the estimated ending General Fund balance as of June 30, 2023.

Nonspendable	
Reserve for Revolving Cash	10,000
Restricted	
CalWORKS for ROCP Adults	9,527
Unassigned	
Undesignated/Unappropriated	5,863,672
Reserve for Economic Uncertainties	250,000
Assigned	
Newport-Mesa Lottery	68,112
Tustin USD Lottery	<u>60,098</u>
Total Reserves – Projected Ending General Fund Balance	<u>\$6,261,409</u>

The majority of ROP reserves are classified as an unrestricted resource, which do not have ending fund balance restrictions and/or limitations. Per the California Department of Education, CalWORKS funds generated by applicable ROP adults are restricted for use in the adult programs that generated the CalWORKS ADA.

**Multi-Year Projections**

The main premise that our multi-year projections are based on is the cost per section model per the JPA which went into effect as of July 1, 2020. Each district has agreed to a minimum base number of sections for the 2022-2023 year and those base number of sections along with the cost per section which has also been agreed to and is part of the JPA, is how the amount of expected revenue was calculated for the 2023-2024 and 2024-2025 years. The assumption made for both the 2023-2024 and 2024-2025 years is that no change would be made to the base number of sections by any of our districts and we would receive a cost-of-living adjustment (COLA) of 5.38% in 2023-2024 and 4.02% in 2024-2025 which would result in an increased cost per section in each of the next two years. Per the terms of the JPA, the cost per section will be assessed on a yearly basis in consultation with our partnering districts to determine the viability of that

cost over the long term. Any change to that cost per section excluding the increase for the COLA adjustment, would necessitate a revision to the revenue projections.

The other major assumption that is being made is that Huntington Beach Union High School District will withdraw from the JPA at the end of the 2022-2023 year. Huntington Beach Union notified us of their intent to withdraw from the JPA in September 2022 and that withdrawal would become effective as of July 1, 2023. In order to be fiscally prudent, the assumption was made that the withdrawal would be finalized. If Huntington Beach Union does not withdraw from the JPA, then the multi-year projections would need to be adjusted.

In terms of other revenue streams, we assumed that no new grant funding would be secured in the 2023-2024 year, and beyond which is why revenue decreased significantly. Applications have already been submitted for additional grant funds. As those funds are secured and received, they will be included in the multi-year projections.

As previously noted, Coastline was the recipient of supplemental Covid-19 funds in the 2021-2022 year. This revenue was not included in the 2023-2024 year since the funds need to be expended by June of 2023 which is another factor contributing to the reduction in revenue over the next two years. Our other revenue streams include tuition and fees, interest income, rebates, etc. Factors considered in calculating these revenue projections include historical data, expected inflation, exclusion of any one-time monies, etc.

In terms of expenditures, those associated with one-time grant revenue were excluded from both the 2023-2024 and 2024-2025 years which is why expenditures decreased significantly. In terms of any salary increases for our teachers and staff, none were included. Our teachers and staff do not receive automatic salary increases each year. Those increases must be board-approved. Any salary increases that are board-approved in the future will be included in the multi-year projections. Other factors considered in calculating these expenditure projections (books, supplies, equipment) include historical data, expected inflation, exclusion of any one-time monies, etc.

The ROP anticipates a deficit in the 2023-2024 year whereas a surplus is expected in the 2022-2023 year. There are a few primary drivers behind this. First, the ROP is utilizing the remaining Covid-19 monies during the 2022-2023 year which is a big factor behind why a surplus is anticipated, and those monies are no longer available in the 2023-2024 year. Another driver is the anticipated withdrawal of the Huntington Beach Union High School District which would become effective July 1, 2023. With the withdrawal of a partner district comes the loss of the revenue that the ROP receives from that district. We also reduce our expenditures since those classes will no longer be offered but the net loss to us after revenue lost and all expenditures are considered is significant. If the withdrawal does not come to fruition, then the projected deficits for the next two years are eliminated altogether. The last driver contributing to the deficit is the exclusion of new grant funding in the 2023-2024 year. Typically, there is an indirect cost component to the grant funding we secure which allows us to utilize a percentage of the grant award received to offset our overall expenditures. The overall deficit in the 2024-2025 year does decrease compared to 2023-2024 which assumes that we would receive a 4.02% COLA in 2024-2025 and that all other expenditures will remain relatively stable.

Although we are projecting deficits in the following two years, Coastline will have a considerable amount of reserves available to absorb these deficits. Coastline will work closely with the Board to identify ways to reduce these deficits while providing the best value possible to our partnering districts. Spending these monies strategically while building out our programs and controlling costs as best as possible will put us in a position to eliminate the need to deficit spend while providing our districts with the level of service they expect at a reasonable cost.

The Board of Trustees shall certify in writing whether or not the ROP is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for two subsequent fiscal years. The certifications shall be classified as positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127).

In submitting the 2022-23 First Interim Report, the Board of Trustees understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. As presented, Coastline ROP is projecting positive fund balances and cash flow for the current and two subsequent years. Furthermore, the ROP recognizes the need to maintain reserves above the five percent level currently required of a Local Education Agency (LEA) not funded on average daily attendance. If necessary, the ROP will consider subsequent year budget reductions in order to maintain positive certification. The ROP does not have bargaining units; therefore, budget reductions are not subject to negotiations.

It is respectfully requested that the board approve the First Interim Budget report with a positive certification that the ROP can meet its financial obligations for the current year and two subsequent years.

Enclosures

Revenue Detail Explanation Sheet  
8000

Federal Revenues  
8290

Other federal revenues are not included at this time.

State Revenues  
8590

Other state revenues are included for the CTE Incentive grant, CalWORKS for ROCP, Supplemental Covid-19 funding, and STRS on-behalf revenue.

Local Revenues  
8631

Sale of obsolete equipment when it is available.

8660

Interest, 1.00% net yield on funds in county treasury educational pool.

8699

Other income from local grant funds, printing projects, facilities use, donations, requests for records, refunds, etc.

8710

Adult registration fees (includes fee-based courses).

8781

ROP cost per section fee from participating districts and reimbursement of Career Specialist costs.

Expenditure Detail Explanation Sheet  
1000-7000

Certificated Salaries

1100	Teachers.
1200	Pupil Support/Counselor – currently there are no positions in this category.
1300	Director, Educational Services; and Administrators, Educational Services.
1900	K12 Pathway Coordinator, Instructional Support and Media Specialist, and Mentor Teachers.

Classified Salaries

2100	Instructional Assistants and Job Coaches.
2200	Career Specialists, Network Specialist, and Facility Maintenance Technician.
2300	Superintendent, Director of Business Services, Manager of Technology Services, Administrator Human Resources, and Board Members.
2400	Support staff/Clerical personnel.
2900	Other classified salaries.

Employee Benefits

3100	STRS – Rate 19.10%
3200	PERS – Rate 25.37%
3300	Medicare – Rate 1.45%; OASDI (non-STRS/PERS) – Rate 6.2%
3400	Health and Welfare – medical, dental, vision and life insurance benefits.

Expenditure Detail Explanation Sheet  
1000 – 7000

3500	Unemployment Insurance – 0.50%
3600	Workers Compensation – Rate 1.9181%
3700	Retiree Benefits

Books, Supplies, Non-capitalized Equipment

4100	Textbooks
4200	Other Books
4300	Materials and Supplies
4400	Non-capitalized Equipment

Services, Other Operating Expenses

5200	Mileage, Conference and Travel.
5300	Dues and Memberships – including CAROCP, CASBO, CSBA, and WASC.
5400	Property and Liability Insurance – including special coverage for health program students.
5500	Utilities and Housekeeping.
5600	Rentals/Leases/Repairs – major expense in this item is the Presidio facility lease.
5700	Direct cost transfers.

Expenditure Detail Explanation Sheet  
1000 – 7000

5800 Professional Services, Other Services, and Operational Expenses –e.g. Presidio site facility maintenance, human resources and financial systems support, legal services, auditing services, advertising, and other miscellaneous expenses.

5900 Communications – phone, Internet connection, postage.

Capital Outlay

6200 Buildings and Improvement of Buildings – includes leasehold improvements.

6400 Equipment – instructional and non-instructional purposes.

6500 Replacement of Equipment – instructional and non-instructional purposes.

Other Outgo

7210 Indirect cost transfers.

7213 Pass through of grant funds.

7430 Debt service.

7612 Transfers out.

Multi-year Projections: 2023-2024 Budget Assumptions

Revenue

- Cost per Section Revenue from Districts – based on base level of sections for each district included in the 2022-2023 year. Those sections are multiplied by the approved cost per section. Cost per section was increased by the cost-of-living-adjustment (COLA) of 5.38%. The assumption was made that Huntington Beach Union School district would withdraw from the JPA effective July 1, 2023. Actual costs for career specialists are estimated and included as reimbursable expenses back to each respective district.
- CTE Incentive Grant is included; funding expires December 31, 2023. The application for the next round of the CTE Incentive Grant has already been submitted and we are awaiting State Board approval which is expected to be given in early 2023. Those funds will need to be spent by December 31, 2024.
- K12 Strong Workforce Program Grant Round 3 is excluded and Round 4 is included; funding expires June 30, 2024. The application for the next round of the K12 Strong Workforce Program Grant has already been submitted and we expect to be notified of the approval of our application in early 2023.
- K12 Strong Workforce Program Pathway Coordinator Ground Round 4 is included; funding expires September 30, 2023.
- Other Local Income – based on historical data less one-time monies.
- Interest Income – based on 1.00 percent yield.

Expenditures

- Salaries – based on estimated 2022-2023 salaries with adjustments due to personnel changes, the removal of one-time costs, grants and [non fee-based] summer school salaries, etc. The ROP uses a performance-based compensation system; it does not have a bargaining unit or automatic step and column increases for salaries. Adjustments were made to permanently increase eligible salaries by 3% per the board action approved in October 2022.
- Statutory Benefits – based on the following rates: CalSTRS 19.10%, CalPERS 25.20%, OASDI 6.2%, Medicare 1.45%, SUI (state unemployment insurance) 0.50%, and workers compensation 1.9181%.
- Health Benefits – based on 2022-2023 costs with consideration of expected increase of 5%.
- Textbooks – based on similar expenditures as 2022-2023, less one-time expenditures; includes one-time expenses associated with one-time grants. Adjustment for inflation of 5% was included.
- Supplies – based on similar expenditures as 2022-23, less one-time expenditures, includes one-time expenditures associated with one-time grants. Adjustment for inflation of 5% was included.



- Non-Capitalized Equipment – based on similar expenditures as 2022-2023, less one-time expenditures, includes one-time expenditures associated with one-time grant funds. Adjustment for inflation of 5% was included.
- Professional Services & Other Operating Costs – based on similar expenditures as 2022-2023, less one-time expenditures, includes one-time grant expenditures associated with one-time grant funds. Adjustment for inflation of 5% was included.
- Capital Outlay – the ROP’s capital threshold is \$5,000. Due to the nature of ROP expenditures, we foresee only a minimal amount of purchases in excess of the capital threshold. Prior year capital equipment was funded with grants.

### Multi-year Projections: 2024-2025 Budget Assumptions

#### Revenue

- Cost per Section Revenue from Districts – based on base level of sections for each district included in the 2022-2023 year. Those sections are multiplied by the approved cost per section. Cost per section was increased by the cost-of-living-adjustment (COLA) of 4.02%. The assumption was made that Huntington Beach Union School district would withdraw from the JPA effective July 1, 2023. Actual costs for career specialists are estimated and included as reimbursable expenses back to each respective district.
- CTE Incentive Grant and all K12 Strong Workforce Program grants are excluded. Efforts to secure future grant funding in 2024-2025 are ongoing.
- Other Local Income – based on historical data less one-time monies.
- Interest Income – based on 1.00 percent yield.

#### Expenditures

- Salaries – based on estimated 2023-2024 salaries with adjustments due to personnel changes, the removal of one-time costs, grants and [non fee-based] summer school salaries, etc. The ROP uses a performance-based compensation system; it does not have a bargaining unit or automatic step and column increases for salaries. Adjustments were made to permanently increase eligible salaries by 3% per the board action approved in October 2022.
- Statutory Benefits – based on the following rates: CalSTRS 19.10%, CalPERS 24.60%, OASDI 6.2%, Medicare 1.45%, SUI (state unemployment insurance) 0.50%, and workers compensation 1.9181%.
- Health Benefits – based on 2022-2023 costs with consideration of expected increase of 3%.
- Textbooks – based on similar expenditures as 2023-2024, less one-time expenditures, including those associated with one-time grants. Adjustment for inflation of 5% was included.
- Supplies – based on similar expenditures as 2023-24, less one-time expenditures, includes one-time expenditures associated with one-time grants. Adjustment for inflation of 5% was included.

- Non-Capitalized Equipment – based on similar expenditures as 2023-2024, less one-time expenditures, includes one-time expenditures associated with one-time grant funds. Adjustment for inflation of 5% was included.
- Professional Services & Other Operating Costs – based on similar expenditures as 2023-2024, less one-time expenditures, includes one-time grant expenditures associated with one-time grant funds. Adjustment for inflation of 5% was included.
- Capital Outlay – the ROP’s capital threshold is \$5,000. Due to the nature of ROP expenditures, we foresee only a minimal amount of purchases in excess of the capital threshold. Prior year capital equipment was funded with grants.

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129, 41023, and 42130)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
JPA Administrator or Designee

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NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:  
This interim report and certification of financial condition are hereby filed by the governing board of the JPA. (Pursuant to EC sections 41023 and 42131)

Meeting Date: December 15, 2022 Signed: \_\_\_\_\_  
President of the Governing Board

**CERTIFICATION OF FINANCIAL CONDITION**

**POSITIVE CERTIFICATION**  
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

**QUALIFIED CERTIFICATION**  
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

**NEGATIVE CERTIFICATION**  
As President of the Governing Board of this JPA, I certify that based upon current projections this JPA will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

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Contact person for additional information on the interim report:

Name: Sesar Morfin Telephone: 714-429-2220  
Title: Director of Business Services E-mail: smorfin@coastlinerop.net

**Criteria and Standards Review Summary**

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	This criterion is not checked for JPAs.	n/a	
CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	This criterion is not checked for JPAs.	n/a	
3	ADA to Enrollment	This criterion is not checked for JPAs.	n/a	
4	Local Control Funding Formula (LCFF) Revenue	This criterion is not checked for JPAs.	n/a	
5	Salaries and Benefits	Projected ratio of total salaries and benefits to total general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
7	Ongoing and Major Maintenance Account	This criterion is not checked for JPAs.	n/a	
8	Deficit Spending	Deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	
SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	

S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have transfers to or from the general fund to cover operating deficits changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?	X	
<b>SUPPLEMENTAL INFORMATION (continued)</b>			<b>No</b>	<b>Yes</b>
S6	Long-term Commitments	Does the JPA have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2021-22) annual payment?	X	
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the JPA provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?		X
S7b	Other Self-insurance Benefits	Does the JPA operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
S9	Status of Other Funds	Management/supervisor/confidential? (Section S8C, Line 1b)	n/a	
		Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	
<b>ADDITIONAL FISCAL INDICATORS</b>			<b>No</b>	<b>Yes</b>
A1	Negative Cash Flow	Do cash flow projections show that the JPA will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	n/a	
A4	New Charter Schools Impacting JPA's Enrollment	Are any new charter schools operating in JPA boundaries that are impacting the JPA's enrollment, either in the prior or current fiscal years?	n/a	
A5	Salary Increases Exceed COLA	Has the JPA entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the JPA's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the JPA have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of JPA Director or Financial Official	Have there been personnel changes in the JPA director or financial official positions within the last 12 months?		X

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	3,188,425.00	3,188,425.00	3,490,391.54	3,462,636.00	274,211.00	8.6%
4) Other Local Revenue		8600-8799	6,726,898.00	6,726,898.00	2,872,950.26	6,160,101.00	(566,797.00)	-8.4%
5) TOTAL, REVENUES			9,915,323.00	9,915,323.00	6,363,341.80	9,622,737.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	2,262,727.00	2,262,727.00	543,626.86	2,416,068.00	(153,341.00)	-6.8%
2) Classified Salaries		2000-2999	1,458,167.00	1,458,167.00	324,149.79	1,672,881.00	(214,714.00)	-14.7%
3) Employee Benefits		3000-3999	1,623,116.00	1,623,116.00	345,661.27	1,615,172.00	7,944.00	0.5%
4) Books and Supplies		4000-4999	1,460,584.00	1,460,584.00	139,548.92	1,289,568.00	171,016.00	11.7%
5) Services and Other Operating Expenditures		5000-5999	1,399,304.00	1,399,304.00	625,530.84	1,534,602.00	(135,298.00)	-9.7%
6) Capital Outlay		6000-6999	0.00	0.00	21,216.64	433,565.00	(433,565.00)	New
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299,7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			8,203,898.00	8,203,898.00	1,999,734.32	8,961,856.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			1,711,425.00	1,711,425.00	4,363,607.48	660,881.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>								
			1,711,425.00	1,711,425.00	4,363,607.48	660,881.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	5,611,546.00	5,595,734.00		5,600,528.00	4,794.00	0.1%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,611,546.00	5,595,734.00		5,600,528.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,611,546.00	5,595,734.00		5,600,528.00		
2) Ending Balance, June 30 (E + F1e)			7,322,971.00	7,307,159.00		6,261,409.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	9,527.00	9,527.00		9,527.00		
c) Committed								

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	128,210.00	128,210.00		128,210.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	250,000.00	250,000.00		250,000.00		
Unassigned/Unappropriated Amount		9790	6,925,234.00	6,909,422.00		5,863,672.00		
<b>FEDERAL REVENUE</b>								
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	683,793.00	683,793.00	1,159,932.72	842,318.00	158,525.00	23.2%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,504,632.00	2,504,632.00	2,330,458.82	2,620,318.00	115,686.00	4.6%
TOTAL, OTHER STATE REVENUE			3,188,425.00	3,188,425.00	3,490,391.54	3,462,636.00	274,211.00	8.6%
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	36,000.00	36,000.00	26,889.72	90,000.00	54,000.00	150.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	146,243.94	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
In-District Premiums/Contributions		8674	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
All Other Local Revenue		8699	1,678,502.00	1,678,502.00	1,472,101.12	1,693,804.00	15,302.00	0.9%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	5,012,396.00	5,012,396.00	1,227,715.48	4,376,297.00	(636,099.00)	-12.7%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>6,726,898.00</b>	<b>6,726,898.00</b>	<b>2,872,950.26</b>	<b>6,160,101.00</b>	<b>(566,797.00)</b>	<b>-8.4%</b>
<b>TOTAL, REVENUES</b>			<b>9,915,323.00</b>	<b>9,915,323.00</b>	<b>6,363,341.80</b>	<b>9,622,737.00</b>		
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	1,790,076.00	1,790,076.00	376,192.44	1,871,464.00	(81,388.00)	-4.5%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	306,392.00	306,392.00	109,861.72	354,474.00	(48,082.00)	-15.7%
Other Certificated Salaries		1900	166,259.00	166,259.00	57,572.70	190,130.00	(23,871.00)	-14.4%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>2,262,727.00</b>	<b>2,262,727.00</b>	<b>543,626.86</b>	<b>2,416,068.00</b>	<b>(153,341.00)</b>	<b>-6.8%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	9,576.00	9,576.00	1,649.36	3,000.00	6,576.00	68.7%
Classified Support Salaries		2200	499,414.00	499,414.00	87,589.12	612,896.00	(113,482.00)	-22.7%
Classified Supervisors' and Administrators' Salaries		2300	540,607.00	540,607.00	134,836.58	576,257.00	(35,650.00)	-6.6%
Clerical, Technical and Office Salaries		2400	400,624.00	400,624.00	91,239.30	464,004.00	(63,380.00)	-15.8%
Other Classified Salaries		2900	7,946.00	7,946.00	8,835.43	16,724.00	(8,778.00)	-110.5%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>1,458,167.00</b>	<b>1,458,167.00</b>	<b>324,149.79</b>	<b>1,672,881.00</b>	<b>(214,714.00)</b>	<b>-14.7%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	653,553.00	653,553.00	63,094.04	681,720.00	(28,167.00)	-4.3%
PERS		3201-3202	372,229.00	372,229.00	77,622.57	393,351.00	(21,122.00)	-5.7%
OASDI/Medicare/Alternative		3301-3302	54,024.00	54,024.00	14,056.65	68,080.00	(14,056.00)	-26.0%
Health and Welfare Benefits		3401-3402	447,643.00	447,643.00	135,309.13	361,034.00	86,609.00	19.3%
Unemployment Insurance		3501-3502	17,280.00	17,280.00	4,671.12	20,503.00	(3,223.00)	-18.7%
Workers' Compensation		3601-3602	65,875.00	65,875.00	44,443.85	77,766.00	(11,891.00)	-18.1%
OPEB, Allocated		3701-3702	12,512.00	12,512.00	6,463.91	12,718.00	(206.00)	-1.6%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>1,623,116.00</b>	<b>1,623,116.00</b>	<b>345,661.27</b>	<b>1,615,172.00</b>	<b>7,944.00</b>	<b>0.5%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	10,000.00	10,000.00	43,036.49	56,580.00	(46,580.00)	-465.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Books and Other Reference Materials		4200	0.00	0.00	338.94	0.00	0.00	0.0%
Materials and Supplies		4300	970,320.00	970,320.00	64,140.66	764,535.00	205,785.00	21.2%
Noncapitalized Equipment		4400	480,264.00	480,264.00	32,032.83	468,453.00	11,811.00	2.5%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>1,460,584.00</b>	<b>1,460,584.00</b>	<b>139,548.92</b>	<b>1,289,568.00</b>	<b>171,016.00</b>	<b>11.7%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	228,157.00	228,157.00	18,376.45	167,377.00	60,780.00	26.6%
Dues and Memberships		5300	60,411.00	60,411.00	17,631.89	64,667.00	(4,256.00)	-7.0%
Insurance		5400-5450	162,223.00	162,223.00	164,788.00	164,790.00	(2,567.00)	-1.6%
Operations and Housekeeping Services		5500	62,484.00	62,484.00	12,423.66	62,084.00	400.00	0.6%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	191,939.00	191,939.00	31,591.40	145,448.00	46,491.00	24.2%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	652,492.00	652,492.00	370,771.10	888,827.00	(236,335.00)	-36.2%
Communications		5900	41,598.00	41,598.00	9,948.34	41,409.00	189.00	0.5%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,399,304.00</b>	<b>1,399,304.00</b>	<b>625,530.84</b>	<b>1,534,602.00</b>	<b>(135,298.00)</b>	<b>-9.7%</b>
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	21,216.64	433,565.00	(433,565.00)	New
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>21,216.64</b>	<b>433,565.00</b>	<b>(433,565.00)</b>	<b>New</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			8,203,898.00	8,203,898.00	1,999,734.32	8,961,856.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
(a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2022-23 Projected Totals
6371	CalWORKs for ROCP or Adult Education	9,527.00
Total, Restricted Balance		9,527.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
			June	July	August	September	October	November	December	January
<b>ACTUALS THROUGH THE MONTH OF (Enter Month Name):</b>										
A. BEGINNING CASH			9,572,576.85	9,358,284.64	9,937,474.29	9,798,614.11	9,337,039.64	9,247,681.85	9,011,316.65	8,405,726.68
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019									
Property Taxes	8020-8079									
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299									
Other State Revenue	8300-8599									
Other Local Revenue	8600-8799		1,201,342.49	1,064,127.19	150,983.38	456,497.20	394,940.70	394,940.95	394,940.95	394,940.95
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
<b>TOTAL RECEIPTS</b>			4,691,734.03	1,064,127.19	150,983.38	456,497.20	394,940.70	394,940.95	394,940.95	394,940.95
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		69,906.91	79,792.57	188,578.31	205,349.07	234,055.14	0.00	468,110.29	234,055.14
Classified Salaries	2000-2999		0.00	92,453.46	110,200.42	121,495.91	149,859.02	149,859.02	149,859.02	149,859.02
Employee Benefits	3000-3999		68,060.47	78,828.87	78,646.11	120,125.82	153,773.80	170,434.37	153,773.80	153,773.80
Books and Supplies	4000-4999		7,847.03	27,599.62	38,866.43	65,215.84	127,779.90	127,779.90	127,779.90	127,779.90
Services	5000-5999		346,083.80	87,203.55	40,433.60	151,809.89	101,007.91	101,007.91	101,007.91	101,007.91
Capital Outlay	6000-6599			21,216.64				412,348.36		
Other Outgo	7000-7499									
Interfund Transfers Out	7600-7629									

First Interim  
 2022-23 Budget  
 Cashflow Worksheet - Budget Year (1)

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		491,898.21	387,094.71	456,744.87	663,996.53	766,475.77	961,429.56	1,000,530.92	766,475.77
TOTAL DISBURSEMENTS										
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299		3,634.50	(103,852.37)	178,011.92	(265,268.86)	330,123.40	330,123.41		
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	3,634.50	(103,852.37)	178,011.92	(265,268.86)	330,123.40	330,123.41	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599									
Due To Other Funds	9610		4,417,762.53	(6,009.54)	11,110.61	(11,193.72)	47,946.12			
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	4,417,762.53	(6,009.54)	11,110.61	(11,193.72)	47,946.12	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Cleaning	9910									
TOTAL BALANCE SHEET ITEMS		0.00	(4,414,128.03)	(97,842.83)	166,901.31	(254,075.14)	282,177.28	330,123.41	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(214,292.21)	579,189.65	(138,860.18)	(461,574.47)	(89,357.79)	(236,365.20)	(605,589.97)	(371,534.82)
F. ENDING CASH (A + E)			9,358,284.64	9,937,474.29	9,798,614.11	9,337,039.64	9,247,681.85	9,011,316.65	8,405,726.68	8,034,191.86
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	ACTUALS THROUGH THE MONTH OF (Enter Month Name):					June	Accruals	Adjustments	Total	Budget
		March	April	May	June	June					
A. BEGINNING CASH											
	June	8,034,191.86	7,645,996.47	7,274,461.65	6,902,926.83						
B. RECEIPTS											
LCFF/Revenue Limit Sources											
Principal Apportionment	8010-8019						0.00		0.00	0.00	
Property Taxes	8020-8079								0.00	0.00	
Miscellaneous Funds	8080-8099								0.00	0.00	
Federal Revenue	8100-8299								0.00	0.00	
Other State Revenue	8300-8599				343,211.29		(370,967.01)		3,462,635.82	3,462,636.00	
Other Local Revenue	8600-8799	394,940.95	394,940.95	394,940.95	758,701.78		(236,137.43)		6,160,101.01	6,160,101.00	
Interfund Transfers In	8910-8929								0.00	0.00	
All Other Financing Sources	8930-8979								0.00	0.00	
TOTAL RECEIPTS		394,940.95	394,940.95	394,940.95	1,101,913.07		(607,104.44)	0.00	9,622,736.83	9,622,737.00	
C. DISBURSEMENTS											
Certificated Salaries	1000-1999	234,055.14	234,055.14	234,055.14	234,055.14		0.00		2,416,067.99	2,416,068.00	
Classified Salaries	2000-2999	149,859.02	149,859.02	149,859.02	149,859.02		149,859.02		1,672,880.97	1,672,881.00	
Employee Benefits	3000-3999	170,434.37	153,773.80	153,773.80	153,773.80		5,999.20		1,615,172.01	1,615,172.00	
Books and Supplies	4000-4999	127,779.90	127,779.90	127,779.90	127,779.90		127,779.90		1,289,568.02	1,289,568.00	
Services	5000-5999	101,007.91	101,007.91	101,007.91	101,007.91		101,007.91		1,534,602.03	1,534,602.00	
Capital Outlay	6000-6599								433,565.00	433,565.00	
Other Outgo	7000-7499								0.00	0.00	
Interfund Transfers Out	7600-7629								0.00	0.00	
All Other Financing Uses	7630-7699								0.00	0.00	

First Interim  
2022-23 Budget  
Cashflow Worksheet - Budget Year (1)

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Coastline ROP JPA  
Orange County

Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
TOTAL DISBURSEMENTS		783,136.34	766,475.77	766,475.77	766,475.77	384,646.03	0.00	8,961,856.02	8,961,856.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111- 9199							0.00	
Accounts Receivable	9200- 9299							472,772.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490							0.00	0.00
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	472,772.00	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500- 9599							4,459,616.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	4,459,616.00	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	(3,986,844.00)	
E. NET INCREASE/DECREASE (B - C + D)		(388,195.39)	(371,534.82)	(371,534.82)	335,437.30	(991,750.47)	0.00	(3,325,963.19)	660,881.00
F. ENDING CASH (A + E)		7,645,986.47	7,274,461.65	6,902,926.83	7,238,364.13				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								6,246,613.66	

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH										
B. RECEIPTS			7,238,364.13	6,621,803.41	6,404,263.77	6,288,987.29	6,136,077.35	5,983,167.41	6,068,578.97	5,672,506.41
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019									
Property Taxes	8020-8079									
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299									
Other State Revenue	8300-8599									
Other Local Revenue	8600-8799		407,552.25	407,552.25	411,225.45	411,225.45	411,225.45	411,225.45	411,225.45	411,225.45
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			407,552.25	407,552.25	411,225.45	411,225.45	411,225.45	411,225.45	411,225.45	411,225.45
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		81,482.81	44,949.99	176,325.72	176,325.72	176,325.72	0.00	352,651.44	176,325.72
Classified Salaries	2000-2999			89,925.62	89,925.62	127,559.08	127,559.08	127,559.08	127,559.08	127,559.08
Employee Benefits	3000-3999		75,438.10	102,680.70	128,762.01	128,762.01	128,762.01	66,766.23	195,598.91	128,762.01
Books and Supplies	4000-4999		54,527.00	54,527.00	54,527.00	54,527.00	54,527.00	54,527.00	54,527.00	54,527.00
Services	5000-5999		76,961.58	76,961.58	76,961.58	76,961.58	76,961.58	76,961.58	76,961.58	76,961.58
Capital Outlay	6000-6599									
Other Outgo	7000-7499									
Interfund Transfers Out	7600-7629									

First Interim  
2022-23 Budget  
Cashflow Worksheet - Budget Year (2)

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		288,409.49	369,044.89	526,501.93	564,135.39	564,135.39	325,813.89	807,298.01	564,135.39
TOTAL DISBURSEMENTS										
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299		(485,683.56)	(121,420.89)						
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Lease Receivable	9380									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	(485,683.56)	(121,420.89)	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599		250,019.92	134,626.11						
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	250,019.92	134,626.11	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		0.00	(735,703.48)	(256,047.00)	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(616,560.72)	(217,539.64)	(115,276.48)	(152,909.94)	(152,909.94)	85,411.56	(396,072.56)	(152,909.94)
F. ENDING CASH (A + E)			6,621,803.41	6,404,263.77	6,288,987.29	6,136,077.35	5,983,167.41	6,068,578.97	5,672,506.41	5,519,596.47
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										



Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		5,519,596.47	5,366,686.53	5,213,776.59	5,060,866.65				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019							0.00	
Property Taxes	8020-8079							0.00	
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299							0.00	
Other State Revenue	8300-8599				760,325.00			760,325.00	
Other Local Revenue	8600-8799	411,225.45	411,225.45	411,225.45	414,296.78	529,100.67		5,459,531.00	
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		411,225.45	411,225.45	411,225.45	1,174,621.78	529,100.67	0.00	6,219,856.00	0.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	176,325.72	176,325.72	176,325.72	176,325.72			1,889,690.00	
Classified Salaries	2000-2999	127,559.08	127,559.08	127,559.08	127,559.08	127,559.08		1,455,442.04	
Employee Benefits	3000-3999	128,762.01	128,762.01	128,762.01	128,762.01	80,493.99		1,551,074.01	
Books and Supplies	4000-4999	54,527.00	54,527.00	54,527.00	54,527.00	54,527.00		708,851.00	
Services	5000-5999	76,961.58	76,961.58	76,961.58	76,961.58			923,538.96	
Capital Outlay	6000-6599							0.00	
Other Outgo	7000-7499							0.00	
Interfund Transfers Out	7600-7629							0.00	
All Other Financing Uses	7630-7699							0.00	

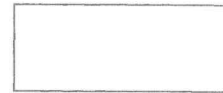
Description	Object	March	April	May	June	Accruals	Adjustments	Total	Budget
TOTAL DISBURSEMENTS		564,135.39	564,135.39	564,135.39	564,135.39	262,580.07	0.00	6,528,586.01	0.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							(607,104.45)	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	(607,104.45)	
SUBTOTAL									
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599							384,646.03	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	384,646.03	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS								(991,750.48)	
E. NET INCREASE/DECREASE (B - C + D)		(152,909.94)	(152,909.94)	(152,909.94)	610,486.39	266,520.60	0.00	(1,300,490.49)	0.00
F. ENDING CASH (A + E)		5,366,686.53	5,213,776.59	5,060,866.65	5,671,353.04				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								5,937,873.64	

**Part I - General Administrative Share of Plant Services Costs**

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

**A. Salaries and Benefits - Other General Administration and Centralized Data Processing**

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 7200-7700, goals 0000 and 9000) 851,789.00
- 2. Contracted general administrative positions not paid through payroll \_\_\_\_\_
  - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. 0.00
  - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.



**B. Salaries and Benefits - All Other Activities**

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)  
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 4,839,614.00

**C. Percentage of Plant Services Costs Attributable to General Administration**

- (Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 17.60%

**Part II - Adjustments for Employment Separation Costs**

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

**A. Normal Separation Costs (optional)**

- Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation. 0.00

**B. Abnormal or Mass Separation Costs (required)**

- Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

**Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)**

**A. Indirect Costs**

- 1. Other General Administration, less portion charged to restricted resources or specific goals  
(Functions 7200-7600, objects 1000-5999, minus Line B9) 769,581.00
- 2. Centralized Data Processing, less portion charged to restricted resources or specific goals  
(Function 7700, objects 1000-5999, minus Line B10) 373,308.00

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	28,628.34
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	13,957.68
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	1,185,475.02
9. Carry-Forward Adjustment (Part IV, Line F)	170,080.68
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	1,355,555.70

**B. Base Costs**

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	4,328,179.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,647,894.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	690,089.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	406,925.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	8,945.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	25,921.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	35,483.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	134,032.66
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	65,347.32
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	7,342,815.98

**C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment**

(For information only - not for use when claiming/recovering indirect costs) (Line A8 divided by Line B19)	16.14%
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**D. Preliminary Proposed Indirect Cost Rate**

(For final approved fixed-with-carry-forward rate for use in 2024-25 see <a href="http://www.cde.ca.gov/fg/ac/ic">www.cde.ca.gov/fg/ac/ic</a> ) (Line A10 divided by Line B19)	18.46%
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**Part IV - Carry-forward Adjustment**

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect

cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

<b>A. Indirect costs incurred in the current year (Part III, Line A8)</b>	1,185,475.02
<b>B. Carry-forward adjustment from prior year(s)</b>	
1. Carry-forward adjustment from the second prior year	218,933.03
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
<b>C. Carry-forward adjustment for under- or over-recovery in the current year</b>	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (16.81%) times Part III, Line B19); zero if negative	170,080.68
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (16.81%) times Part III, Line B19) or (the highest rate used to recover costs from any program (6.18%) times Part III, Line B19); zero if positive	0.00
<b>D. Preliminary carry-forward adjustment (Line C1 or C2)</b>	170,080.68
<b>E. Optional allocation of negative carry-forward adjustment over more than one year</b>	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
<b>F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)</b>	170,080.68

Approved indirect cost rate: 16.81%  
Highest rate used in any program: 6.18%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	6387	793,327.00	48,991.00	6.18%
01	6388	1,255,212.00	72,783.00	5.80%

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2023-24 Projection (C)	% Change (Cols. E-C/C) (D)	2024-25 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099					
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	3,462,636.00	(78.04%)	760,325.00	(61.88%)	289,859.00
4. Other Local Revenues	8600-8799	6,160,101.00	(11.37%)	5,459,534.00	(6.32%)	5,114,640.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		9,622,737.00	(35.36%)	6,219,859.00	(13.11%)	5,404,499.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				2,416,068.00		1,889,690.00
b. Step & Column Adjustment						
c. Cost-of-Living Adjustment						
d. Other Adjustments				(526,378.00)		(158,208.00)
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	2,416,068.00	(21.79%)	1,889,690.00	(8.37%)	1,731,482.00
2. Classified Salaries						
a. Base Salaries				1,672,881.00		1,455,442.00
b. Step & Column Adjustment						
c. Cost-of-Living Adjustment						
d. Other Adjustments				(217,439.00)		(44,041.00)
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	1,672,881.00	(13.00%)	1,455,442.00	(3.03%)	1,411,401.00
3. Employee Benefits	3000-3999	1,615,172.00	(3.97%)	1,551,074.00	(3.39%)	1,498,547.00
4. Books and Supplies	4000-4999	1,289,568.00	(45.03%)	708,851.00	(73.79%)	185,816.00
5. Services and Other Operating Expenditures	5000-5999	1,534,602.00	(39.82%)	923,539.00	(14.17%)	792,702.00
6. Capital Outlay	6000-6999	433,565.00	(100.00%)	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section G below)						
11. Total (Sum lines B1 thru B10)		8,961,856.00	(27.15%)	6,528,596.00	(13.92%)	5,619,948.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		660,881.00		(308,737.00)		(215,449.00)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		5,600,528.00		6,261,409.00		5,952,672.00
2. Ending Fund Balance (Sum lines C and D1)		6,261,409.00		5,952,672.00		5,737,223.00
3. Components of Ending Fund Balance (Form 011)						
(Enter estimated projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
a. Nonspendable	9710-9719	10,000.00		10,000.00		10,000.00
b. Restricted	9740	9,527.00		6,612.00		0.00
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	128,210.00		64,105.00		32,053.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2023-24 Projection (C)	% Change (Cols. E-C/C) (D)	2024-25 Projection (E)
<b>e. Unassigned/Unappropriated</b>						
1. Reserve for Economic Uncertainties	9789	250,000.00		250,000.00		250,000.00
2. Unassigned/Unappropriated	9790	5,863,672.00		5,621,955.00		5,445,170.00
<b>f. Total Components of Ending Fund Balance</b> (Line D3f must agree with line D2)		6,261,409.00		5,952,672.00		5,737,223.00
<b>E. AVAILABLE RESERVES</b>						
<b>1. General Fund )</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	250,000.00		250,000.00		250,000.00
c. Unassigned/Unappropriated	9790	5,863,672.00		5,621,955.00		5,445,170.00
d. Negative Restricted Ending Balances (Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.00
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted.)						
<b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
<b>3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)</b>		6,113,672.00		5,871,955.00		5,695,170.00
<b>4. Total Available Reserves - by Percent (Line E3 divided by Line F2)</b>		68.22%		89.94%		101.34%
<b>F. RECOMMENDED RESERVES</b>						
<b>1. JPA ADA</b>						
Used to determine the reserve standard percentage level on Line F5 (Enter ADA for current and two subsequent years, if applicable)						
		0.00		0.00		0.00
<b>2. Total Expenditures and Other Financing Uses (Line B11)</b>		8,961,856.00		6,528,596.00		5,619,948.00
<b>3. Less: Special Education Pass-through</b> (Not applicable for JPAs)		N/A		N/A		N/A
<b>4. Sub-Total (Line F2 minus F3)</b>		8,961,856.00		6,528,596.00		5,619,948.00
<b>5. Reserve Standard Percentage Level</b> (Refer to Form 01CSI, Criterion 10 for calculation details)		5%		5%		5%
<b>6. Reserve Standard - By Percent (Line F4 times F5)</b>		448,092.80		326,429.80		280,997.40
<b>7. Reserve Standard - By Amount</b> (Refer to Form 01CSI, Criterion 10 for calculation details)		75,000.00		75,000.00		75,000.00
<b>8. Reserve Standard (Greater of Line F6 or F7)</b>		448,092.80		326,429.80		280,997.40
<b>9. Available Reserves (Line E3) Meet the Reserve Standard (Line F8)</b>		YES		YES		YES
<b>G. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
There was a significant decrease in both certificated and classified salaries from 2022-23 compared to the projections for the 2023-24 and 2024-25 years. There are two primary drivers for that decrease. First, there were one-time certificated and classified salary costs in the 2022-23 that are being funded with Covid-19 relief monies. These monies will no longer be available beyond the 2022-23 year which is why both certificated and classified salaries were decreased in the 2023-2024 year. Both certificated and classified salary costs were further reduced in the 2024-25 year as the result of the exclusion of one-time grant monies and the associated expenditures for those grant monies.						



Provide methodology and assumptions used to estimate revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments). Deviations from the standards must be explained and may affect the interim certification.

Note: This form is the same as the school district criteria and standards review except for the average daily attendance, enrollment, ADA to enrollment, LCFF revenue, and ongoing and major maintenance account criteria, which are not applicable to JPAs, and the salaries and benefits and deficit spending criteria which measure unrestricted expenditures for districts but total expenditures for JPAs. The criteria and standards review should be completed only to the extent that individual components apply to each JPA, and with concurrence from the reviewing agency.

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**CRITERIA AND STANDARDS**

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1. **CRITERION: Average Daily Attendance**  
This criterion is not checked for JPAs.
  
2. **CRITERION: Enrollment**  
This criterion is not checked for JPAs.
  
3. **CRITERION: ADA to Enrollment**  
This criterion is not checked for JPAs.
  
4. **CRITERION: Local Control Funding Formula (LCFF) Revenue**  
This criterion is not checked for JPAs.

5. **CRITERION: Salaries and Benefits**

"STANDARD: Projected ratio of total salaries and benefits to total general fund" expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio "from the three prior fiscal years by more than the greater of three percent or the JPA's required reserves percentage."

**5A. Calculating the JPA's Historical Average Ratio of Salaries and Benefits to Total General Fund Expenditures**

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals		Ratio of Salaries and Benefits to Total Expenditures
	Salaries and Benefits	Total Expenditures	
	(Form 01, Objects 1000-3999)	(Form 01, Objects 1000-7499)	
Third Prior Year (2019-20)	5,572,738.34	9,437,266.17	59.1%
Second Prior Year (2020-21)	4,468,477.09	5,491,021.32	81.4%
First Prior Year (2021-22)	5,140,319.22	6,740,892.77	76.3%
	Historical Average Ratio:		72.2%

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA's Reserve Standard Percentage (Criterion 10B, Line 4):	5%	5%	5%
JPA's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the JPA's reserve standard percentage):	67.2% to 77.2%	67.2% to 77.2%	67.2% to 77.2%

**5B. Calculating the JPA's Projected Ratio of Salaries and Benefits to Total General Fund Expenditures**

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals			Status
	Salaries and Benefits	Total Expenditures	Ratio of Salaries and Benefits	
	(Form 011, Objects 1000-3999) (Form MYPI, Lines B1-B3)	(Form 011, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)	to Total Expenditures	
Current Year (2022-23)	5,704,121.00	8,961,856.00	63.6%	Not Met
1st Subsequent Year (2023-24)	4,896,206.00	6,528,596.00	75.0%	Met
2nd Subsequent Year (2024-25)	4,641,430.00	5,619,948.00	82.6%	Not Met

**5C. Comparison of JPA Salaries and Benefits Ratio to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected ratio of salary and benefit costs to total expenditures has changed by more than the standard in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

**Explanation:**  
(required if NOT met)

The primary reason for the shift in standard in the 2022-23 year is the inclusion of a significant amount of one-time grant monies. Many of these grant monies are being used for non-salary and benefit expenditures which is why the ratio of salary and benefits to total expenditures decreased so significantly. In the 2023-2024 year, many of those grant monies were excluded which is why the ratio of salary and benefits to total expenditures is more aligned with our historical average. In the 2024-25 year, those one-time grant monies were completed excluded which is why the ratio of salary and benefits to total expenditures increased compared to 2023-24.

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since budget adoption. Changes that exceed five percent in any major object category must be explained.

JPA's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
JPA's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

**6A. Calculating the JPA's Change by Major Object Category and Comparison to the Explanation Percentage Range**

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for Current Year are extracted. If First Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column. Explanations must be entered for each category if the percent change for any year exceeds the JPA's explanation percentage range.

Object Range / Fiscal Year	Budget Adoption	First Interim	Percent Change	Change Is Outside Explanation Range
	Budget (Form 01CS, Item 6B)	Projected Year Totals (Fund 01) (Form MYPI)		
<b>Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)</b>				
Current Year (2022-23)	0.00	0.00	0.0%	No
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	No
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	No

**Explanation**  
(required if Yes)

<b>Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)</b>				
Current Year (2022-23)	3,188,425.00	3,462,636.00	8.6%	Yes
1st Subsequent Year (2023-24)	786,901.00	760,325.00	-3.4%	No
2nd Subsequent Year (2024-25)	289,859.00	289,859.00	0.0%	No

**Explanation**  
(required if Yes)

There was a significant increase in revenue for 2022-23 in the First Interim compared to the Adopted Budget. The primary driver behind this increase is the recognition of unspent grant monies in the First Interim in the 2022-23 year that were not reflected in the Adopted Budget. Grant revenue and the associated expenditures were overestimated during the 2022-23 budget planning process. As a result, both the grant revenue and associated expenditures must now be recognized in the 2022-23 year.

<b>Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)</b>				
Current Year (2022-23)	6,726,898.00	6,160,101.00	-8.4%	Yes
1st Subsequent Year (2023-24)	5,859,100.00	5,459,534.00	-6.8%	Yes
2nd Subsequent Year (2024-25)	5,523,837.00	5,114,640.00	-7.4%	Yes

**Explanation**  
(required if Yes)

There was a significant decrease in revenue for the 2022-23 First Interim compared to the Adopted Budget. There are several drivers behind this decrease. First, the cost per section fee that the Adopted Budget was based on was decreased by 6.56%. This was done to keep the cost per section stable for our partner districts. Second, the ROP issued refunds to our partner districts for classes that were deemed to be under enrolled. This was done in an effort to keep those classes from being canceled which would have negatively affected our students. Lastly, the ROP is reimbursed for actual costs incurred by our districts for costs associated with our career specialists. Actual costs are projected to be less. Please see memo for more.

<b>Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)</b>				
Current Year (2022-23)	1,460,584.00	1,289,568.00	-11.7%	Yes
1st Subsequent Year (2023-24)	683,147.00	708,851.00	3.8%	No
2nd Subsequent Year (2024-25)	171,621.00	185,816.00	8.3%	Yes

**Explanation**  
(required if Yes)

There was a decrease in expenditures for the 2022-23 First Interim compared to the Adopted Budget. The primary reason behind this decrease was the shifting of planned expenditures from books and supplies to services and other operating expenditures primarily associated with our grant monies. The increase in 2024-25 expenditures was based on the year-to-date expenditures through the First Interim reporting period of the 2022-23 year. The assumption was made that the rate of expenditure increase would remain in place over the long-term.

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)

Current Year (2022-23)	1,399,304.00	1,534,602.00	9.7%	Yes
1st Subsequent Year (2023-24)	881,262.00	923,539.00	4.8%	No
2nd Subsequent Year (2024-25)	753,275.00	792,702.00	5.2%	Yes

**Explanation**  
(required if Yes)

There was an increase in expenditures for the 2022-23 First Interim compared to the Adopted Budget. The primary reason behind this increase was the shifting of planned expenditures from books and supplies to services and other operating expenditures primarily associated with our grant monies. The increase in 2024-25 expenditures was based on the year-to-date expenditures through the First Interim reporting period of the 2022-23 year. The assumption was made that the rate of expenditure increase would remain in place over the long-term.

**6B. Calculating the JPA's Change in Total Operating Revenues and Expenditures**

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Budget Adoption	First Interim	Percent Change	Explanation Range
	Budget	Projected Year Totals		

**Total Federal, Other State, and Other Local Revenues (Section 6A)**

Current Year (2022-23)	9,915,323.00	9,622,737.00	-3.0%	Met
1st Subsequent Year (2023-24)	6,646,001.00	6,219,859.00	-6.4%	Not Met
2nd Subsequent Year (2024-25)	5,813,696.00	5,404,499.00	-7.0%	Not Met

**Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)**

Current Year (2022-23)	2,859,888.00	2,824,170.00	-1.2%	Met
1st Subsequent Year (2023-24)	1,564,409.00	1,632,390.00	4.3%	Met
2nd Subsequent Year (2024-25)	924,896.00	978,518.00	5.8%	Not Met

**6C. Comparison of JPA Total Operating Revenues and Expenditures to the Standard Percentage Range**

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is not met; no entry is allowed below.

- 1a. STANDARD NOT MET - Projected total operating revenues have changed since budget adoption by more than the standard in one or more of the current or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

<b>Explanation:</b> Federal Revenue (linked from 6A if NOT met)	
<b>Explanation:</b> Other State Revenue (linked from 6A if NOT met)	There was a significant increase in revenue for 2022-23 in the First Interim compared to the Adopted Budget. The primary driver behind this increase is the recognition of unspent grant monies in the First Interim in the 2022-23 year that were not reflected in the Adopted Budget. Grant revenue and the associated expenditures were overestimated during the 2022-23 budget planning process. As a result, both the grant revenue and associated expenditures must now be recognized in the 2022-23 year.
<b>Explanation:</b> Other Local Revenue (linked from 6A if NOT met)	There was a significant decrease in revenue for the 2022-23 First Interim compared to the Adopted Budget. There are several drivers behind this decrease. First, the cost per section fee that the Adopted Budget was based on was decreased by 6.56%. This was done to keep the cost per section stable for our partner districts. Second, the ROP issued refunds to our partner districts for classes that were deemed to be under enrolled. This was done in an effort to keep those classes from being canceled which would have negatively affected our students. Lastly, the ROP is reimbursed for actual costs incurred by our districts for costs associated with our career specialists. Actual costs are projected to be less. Please see memo for more.

- 1b. STANDARD NOT MET - Projected total operating expenditures have changed since budget adoption by more than the standard in one or more of the current or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring projected operating expenditures within the standard must be entered in Section 6A above and will also display in the explanation box below.

<b>Explanation:</b> Books and Supplies (linked from 6A if NOT met)	There was a decrease in expenditures for the 2022-23 First Interim compared to the Adopted Budget. The primary reason behind this decrease was the shifting of planned expenditures from books and supplies to services and other operating expenditures primarily associated with our grant monies. The increase in 2024-25 expenditures was based on the year-to-date expenditures through the First Interim reporting period of the 2022-23 year. The assumption was made that the rate of expenditure increase would remain in place over the long-term.
<b>Explanation:</b> Services and Other Exps (linked from 6A if NOT met)	There was an increase in expenditures for the 2022-23 First Interim compared to the Adopted Budget. The primary reason behind this increase was the shifting of planned expenditures from books and supplies to services and other operating expenditures primarily associated with our grant monies. The increase in 2024-25 expenditures was based on the year-to-date expenditures through the First Interim reporting period of the 2022-23 year. The assumption was made that the rate of expenditure increase would remain in place over the long-term.

7.

**CRITERION: Facilities Maintenance**

STANDARD: Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the JPA is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

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**Determining the JPA's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

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This criterion is not checked for JPAs.

**8. CRITERION: Deficit Spending**

STANDARD: Deficit spending (total expenditures and other financing uses is greater than total revenues and other financing sources) as a percentage of total expenditures and other financing uses, has not exceeded one-third of the JPA's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in any of the current fiscal year or two subsequent fiscal years.

<sup>1</sup>Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund. <sup>2</sup>A JPA that is the Administrative Unit of a Special Education Local Plan Area(SELPA) may exclude from its expenditures the distribution of funds to its participating members.

**8A. Calculating the JPA's Deficit Spending Standard Percentage Levels**

DATA ENTRY: All data are extracted or calculated.

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA's Available Reserve Percentage (Criterion 10C, Line 9)	68.2%	89.9%	101.3%
<b>JPA's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):</b>	<b>22.7%</b>	<b>30.0%</b>	<b>33.8%</b>

**8B. Calculating the JPA's Deficit Spending Percentages**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals			Deficit Spending Level (If Net Change in Fund Balance is negative, else N/A)	Status
	Net Change in Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Expenditures and Other Financing Uses (Form 011, Objects 1000- 7999) (Form MYPI, Line B11)			
Current Year (2022-23)	660,881.00	8,961,856.00		N/A	Met
1st Subsequent Year (2023-24)	(308,737.00)	6,528,596.00		4.7%	Met
2nd Subsequent Year (2024-25)	(215,449.00)	5,619,948.00		3.8%	Met

**8C. Comparison of JPA Deficit Spending to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

9. CRITERION: Fund and Cash Balances

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

**9A-1. Determining if the JPA's General Fund Ending Balance is Positive**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals (Form 011, Line F2) (Form MYPI, Line D2)	Status
Current Year (2022-23)	6,261,409.00	Met
1st Subsequent Year (2023-24)	5,952,672.00	Met
2nd Subsequent Year (2024-25)	5,737,223.00	Met

**9A-2. Comparison of the JPA's Ending Fund Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

**9B-1. Determining if the JPA's Ending Cash Balance is Positive**

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)	Status
Current Year (2022-23)	7,238,364.13	Met

**9B-2. Comparison of the JPA's Ending Cash Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

**Explanation:**  
(required if NOT met)

10. CRITERION: Reserves

STANDARD: Available reserves<sup>1</sup> for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

Percentage Level	JPA ADA	
5% or \$75,000 (greater of)	0	to 300
4% or \$75,000 (greater of)	301	to 1,000
3%	1,001	to 30,000
2%	30,001	to 400,000
1%	400,001	and over

<sup>1</sup> Available reserves are the amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund. <sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment, as referenced in Education Code Section 42238.02, rounded to the nearest thousand.

<sup>3</sup> A JPA that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
JPA ADA (Form MYPI, Line F1, if available; else defaults to zero and may be overwritten)	0.00	0.00	0.00
<b>JPA's Reserve Standard Percentage Level:</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>

**10A. Calculating the JPA's Special Education Pass-through Exclusions (only for JPAs that serve as the AU of a SELPA)**

Special education pass-through exclusions are not applicable for JPAs.

**10B. Calculating the JPA's Reserve Standard**

DATA ENTRY: All data are extracted or calculated.

	Current Year Projected Year Totals (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
1. Total Expenditures and Other Financing Uses (Criterion 8, Item 8B)	8,961,856.00	6,528,596.00	5,619,948.00
2. Plus: Special Education Pass-through (Not applicable for JPAs)	N/A	N/A	N/A
3. Net Expenditures and Other Financing Uses (Line B1 plus Line B2)	8,961,856.00	6,528,596.00	5,619,948.00
4. Reserve Standard Percentage Level	5%	5%	5%
5. Reserve Standard - by Percent (Line B3 times Line B4)	448,092.80	326,429.80	280,997.40
6. Reserve Standard - by Amount (\$75,000 for JPAs with less than 1,001 ADA, else 0)	75,000.00	75,000.00	75,000.00
7. <b>JPA's Reserve Standard</b> (Greater of Line B5 or Line B6)	<b>448,092.80</b>	<b>326,429.80</b>	<b>280,997.40</b>



**10C. Calculating the JPA's Available Reserve Amount**

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts	Current Year		
	Projected Year Totals	1st Subsequent Year	2nd Subsequent Year
	(2022-23)	(2023-24)	(2024-25)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	250,000.00	250,000.00	250,000.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	5,863,672.00	5,621,955.00	5,445,170.00
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)		0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. JPA's Available Reserve Amount (Lines C1 thru C7)	6,113,672.00	5,871,955.00	5,695,170.00
9. JPA's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	68.22%	89.94%	101.34%
<b>JPA's Reserve Standard (Section 10B, Line 7):</b>	<b>448,092.80</b>	<b>326,429.80</b>	<b>280,997.40</b>
Status:	Met	Met	Met

**10D. Comparison of JPA Reserve Amount to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

**SUPPLEMENTAL INFORMATION**

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

**S1. Contingent Liabilities**

1a. Does your JPA have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since budget adoption that may impact the budget?

No

1b. If Yes, identify the liabilities and how they may impact the budget:

**S2. Use of One-time Revenues for Ongoing Expenditures**

1a. Does your JPA have ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?

No

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

**S3. Temporary Interfund Borrowings**

1a. Does your JPA have projected temporary borrowings between funds?  
(Refer to Education Code Section 42603)

No

1b. If Yes, identify the interfund borrowings:

**S4. Contingent Revenues**

1a. Does your JPA have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

No

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

Identify capital project cost overruns that have occurred since budget adoption that may impact the general fund budget.

JPA's Contributions and Transfers Standard: -5.0% to 5.0% or -\$20,000 to +\$20,000

**S5A. Identification of the JPA's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund**

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. For Transfers In and Transfers Out, if Form MYPI exists, the data will be extracted into the First Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYPI does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
<b>1a. Contributions, Unrestricted General Fund</b>					
This item is not applicable for JPAs.					
<b>1b. Transfers In, General Fund *</b>					
Current Year (2022-23)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	0.00	Met
<b>1c. Transfers Out, General Fund *</b>					
Current Year (2022-23)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2023-24)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2024-25)	0.00	0.00	0.0%	0.00	Met

**1d. Capital Project Cost Overruns**

Have capital project cost overruns occurred since budget adoption that may impact the general fund operational budget?

No

\* Include transfers used to cover operating deficits in either the general fund or any other fund.

**SSB. Status of the JPA's Projected Contributions, Transfers, and Capital Projects**

DATA ENTRY: Enter an explanation if Not Met for items 1b-1c or if Yes for Item 1d.

1a. This item is not applicable for JPAs.

1b. MET - Projected transfers in have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

1c. MET - Projected transfers out have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

**Explanation:**  
(required if NOT met)

1d. NO - There have been no capital project cost overruns occurring since budget adoption that may impact the general fund operational budget.

**Project Information:**  
(required if YES)

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**S6. Long-term Commitments**

Identify all existing and new multiyear commitments' and their annual required payment for the current fiscal year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced. Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the JPA's Long-term Commitments**

DATA ENTRY: If Budget Adoption data exist (Form 01CS, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no Budget Adoption data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your JPA have long-term (multiyear) commitments?  
(If No, skip items 1b and 2 and sections S6B and S6C)

Yes

b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since budget adoption?

No

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2022
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	1			83,300

Other Long-term Commitments (do not include OPEB)

Type of Commitment	# of Years Remaining	Funding Sources (Revenues)	Debt Service (Expenditures)	Principal Balance as of July 1, 2022
<b>TOTAL:</b>				83,300

Type of Commitment (continued)	Prior Year (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)
Leases				
Certificates of Participation				
General Obligation Bonds				
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	20,718	3,280	0	0

Other Long-term Commitments (continued):

Type of Commitment	Prior Year (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)
<b>Total Annual Payments:</b>	20,718	3,280	0	0
<b>Has total annual payment increased over prior year (2021-22)</b>	No	No	No	No

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**S6B. Comparison of the JPA's Annual Payments to Prior Year Annual Payment**

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DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent years.

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**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

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DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

**S7. Unfunded Liabilities**

Identify any changes in estimates for unfunded liabilities since budget adoption, and indicate whether the changes are the result of a new actuarial valuation.

**S7A. Identification of the JPA's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)**

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7A) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1

a. Does your JPA provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)

Yes

b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities?

Yes

c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions?

No

2

OPEB Liabilities

	Budget Adoption (Form 01CS, Item S7A)	First Interim
a. Total OPEB liability	522,894.00	236,375.00
b. OPEB plan(s) fiduciary net position (if applicable)	0.00	0.00
c. Total/Net OPEB liability (Line 2a minus Line 2b)	522,894.00	236,375.00

d. Is total OPEB liability based on the JPA's estimate or an actuarial valuation?

	Actuarial	Actuarial
e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation	6/30/2021 12:00:00 AM -07:00	Jun 30, 2022

3

OPEB Contributions

a. OPEB actuarially determined contribution (ADC) if available, per actuarial valuation or Alternative Measurement Method

	Budget Adoption (Form 01CS, Item S7A)	First Interim
Current Year (2022-23)	0.00	0.00
1st Subsequent Year (2023-24)	0.00	0.00
2nd Subsequent Year (2024-25)	0.00	0.00

b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)

	Budget Adoption (Form 01CS, Item S7A)	First Interim
Current Year (2022-23)	12,512.00	12,718.00
1st Subsequent Year (2023-24)	12,887.00	13,354.00
2nd Subsequent Year (2024-25)	12,887.00	13,354.00

c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

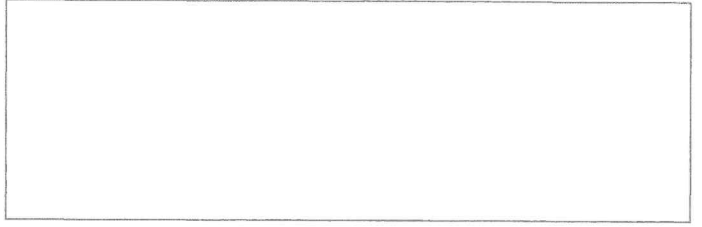
	Budget Adoption (Form 01CS, Item S7A)	First Interim
Current Year (2022-23)	12,512.00	12,718.00
1st Subsequent Year (2023-24)	12,887.00	13,354.00
2nd Subsequent Year (2024-25)	12,887.00	13,354.00

d. Number of retirees receiving OPEB benefits

	Budget Adoption (Form 01CS, Item S7A)	First Interim
Current Year (2022-23)	3.00	3.00
1st Subsequent Year (2023-24)	3.00	3.00
2nd Subsequent Year (2024-25)	3.00	3.00

4.

Comments:





**S7B. Identification of the JPA's Unfunded Liability for Self-insurance Programs**

DATA ENTRY: Click the appropriate button(s) for Items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7B) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1	<p>a. Does your JPA operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which will be covered in Section S7A) (If No, skip items 1b-4)</p>	No
	<p>b. If Yes to Item 1a, have there been changes since budget adoption in self-insurance liabilities?</p>	n/a
	<p>c. If Yes to Item 1a, have there been changes since budget adoption in self-insurance contributions?</p>	n/a

2	<p><b>Self-Insurance Liabilities</b></p> <p>a. Accrued liability for self-insurance programs</p> <p>b. Unfunded liability for self-insurance programs</p>	<p>Budget Adoption (Form 01CS, Item S7B)</p>	<p>First Interim</p>		

3	<p><b>Self-Insurance Contributions</b></p> <p>a. Required contribution (funding) for self-insurance programs</p> <p>Current Year (2022-23)</p> <p>1st Subsequent Year (2023-24)</p> <p>2nd Subsequent Year (2024-25)</p> <p>b. Amount contributed (funded) for self-insurance programs</p> <p>Current Year (2022-23)</p> <p>1st Subsequent Year (2023-24)</p> <p>2nd Subsequent Year (2024-25)</p>	<p>Budget Adoption (Form 01CS, Item S7B)</p>	<p>First Interim</p>		

4	<p>Comments:</p>	
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**S8. Status of Labor Agreements**

Analyze the status of all employee labor agreements. Identify new labor agreements that have been ratified since budget adoption, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

**If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:**

The JPA must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the JPA governing board and superintendent.

**S8A. Cost Analysis of JPA's Labor Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Certificated Labor Agreements as of the Previous Reporting Period**

Were all certificated labor negotiations settled as of budget adoption?

If Yes or n/a, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

**Certificated (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of certificated (non-management) full-time-equivalent (FTE) positions	31.5	31.5	31.5	31.5

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 5 and 6.

Negotiations Settled Since Budget Adoption

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

3. Period covered by the agreement:

Begin Date:

End Date:

4. Salary settlement:

Current Year  
(2022-23)

1st Subsequent Year  
(2023-24)

2nd Subsequent Year  
(2024-25)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

No	No	No
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**One Year Agreement**

Total cost of salary settlement

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% change in salary schedule from prior year

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or

**Multiyear Agreement**

Total cost of salary settlement

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% change in salary schedule from prior year  
(may enter text, such as "Reopener")

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Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

5. Cost of a one percent increase in salary and statutory benefits

Current Year  
(2022-23)

1st Subsequent Year  
(2023-24)

2nd Subsequent Year  
(2024-25)

6. Amount included for any tentative salary schedule increases

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	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
<b>Certificated (Non-management) Health and Welfare (H&amp;W) Benefits</b>			
1. Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2. Total cost of H&W benefits			
3. Percent of H&W cost paid by employer			
4. Percent projected change in H&W cost over prior year			

**Certificated (Non-management) Prior Year Settlements Negotiated Since Budget Adoption**

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

No		
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If Yes, amount of new costs included in the interim and MYPs

If Yes, explain the nature of the new costs:

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
<b>Certificated (Non-management) Step and Column Adjustments</b>			
1. Are step & column adjustments included in the interim and MYPs?	No	No	No
2. Cost of step & column adjustments			
3. Percent change in step & column over prior year			

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
<b>Certificated (Non-management) Attrition (layoffs and retirements)</b>			
1. Are savings from attrition included in the interim and MYPs?	Yes	Yes	Yes
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes	Yes	Yes

**Certificated (Non-management) - Other**

List other significant contract changes that have occurred since budget adoption and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

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**S8B. Cost Analysis of JPA's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Classified Labor Agreements as of the Previous Reporting Period**

Were all classified labor negotiations settled as of budget adoption?

If Yes or n/a, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

n/a
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**Classified (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of classified (non-management) FTE positions	23.7	23.7	23.7	23.7

1a. Have any salary and benefit negotiations been settled since budget adoption?

n/a
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If Yes, and the corresponding public disclosure documents have been filed with the COE, complete question 2.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-4.

If No, complete questions 5 and 6.

1b. Are any salary and benefit negotiations still unsettled?

No
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If Yes, complete questions 5 and 6.

**Negotiations Settled Since Budget Adoption**

2. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

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3. Period covered by the agreement:

Begin Date: 

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 End Date: 

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4. Salary settlement:

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?	No	No	No

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

**One Year Agreement**

Total cost of salary settlement

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% change in salary schedule from prior year

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or

**Multiyear Agreement**

Total cost of salary settlement

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% change in salary schedule from prior year (may enter text, such as "Reopener")

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Identify the source of funding that will be used to support multiyear salary commitments:

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**Negotiations Not Settled**

5. Cost of a one percent increase in salary and statutory benefits

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6. Amount included for any tentative salary schedule increases

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**Classified (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the interim and MYPs?

	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Yes	Yes	Yes	Yes

2. Total cost of H&W benefits

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3. Percent of H&W cost paid by employer

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4. Percent projected change in H&W cost over prior year

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**Classified (Non-management) Prior Year Settlements Negotiated Since Budget Adoption**

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

If Yes, amount of new costs included in the interim and MYPs

No
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If Yes, explain the nature of the new costs:

**Classified (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
No	No	No

**Classified (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Yes	Yes	Yes
Yes	Yes	Yes

**Classified (Non-management) - Other**

List other significant contract changes that have occurred since budget adoption and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

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**S8C. Cost Analysis of JPA's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period**

Were all managerial/confidential labor negotiations settled as of budget adoption?

n/a
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If Yes or n/a, complete number of FTEs, then skip to S9.  
If No, continue with section S8C.

**Management/Supervisor/Confidential Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2021-22)	Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
Number of management, supervisor, and confidential FTE positions	7.0	7.0	7.0	7.0

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, complete question 2.

If No, complete questions 3 and 4.

n/a
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1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 3 and 4.

n/a
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Negotiations Settled Since Budget Adoption

2. Salary settlement:

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
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Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

No	No	No

Total cost of salary settlement

Change in salary schedule from prior year (may enter text, such as "Reopener")

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

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Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
---------------------------	----------------------------------	----------------------------------

4. Amount included for any tentative salary schedule increases

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**Management/Supervisor/Confidential**

**Health and Welfare (H&W) Benefits**

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
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1. Are costs of H&W benefit changes included in the interim and MYPs?

2. Total cost of H&W benefits

3. Percent of H&W cost paid by employer

4. Percent projected change in H&W cost over prior year

Yes	Yes	Yes

**Management/Supervisor/Confidential**

**Step and Column Adjustments**

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
---------------------------	----------------------------------	----------------------------------

1. Are step & column adjustments included in the interim and MYPs?

2. Cost of step & column adjustments

3. Percent change in step & column over prior year

No	No	No

**Management/Supervisor/Confidential**

**Other Benefits (mileage, bonuses, etc.)**

Current Year (2022-23)	1st Subsequent Year (2023-24)	2nd Subsequent Year (2024-25)
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1. Are costs of other benefits included in the interim and MYPs?

2. Total cost of other benefits

3. Percent change in cost of other benefits over prior year

Yes	Yes	Yes

**S9. Status of Other Funds**

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

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**S9A. Identification of Other Funds with Negative Ending Fund Balances**

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DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

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**ADDITIONAL FISCAL INDICATORS**

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The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review. DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9 except items A3 and A4, which are not applicable for JPAs; Item A1 is automatically completed based on data from Criterion 9.

A1. Do cash flow projections show that the JPA will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)

No

A2. Is the system of personnel position control independent from the payroll system?

Yes

A3. Is enrollment decreasing in both the prior and current fiscal years?

n/a

A4. Are new charter schools operating in JPA boundaries that impact the JPA's enrollment, either in the prior or current fiscal year?

n/a

A5. Has the JPA entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?

No

A6. Does the JPA provide uncapped (100% employer paid) health benefits for current or retired employees?

No

A7. Is the JPA's financial system independent of the county office system?

No

A8. Does the JPA have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)

No

A9. Have there been personnel changes in the JPA director or financial official positions within the last 12 months?

Yes

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:  
(optional)

A9. Our new superintendent, Brian Dozer, began in his role on February 1, 2022.



TO: Board of Trustees

FROM: Brian Dozer

DATE: December 7, 2021

SUBJECT: OC Pathways Regional K-16 Collaborative Grant Service Agreement

Coastline ROP was awarded \$130,000 in the OC Pathway Regional K-16 Collaborative Grant program for 2022-2025 to help fund new courses in supply chain management and entrepreneurship. The funds will cover teacher salaries and benefits, materials and supplies, field trips, training, professional development, curriculum development, and marketing. These courses will be regional, after-bell initially, and developed in collaboration with the districts. Additionally, they will be aligned with community college and 4-year university partner programs, creating K-16 pathways.

It is respectfully requested that the Board of Trustees approve the attached Service Agreement with the Orange County Department of Education.

**OC PATHWAYS REGIONAL K-16 EDUCATION COLLABORATIVE  
GRANT PROGRAM SERVICE AGREEMENT BY AND BETWEEN  
THE ORANGE COUNTY DEPARTMENT OF EDUCATION AND PARTNERS**

This OC Pathways Regional K-16 Education Collaborative Grant Program Service Agreement (Service Agreement) is made by and between the Orange County Superintendent of Schools, also referred to as the “Orange County Department of Education;” each of the school districts and post-secondary institutions, individually and separately, as listed in Addendum A, and collectively referred to as “School Partners;” and, each of the vocational and workforce programs, individually and separately, as listed in Addendum B, collectively referred to as “Workforce Partners.” The Orange County Department of Education (OCDE), School Partners and Workforce Partners are collectively referred to herein as “Parties,” or individually as “Party.” The Parties agree to the terms as stated herein.

**RECITALS**

**Whereas**, in July 2021, Governor Gavin Newsom signed Assembly Bill 132 (Chapter 144, Statutes of 2021), which required the State to build a "data system", or data infrastructure, that allows for the integration of data from K-12 public education, early learning and care, higher education, student financial aid, workforce development, and human services. That system, known as the California Cradle to Career (C2C) Data System is managed by the Government Operations Agency.

**Whereas**, the Cradle-to-Career Data System aims to link existing education, workforce, financial aid, and social service information to better equip policymakers, educators, and the public to address disparities in opportunities and improve outcomes for all students throughout the State;

**Whereas**, the Cradle-to-Career Data System scales existing tools, such as the California College Guidance Initiative (CCGI), to provide college and career planning tools and curriculum; college eligibility monitoring tools; electronic transcripts, including nontraditional learning artifacts; option to share social service history with college application; and, support for data cleaning at local education agencies;

**Whereas**, the Foundation for California Community Colleges is a nonprofit 501(c)(3) organization (Foundation) that operates the CCGI on behalf of all educational segments in California, in order to ensure the awareness and utilization of online planning tools in K-12 districts and systematic baseline guidance and support for 6th-12th grade students as they plan, prepare and finance college;

**Whereas**, the California Regional K-16 Education Collaboratives Grant Program (K-16 Grant Program), is part of a statewide strategy for strengthening education-to-workforce pathways and ensuring the education, vocational, and workforce programs work in partnership to address the income, racial, and gender inequities in education and employment. Grant funds are awarded generally for purposes of supporting K-16 education collaboratives to create streamlined pathways from high school to postsecondary education and into the workforce;

**Whereas**, the K-16 Grant Program requires each collaborative to meet certain criteria, including but not limited to, committing to implement at least four of seven specific recommendations from the February 2021 Recovery with Equity report to promote student success. The February 2021 Recovery with Equity Report (Recovery with Equity Report) is incorporated by reference and included as Addendum C;

**Whereas**, the Orange County Department of Education was awarded grant funds pursuant to a Grant Agreement, in which OCDE is the Lead Agency for the Orange County Region under the collaborative name: OC Pathways (K-16 OC Pathways Grant Agreement). The K-16 OC Pathways Grant Agreement is incorporated by reference and included as Addendum D;

**Whereas**, OC Pathways Collaborative include School Partners and Workforces Partners that have elected to participate in the K-16 Grant Program through OCDE’s K-16 OC Pathways Grant Agreement. School Partners and Workforce Partners are collectively referred to as “Partners;”

**Whereas**, in consideration of and on the condition that the sum be expended in carrying out the purposes of the K-16 Grant Program, OCDE aims to use Career Technical Education (CTE) as the vehicle to promote career and college readiness for Orange County students so that they have the skills necessary to enter the workforce and earn a livable wage;

**Whereas**, the Family Educational Rights and Privacy Act of 1974 (FERPA), set forth in Title 20 of the United States Code (USC) section 1232g and its implementing regulations at 34 of the Code of Federal Regulations (CFR) section 99.1 *et seq.*, generally prohibits the disclosure of students’ personally identifiable information without consent, subject to certain exceptions;

**Whereas**, OCDE and the School Partners have entered into a separate agreement, the Interagency Data Sharing Agreement by and among the Orange County Department of Education, School Districts and Post-Secondary Institutions (Data Sharing Agreement) that allows the Parties to access, use, and disclose personally identifiable information from education records for the purposes that are consistent with this Service Agreement and in compliance with FERPA and other state and federal laws and regulations. The Data Sharing Agreement is incorporated by reference and included as Addendum E;

**Whereas**, the Parties intend for this Service Agreement to outline the services and responsibilities of the Parties, as necessary for OCDE to fulfill the purposes of the K-16 Grant Program as outlined in OCDE’s OC Pathways Grant Agreement.

## **AGREEMENT**

**NOW, THEREFORE**, in consideration of the foregoing recitals, which are hereby incorporated into this Service Agreement, it is agreed as follows:

### **1. TERM**

- 1.1 This Service Agreement will be deemed to be effective as to a Party as of the date it is executed by an authorized signatory of that Party and will remain in effect until **August 31, 2026**, or termination pursuant to Section 13 of this Service Agreement, whichever is sooner.

## **2. SCOPE AND PURPOSE**

- 2.1 Through the K-16 Grant Program, the Parties intend to support the purposes outlined in the Data Sharing Agreement by creating and strengthening existing partnerships from high school to postsecondary education and into the workforce.
- 2.2 The Parties agree to work collaboratively to satisfy the requirements of K-16 Grant Program, which includes but is not limited to the following:
  - 2.2.1 Participate in the Cradle-to-Career Data System;
  - 2.2.2 Implement the following recommendations from the February 2021 Recovery with Equity Report to promote student success:
    - 2.2.2.1 Cultivate inclusive, engaging, and equity-oriented learning environments;
    - 2.2.2.2 Retain students through inclusive supports;
    - 2.2.2.3 Provide high-tech, high-touch advising; and,
    - 2.2.2.4 Support college preparation and early credit;
  - 2.2.3 Facilitate the development and sustainability of occupational pathways, including accelerated degree and/or credential programs that incorporate work-based learning, in one or more of the following sectors: (1) Healthcare; (2) Education; (3) Business Management; and (4) Engineering/Computing.
  - 2.2.4 Report progress and performance in accordance with applicable data reporting requirements as described in the K-16 Grant Program Data Reporting Guidelines (Data Reporting Guidelines). The Data Reporting Guidelines is incorporated by reference and included as Addendum F.
- 2.3 In accordance with the Data Sharing Agreement, the Parties shall comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99, as amended), California Education Code, the Student Online Personal Information Protection Act ("SOPIPA"), California Business and Professions Code section 22584, and other state and federal laws and regulations regarding educational records in all respects. Nothing in this Service Agreement may be construed to supersede the Data Sharing Agreement.

## **3. RESPONSIBILITIES OF OCDE**

- 3.1 OCDE will collect, analyze and study information received from:
  - 3.1.1 College-to-Career Data System pursuant to the agreements described in Section 4.1.2 of this Service Agreement.
  - 3.1.2 School Partners pursuant to the Data Sharing Agreement.
  - 3.1.3 Workforce Partners pursuant to this Service Agreement.
- 3.2 OCDE will provide technical assistance and professional development to support regional collaboration and project implementation, which may include training for School Partners on CCGI's California Cradle-to-Career Data System.

- 3.3 OCDE will provide OCDE staff positions to oversee project implementation and convene key faculty and staff across the priority industry sectors to build occupational pathways to successfully increase work-based learning from high school through postsecondary institutions and into the workforce.
- 3.4 OCDE will serve as the fiscal agent for the K-16 Grant Program and oversee:
  - 3.4.1 Timelines of all Career Education projects and initiatives;
  - 3.4.2 Completion of evaluations; and,
  - 3.4.3 Program and fiscal reports.

#### **4. RESPONSIBILITIES OF SCHOOL PARTNERS**

- 4.1. Data Sharing Agreement:
  - 4.1.1. Each School Partner must be a party to the Data Sharing Agreement and understand that participation in the Data Sharing Agreement is a required condition to participate in this Service Agreement and the K-16 Grant Program.
  - 4.1.2. School Partners agree that they will not terminate their participation in the Data Sharing Agreement for the duration of this Service Agreement.
- 4.2. California Cradle-to-Career Data System:
  - 4.2.1. School Partners agree to participate in the California Cradle-to-Career Data System’s operational tool and understand that such participation is required in order to participate in the K-16 Grant Program.
  - 4.2.2. By March 15, 2023, each School Partner will independently enter into a separate data sharing agreement with CCGI.
  - 4.2.3. By July 1, 2023, and/or as provided in their separate Data Sharing Agreement with CCGI, School Partners will complete initial alignment process with CCGI and upload the initial data files to the Cradle-to-Career Data System.
- 4.3. Work-Based Learning Technician:
  - 4.3.1. School Partners will employ and/or designate a Work-Based Learning Technician that adheres to the job description outlined by OCDE/OC Pathways and included as Addendum G, to oversee initiatives and projects.
  - 4.3.2. The Work-Based Learning Technician will be required to:
    - 4.3.2.1. Attend monthly meetings to provide progress and to receive ongoing technical assistance.
    - 4.3.2.2. Attend regional collaboration meetings designed to support clean data collection and systems that align each School Partner’s Goals.
- 4.4. School Partners are required to customize and complete an Orange County Regional K16 Education Collaborative Project Proposal (Project Proposal) template that includes project goals, milestones, and a timeline for project deliverables. Project Proposals must include the following information:
  - 4.4.1. Identify at least one or more of the following CTE Pathway(s) for purposes of the K-16 Grant Program: (1) Healthcare; (2) Education; (3) Business Management; and (4) Engineering/Computing.

- 4.4.2. Tasks, activities and/or efforts to recruit and retain underserved students through inclusive supports as described in the Recovery with Equity Report.
  - 4.4.2.1. “Underserved or underrepresented” students include: first generation college students, low-income students, students who are current or former foster youth, homeless students or those at risk of becoming homeless, students with disabilities, displaced workers, students with dependent children, formerly incarcerated students, undocumented students, students meeting the requirements of Assembly Bill 540 of the 2001–2002 Regular Session of the Legislature, students who are veterans, and academically low-achieving students.
  - 4.4.2.2. Inclusive supports may include expanding programs that promote students’ representation and sense of belongings (e.g., identity-based resource centers, outreach programs, etc.).
- 4.5. School Partners are required to complete and submit ongoing performance and progress reports to OCDE, as follows:
  - 4.5.1. K-16 Grant Program Narrative Reports (Narrative Reports), which shall include:
    - 4.5.1.1. Narrative describing progress towards project goals and milestones, lessons learned, challenges and steps taken to overcome challenges.
    - 4.5.1.2. If any planned activity or milestone are not on track for completion by the required deadline, the School Partner must provide a written explanation describing how the School Partner will resolve the issues and make appropriate course corrections to ensure timely completion of all required activities.
    - 4.5.1.3. All data that may be deemed necessary for purposes of reporting progress and performance related to the K-16 Grant Program to the State, which may include information described in the Data Reporting Guidelines.
  - 4.5.2. K-16 Grant Program Data Reports (Data Reports), which shall include specified data metrics as determined by the State. Data Reports should be disaggregated by student ethnicity and socio-economic status and highlight each of the selected pathways in the School Partner’s Project Proposal. Data elements may include enrollment, retention, and completion.
  - 4.5.3. K-16 Grant Program Budget Reports (Budget Reports), which shall include detailed listing of projected expenditures. Workforce Partners must complete the K-16 Budget Reports by using the Budget Worksheet template provided by OCDE, an example of the K-16 Budget Worksheet template is included as Addendum H.
  - 4.5.4. K-16 Grant Program Expenditure Reports (Expenditure Reports), which shall include all expenditures by warrant numbers, invoice dates, invoice payees, invoice amounts, general ledger object code, and specific

descriptions of the expenditures. Workforce Partners must complete the K-16 Expenditure Reports by using the Expenditure Worksheet template provided by OCDE, an example of the K-16 Expenditure Worksheet template is included as Addendum I.

4.5.4.1. The description of expenditures must provide sufficient detail for the Office of Public School Construction to verify that all project expenditures are permissible and that the expenditures have been recorded in the proper cost categories.

4.5.4.2. School Partners shall maintain a rationale for the amount equipment purchased (i.e. computers, laptops, furniture, desks) and pro-rate methodology if invoices or contract includes items not aligned with this Service Agreement.

4.6. Reporting Schedule

4.6.1. Workforce Partners are required to complete and submit Narrative Reports, Data Reports, Budget Reports and Expenditures Reports in accordance with the Regional K-16 Education Collaborative Grant Program Reporting Schedule and Deadlines (Reporting Schedule), which is incorporated by reference and included as Addendum J.

**5. RESPONSIBILITIES OF WORKFORCE PARTNERS**

5.1 By June 30, 2023 and updated annually, Workforce Partners will customize and complete a K16 Collaborative Choice Board template developed by OCDE.

5.2 K16 Collaborative Choice Boards must include, but is not limited to, the following:

5.2.1 Work-based learning opportunities to Orange County students, which may include fieldtrip/worksite visits, job shadowing, mentoring, internships, pre-apprenticeships and apprenticeships.

5.2.2 Development, expansion and promotion of industry-recognized certifications.

5.2.3 Job placement offers in local high-skill, high-wage, high-demand jobs.

5.3 Workforce Partners are required to complete and submit ongoing performance and progress reports to OCDE, as follows:

5.3.1 K-16 Grant Program Narrative Reports (Narrative Reports), which shall include:

5.3.1.1 Narrative describing progress towards project goals and milestones, lessons learned, challenges and steps taken to overcome challenges.

5.3.1.2 If any planned activity or milestone are not on track for completion by the required deadline, the Workforce Partner must provide a written explanation describing how the Workforce Partner will resolve the issues and make appropriate course corrections to ensure timely completion of all required activities.

5.3.1.3 All data that may be deemed necessary for purposes of reporting progress and performance related to the K-16 Grant

Program to the State, which may include information described in the Data Reporting Guidelines.

- 5.3.2 K-16 Grant Program Data Reports (Data Reports), which shall include specified data metrics as determined by the State. Data Reports should be disaggregated by student ethnicity and socio-economic status and highlight the outcomes selected from the Workforce Partner's Choice Board.
- 5.3.3 K-16 Budget Reports, which shall include detailed listing of projected expenditures. Workforce Partners must complete the K-16 Budget Reports by using the Budget Worksheet template provided by OCDE, an example of the K-16 Budget Worksheet template is included as Addendum H.
- 5.3.4 K-16 Expenditure Reports, which shall include all expenditures by warrant numbers, invoice dates, invoice payees, invoice amounts, general ledger object code, and specific descriptions of the expenditures. Workforce Partners must complete the K-16 Expenditure Reports by using the Expenditure Worksheet template provided by OCDE, an example of the K-16 Expenditure Worksheet template is included as Addendum I.
  - 5.3.4.1 The description of expenditures must provide sufficient detail for the Office of Public School Construction to verify that all project expenditures are permissible and that the expenditures have been recorded in the proper cost categories.
  - 5.3.4.2 Workforce Partners shall maintain a rationale for the amount equipment purchased (i.e. computers, laptops, furniture, desks) and pro-rate methodology if invoices or contract includes items not aligned with this Service Agreement.
- 5.4 Reporting Schedule
  - 5.4.1 Workforce Partners are required to complete and submit Narrative Reports, Data Reports, Budget Reports and Expenditures Reports in accordance with the Regional K-16 Education Collaborative Grant Program Reporting Schedule and Deadlines (Reporting Schedule), which is incorporated by reference and included as Addendum J.

## **6. FUNDING**

- 6.1 Partners may receive grant funds up to the amount allocated to each Partner as provided in the K-16 Grant Program Final Awards Allocation (Awards Allocation), which is incorporated by reference and included as Addendum K.
- 6.2 Fund releases are contingent upon Partners submitting all required reports that document adequate progress consistent with OCDE's state-approved work plan as well as compliance with all other aspects of the K-16 Grant Program and this Service Agreement.
- 6.3 Progress delays in implementation and/or execution of the goals in the approved work plan may result in subsequent installments being withheld in whole or in part until a reasonable plan to address lack of progress is submitted by the Partners. If a reasonable plan cannot be developed and implemented as



determined by OCDE, all, or a part of the subsequent fund releases may be forfeited.

- 6.4 In the event the subsequent fund releases are forfeited, and funds remain from the first installment, a final expenditure compliance review will be conducted to determine if return of unspent or ineligible funds is necessary.

## 7. EXPENDITURES

- 7.1 Partners may seek reimbursement from OCDE for eligible expenditures, which may include, but is not limited to, the following:
- 7.1.1 Additional or new staffing costs directly associated with the tasks outlined in scope of work for the grant including salaries and benefits.
    - 7.1.1.1 For positions that will partially support the grant program but have other tasks, Partners shall provide the pro-rate methodology used.
    - 7.1.1.2 The pro-rate methodology shall be subject to review and approval by the State. Alternatively, Partners may provide actual timesheet records documenting the time allocated to this project.
  - 7.1.2 Materials costs
  - 7.1.3 Costs associated with establishment or updating of a website to promote the K-16 Grant Program.
  - 7.1.4 Non-student travel expenses directly associated with the tasks outlined in the scope of work (lodging, airfare, car rental, meal reimbursement). Travel expenses shall be limited to the reimbursement rates used by the State of California and published on the California Human Resources website
  - 7.1.5 Activities of an academic or cultural nature, such as field trips, special lectures, and symposiums, that are aligned with the K-16 Grant Program's objectives
  - 7.1.6 Costs associated with events for the purposes of professional development, or training
  - 7.1.7 Training materials, software, and curriculum
- 7.2 Ineligible Expenditures include, but is not limited to, the following:
- 7.2.1 Indirect costs are not permissible. Indirect costs include general administrative functions to support the K-16 Grant Program that do not tie directly to grant activities, such as accounting and administrative support.
  - 7.2.2 Long-term, and on-going operating costs (i.e. salaries, website hosting fees, software licensing, etc.) incurred by Partners that continue beyond June 30, 2026.
  - 7.2.3 Partners shall not use any of the funds from the K-16 Grant Program to carry on propaganda, or otherwise attempting, to influence legislation, influencing the outcome of any specific public election, carrying on, directly or indirectly, any voter registration drive, inducing or encouraging violations of law or public policy, or causing any private inurement or improper private benefit to occur.

- 7.2.4 Food and drink, except for meal reimbursement that is part of eligible travel costs as noted above
- 7.2.5 For any cost or item that cannot be classified in one of the above categories, the Partner is advised to consult with OCDE prior to incurring the cost to determine eligibility. Costs not associated with the approved budget will be considered ineligible.
- 7.3 Partners shall retain supporting documentation such as general ledger reports, contracts, invoices, purchase orders, and timesheets/duty statements to support the expenditures; and provide copies upon request to grant auditors.

## **8. RECORDS MANAGEMENT AND MAINTENANCE**

- 8.1 Throughout the term of this Service Agreement, each Partner will:
  - 8.1.1 Prepare, maintain and manage records appropriate to the services provided and in accordance with this Service Agreement and all applicable requirements.
  - 8.1.2 Ensure appropriate financial records related to cost reporting, expenditure, revenue, billings, etc., are prepared and maintained accurately and appropriately.
  - 8.1.3 Retain all financial records for a minimum of three (3) years after the completion of the activities for which the funds are used and until audit findings are resolved, or due to legal proceedings such as litigations and/or settlement of claims whichever is longer.
  - 8.1.4 Notify OCDE of any Public Record Act (PRA) requests related to services provided herein within seventy-two (72) hours of receipt of said request. Upon request by OCDE, Partner will provide OCDE with all information that is requested and provided by the Partner.

## **9. INSPECTION AND AUDITS**

- 9.1 OCDE and the State of California or any other of their authorized representatives, shall have access to any books, documents, and records, including but not limited to, financial statements, general ledgers, relevant accounting systems of each Partner that are directly pertinent to this Service Agreement, for the purpose of responding to a beneficiary complaint or conducting an audit, review, evaluation, or examination during the term of this Service Agreement. Such persons may at all reasonable times inspect or otherwise evaluate the services provided pursuant to this Service Agreement, and the premises in which they are provided.

## **10. INDEPENDENT CONTRACTORS**

- 10.1 Each Partner is, and shall at all times be deemed to be, an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Service Agreement.
- 10.2 Each Partner is entirely responsible for compensating staff, subcontractors, and consultants employed by the Partner. This Service Agreement shall not be construed as creating the relationship of employer and employee, or principal and agent between OCDE and any of the Partners or any of the Partners' employees, agents, consultants, or subcontractors.

- 10.3 The Partners understands and agrees that their employees, consultants, or subcontractors, shall not be considered officers, employees or agents of OCDE, and are not entitled to benefits of any kind or nature normally provided employees of OCDE and/or to which OCDE employees are normally entitled, including, but not limited to, State Unemployment Insurance or Workers' Compensation. Each Partner shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to each Partners' employees.
- 10.4 Each Partner assumes exclusively the responsibility for the acts of its employees, agents, consultants, or subcontractors as they relate to the services to be provided during the course and scope of their employment.

## **11. INDEMNIFICATION**

- 11.1 Each Party to this Service Agreement agrees to defend, indemnify, and hold each other Party in this Data Sharing Agreement, and its officers, employees, and agents harmless from and against any liability, loss, expense (including attorneys' fees), or claims of injury or damages arising out of the performance of the terms of this Service Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying educational institution, and/or its officers, employees or agents.

## **12. GENERAL PROVISIONS**

- 12.1 **Assignment:** None of the signatories to this Service Agreement may assign their rights, duties, or obligations under this Service Agreement, either in whole or in part, without the prior written consent of the other signatories to this Service Agreement.
- 12.2 **Copyright:** OCDE and the State of California shall have a royalty-free, nonexclusive, and irrevocable license to publish, translate, or use now and continuing all material and work product (both tangible and intangible), if any, developed under this Service Agreement including those materials covered by copyright.
- 12.3 **Severability:** If any provision of this Service Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this Service Agreement such provision shall be fully severable. This Service Agreement shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Service Agreement.
- 12.4 **Waiver:** Waiver by any signatory to this Service Agreement of any breach of any provision of this Service Agreement set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this Service Agreement shall not operate as a waiver of such right. All rights and remedies provided for in this Service Agreement are cumulative.
- 12.5 **Modification and Amendments:** This Service Agreement may be amended or modified at any time by mutual agreement of the authorized representatives of the

signatories to this Service Agreement. The Parties further agree to amend this Service Agreement to the extent amendments are required by an applicable law or policy issued by an appropriate regulatory authority if the amendment does not materially affect the provisions of this Service Agreement. However, if new laws, policies, or regulations applicable to the Parties are implemented which materially affect the intent of the provision of this Service Agreement, the authorized representatives of the signatories to this MOU shall meet within a reasonable period of time, e.g. 20 business days from the date of notice of such change of law, policy, or regulations, to confer regarding how and/or if those laws, policies, or regulations will be applied or excepted.

- 12.6 Nondiscrimination: In the performance of this Service Agreement, the Partners shall not engage in, nor permit any employee or agent to engage in discrimination in employment of person or provision of services or assistance, nor exclude any person from participation in, nor deny any person the benefits of, nor subject any person to discrimination under any program or activity funded in whole or in part by this Service Agreement on the grounds of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, gender or sexual orientation. The Parties shall comply with Title II of the Americans with Disabilities Act, (42 U.S.C., {12101, et seq.) as it relates to public accommodations.

### **13. TERMINATION OF AGREEMENT**

- 13.1 Termination: The Parties shall have the right to terminate this Service Agreement for any reason or no reason, at any time by providing the Parties with written notice of termination in accordance with Section 14 of this Service Agreement at least thirty (30) calendar days in advance.
- 13.2 Termination for Funding Contingency: It is mutually understood and agreed that if OCDE does not receive sufficient grant funding from the State of California to provide the Service described in this Service Agreement, OCDE may without penalty, terminate this Service Agreement by providing the Partners with written notice of termination of this Service Agreement at least fifteen (15) calendar days in advance of the Termination Date.

### **14. NOTICES**

- 14.1 All notices, requests, claims correspondence, or reports authorized or required by this Service Agreement and/or other communications shall be addressed to the School Partners as provided in Addendum A, Workforce Partners as provided in Addendum B and OCDE as follows:

Orange County Superintendent of Schools  
200 Kalmus Drive  
PO Box 9050  
Costa Mesa, California 92628-9050  
Attn: Patricia McCaughey

### **15. ADDENDA**

- 15.1 The following Addenda are incorporated herein by reference:
  - 15.1.1 Addendum A: List of Educational Agencies and Institutions that have elected to participate in the K-16 Grant Program through OCDE's K-16 OC Pathways Grant Agreement (School Partners)
  - 15.1.2 Addendum B: List of vocational and workforce programs that have elected to participate in the K-16 Grant Program through OCDE's K-16 OC Pathways Grant Agreement (Workforce Partners)
  - 15.1.3 Addendum C: February 2021 Recovery with Equity Report
  - 15.1.4 Addendum D: Regional K-16 Education Collaborative Grant Program Grant Agreement
  - 15.1.5 Addendum E: Interagency Data Sharing Agreement
  - 15.1.6 Addendum F: K-16 Grant Program Data Reporting Guidelines (Data Reporting Guidelines)
  - 15.1.7 Addendum G: Work-Based Learning Technician Job Description
  - 15.1.8 Addendum H: K-16 Budget Worksheet template
  - 15.1.9 Addendum I: K-16 Expenditure Worksheet template
  - 15.1.10 Addendum J: Regional K-16 Education Collaborative Grant Program Reporting Schedule and Deadlines (Reporting Schedule)
  - 15.1.11 Addendum K: K-16 Grant Program Final Awards Allocation

**The authorized Party representative's hereto have executed this Service Agreement in the County of Orange, California.**

**ORANGE COUNTY SUPERINTENDENT OF SCHOOLS**

By: 

**Print Name: Patricia McCaughey**  
**Title: Administrator**  
**Date: November 29, 2022**

**ANAHEIM UNION HIGH SCHOOL DISTRICT**

By: \_\_\_\_\_

**Print Name:**  
**Title:**  
**Date:**

**FULLERTON JOINT UNION HIGH SCHOOL DISTRICT**

By: \_\_\_\_\_

**Print Name:**  
**Title:**  
**Date:**

**HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**BREA OLINDA UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**GARDEN GROVE UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**IRVINE UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**LOS ALAMITOS UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**ORANGE UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**SANTA ANA UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**TUSTIN UNIFIED SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**COLLEGE AND CAREER ADVANTAGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**



**NORTH ORANGE COUNTY REGIONAL OCCUPATIONAL PROGRAM**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**COAST COMMUNITY COLLEGE DISTRICT DBA  
COASTLINE COLLEGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DBA  
CYPRESS COLLEGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DBA  
FULLERTON COLLEGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**COAST COMMUNITY COLLEGE DISTRICT DBA  
GOLDEN WEST COLLEGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DBA  
IRVINE VALLEY COLLEGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**COAST COMMUNITY COLLEGE DISTRICT DBA  
ORANGE COAST COLLEGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
SADDLEBACK COLLEGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT DBA  
SANTA ANA COLLEGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT DBA  
SANTIAGO CANYON COLLEGE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**CSU FULLERTON AUXILIARY SERVICES CORPORATION**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA  
UNIVERSITY OF CALIFORNIA, IRVINE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**BIG BROTHERS BIG SISTER OF ORANGE COUNTY**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**CEO LEADERSHIP OF ORANGE COUNTY**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**CYBERFORWARD**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**DREAMS FOR SCHOOLS**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**EXP THE OPPORTUNITY ENGINE**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**FUTURO HEALTH**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**POSEIDON EDUCATION**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**UNITED WAY ORANGE COUNTY**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**

**VITAL LINK**

**By:** \_\_\_\_\_

**Print Name:**

**Title:**

**Date:**



TO: Board of Trustees

FROM: Brian Dozer

DATE: December 7, 2022

SUBJECT: Approval – Position Title & Classification Change

Background. Over many years, the responsibilities associated with the processing and delivery of supplies and equipment to our various school sites have been shared between our Accounts Payable/Purchasing Specialist and our Facility Maintenance and Custodian Worker. The workload for each of these positions has increased significantly over the past couple of years, particularly over the past several months, given the substantial amount of grant funding that we have secured. We expect to continue to receive a significant amount of grant funding in the months ahead, which will only increase that workload.

In January 2022, the board approved the creation of a part-time Receiving and Delivery Worker position to assist us with meeting this need. For various reasons, we were unable to fill this position. The decision was made to hire a custodial company to provide custodial services to our campus so that the Facility Maintenance and Custodian Worker could have more time to assist with the purchasing and delivery needs of the organization.

Since that time, the Facility Maintenance and Custodian Worker has exceeded the expectations of that role and has proved to be invaluable to our organization. It has become evident that this position will be an ongoing need for years to come. Given this fact, we believe it is necessary to revise the position description for the Facility Maintenance and Custodian Worker to better reflect the current responsibilities and expectations of the position. Along with the revision to the job description, we believe it is necessary to revise the job title and pay classification range as well.

Financial Implication. The estimated annual cost of this position reclassification is approximately \$5,319.60 exclusive of benefits.

Recommendation. It is respectfully requested that the Board of Trustees approve the reclassification of the Facility Maintenance and Custodian Worker to the Facility Maintenance/Receiving and Delivery Worker position retroactive to July 1, 2022.



~~**FACILITY MAINTENANCE AND CUSTODIAN WORKER**~~  
**FACILITY MAINTENANCE/RECEIVING AND DELIVERY WORKER**

<b>Location:</b>	Technology Services
<b>Reports To:</b>	Manager, Technology and Facilities
<b>Supervises:</b>	N/A
<b>Pay Classification:</b>	<del>107-114</del>
<b>Revision Date:</b>	<del>9-12-19 5-27-20 10-21-2020</del>

**GENERAL DESCRIPTION**

Perform a variety of general duties involved in the ~~cleaning, standard disinfection,~~ maintenance, and repair of Coastline ROP-designated facilities, utilities, grounds, and equipment, and the ~~receiving, processing, and delivery of supplies and equipment.~~

**Duties and Responsibilities:**

~~**CUSTODIAN WORKER EXAMPLE OF DUTIES AND RESPONSIBILITIES:**~~

- ~~• Clean and sanitize door handles, desks, telephones, copier keypads, cupboard doors, restroom stall doors/handles/locks, toilets and toilet handles faucets, front of the microwave, refrigerator door handles water dispenser levers, and other frequently touched areas.~~
- ~~• Operate cleaning equipment, such as vacuums, floor cleaning and polishing machines, scrubbers, etc.; sweep, mop, scrub, wax, refinish, and polish all floors, doors, and baseboards.~~
- ~~• Clean window glass, water dispensers, refrigerators dry-erase boards, furniture, windowsills, and blinds.~~
- ~~• Sweep, scrub, dust, and otherwise clean areas such as classrooms, restrooms, kitchens, offices, and related facilities.~~
- ~~• Vacuum rugs and carpets; dust furniture, empty and clean trash receptacles.~~

**RECEIVING & DELIVERY WORKER EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

- Receive and process orders for materials, equipment, and supplies; inspect orders for accuracy, completeness, and condition.
- Perform record-keeping duties in support of the purchasing department; maintain a purchasing and delivery log.
- Communicate with other departments and staff to exchange information and coordinate activities; follow up with departments to verify information and receipt of orders.
- Prepare materials, equipment, and supplies for delivery to different school sites.
- Responsible for the safe and timely delivery of materials, equipment, and supplies to different school sites.
- Ensure that needed signatures are received for each delivery.
- Responsible for inventory tagging applicable items and providing that information to the Business Services Department.



- Work closely with the Purchasing Specialist on resolving issues regarding the receiving and delivery of items.
- Safely operate a vehicle to conduct deliveries; responsible for the fueling and maintenance of that vehicle.
- Operate a variety of office equipment including a copier, fax machine, computer, and assigned software.
- Attend and participate in meetings.
- Perform other duties as assigned.

#### **FACILITY MAINTENANCE WORKER EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

- Perform a variety of general duties involved in the maintenance, cleaning, and repair of designated facilities, utilities, grounds, and equipment; perform minor semi-skilled tasks in electrical, HVAC, carpentry, gardening, plumbing, and painting; ensure a safe environment for students and staff.
- Move and arrange furniture and equipment; maintain, repair, and assemble cabinets, bookcases, and a variety of other furniture and equipment; prepare various surfaces for painting and apply paint as needed; repair and install locks and security devices.
- Inspect grounds and buildings to ensure the safety and health of staff and students; replace light bulbs and ballasts; perform minor electrical repairs such as repairing or replacing wiring, fixtures, switches, receptacles, and lighting circuits.
- Perform regular safety checks of facilities to ensure compliance with established laws, codes, and regulations; check fire extinguishers and smoke alarms to ensure proper operation as assigned; service and perform minor repairs and adjustments on equipment.
- Operate and maintain a variety of maintenance equipment, including a variety of hand and power tools; drive a vehicle to conduct work.
- Perform minor plumbing duties as necessary; inspect and repair leaks, obstructions, and general system failures.
- Organize and lay out assigned tasks; estimate time, material, and equipment need for assigned projects; participate in minor renovation projects in designated facilities.
- Lock and unlock doors and gates as directed; turn lights on and off; maintain the security of assigned areas according to established guidelines.
- Monitor inventory levels of maintenance supplies as required; assist with ordering, receiving, and maintaining inventory of supplies as assigned; receive and deliver supplies and equipment.

#### **QUALIFICATION GUIDELINES**

##### **Knowledge of:**

- Knowledge of ~~cleaning and disinfecting~~ methods, materials, and equipment, including sterilization and sanitary methods.
- Appropriate safety precautions and procedures including those related to ~~cleaning and disinfecting~~, sterilization, chemicals, and sanitary methods.
- General methods, materials, tools, terminology, and equipment used in the building and grounds maintenance trades.
- Proper methods of storing equipment, materials, and supplies.
- Requirements of maintaining facilities, utilities, and equipment in good repair.
- Operation of a variety of hand and power tools and equipment.

- Basic inventory methods, terminology, and practices
- Basic computer skills for email and documentation.
- Applicable laws, rules, and regulations related to assigned activities.
- Telephone techniques and etiquette.
- Organization and coordination techniques utilized in purchasing.
- Modern office practices, procedures, and equipment.
- Basic record-keeping techniques.
- Oral and written communication skills.
- Proper lifting techniques.

**Ability to:**

- Safely use and apply cleaning agents (includes proper use of recommended chemicals and procedures), equipment, and materials.
- Perform a variety of general duties involved in the maintenance and repair of designated facilities, utilities, grounds, and equipment.
- Receive and respond to routine maintenance requests.
- Operate a wide variety of hand and power tools and equipment.
- Move, maintain, repair, and assemble furniture and equipment.
- Perform minor electrical and HVAC maintenance, replacements, and repairs.
- Prepare various surfaces for painting and apply paint.
- Replace light bulbs and ballasts.
- Inspect and repair leaks, obstructions, and general plumbing system failures.
- Observe health and safety regulations.
- Maintain routine records related to work performed.
- Understand and follow written and oral instructions.
- Work cooperatively with others.
- Perform heavy physical labor.
- Perform a variety of clerical and record-keeping duties in support of the Business Services and Technology and Facilities departments.
- Receive and respond to routine receiving and delivery questions and requests.
- Process and record purchasing and delivery log accurately.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Learn receiving and delivery policies, practices, and terminology.
- Meet schedules and timelines.

**Education and Experience:**

**Required:** Graduation from high school, or equivalent.

**Experience:** Minimum of one year of experience in the maintenance, and repair of buildings and grounds and **the receiving and delivery of supplies and equipment.**

**Other Requirements:**

**Licenses:** Valid California Class C Driver's License with proof of a clean driving record (provided by DMV).

## **PHYSICAL ELEMENTS AND WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Dexterity of hands and fingers to operate a variety of tools and equipment.
- Hearing and speaking to exchange information.
- Seeing to perform maintenance and janitorial duties.
- Lifting, carrying, pushing, or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders, and horizontally.
- Bending at the waist, stooping, kneeling, or crouching.
- Climbing ladders and working from heights.
- Walking or standing for extended periods of time.

## **WORKING CONDITIONS:**

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust, dirt, and oil/grease.
- Seasonal heat and cold or adverse weather conditions.
- Lift and or move up to 50 pounds; lifting, carrying pushing, or pulling heavy objects up to 100 pounds with assistance.

## **HAZARDS:**

- Working around and with machinery having moving parts.
- Working at heights.
- Exposure to fumes and chemicals.
- Working with cleaning agents, chemicals, equipment, and materials.



TO: Brian Dozer  
FROM: Siteria Edwards  
DATE: December 7, 2022  
SUBJECT: Compensation Schedule Revision

**Issue:**

Effective January 1, 2023, the California minimum wage will increase due to the high inflation rate in the past year, and the Facility Maintenance and Custodian Worker job description and pay classification was revised to reflect the proposed reclassification of the position.

**Summary of Revisions:**

The minimum hourly rate increased from \$15.00 to \$15.50 hr., for the receptionist/administrative assistant, classified substitute, and skills helper positions.

The Facility Maintenance and Custodian Worker position was revised to Facility Maintenance/Receiving and Delivery Worker pending board approval of reclassification.

**Financial Implication:**

1. Receptionist/Administrative Assistant – No employees are impacted by the minimum wage increase.
2. Classified Substitute – Hours are paid as needed.
3. Skills Helper – Hours are paid as needed.
4. Facility Maintenance/Receiving and Delivery Worker – Title and pay classification changed from pay range 107 to 114.

**Recommendation:**

It is respectfully requested that the Board of Trustees approve the revision to the compensation schedule.



**COASTLINE**  
REGIONAL OCCUPATIONAL PROGRAM

**DRAFT**  
**COMPENSATION SYSTEM**

The compensation system of Coastline Regional Occupational Program pertains to all job classifications, both classified and certificated. The pay schedules include appropriate job titles and pay schedule range assignments.

Upon employment by Coastline ROP, initial salary placement in all categories of service will be based on education and related experience. The Superintendent will determine the initial placement in the appropriate classification.

**PAY SCHEDULE INFORMATION**

**CLASSIFIED PAY SCHEDULE:**

Displays the minimum/maximum hourly and monthly rate range based on 260 days of service in the appropriate classification.

**CLASSIFIED MANAGEMENT PAY SCHEDULE:**

Displays the minimum/maximum monthly and annual salary range based on 260 days of service in the appropriate classification.

**CERTIFICATED TEACHER PAY SCHEDULE:**

Displays the minimum/maximum hourly rate range in the appropriate classification.

**CERTIFICATED SUPPORT PAY SCHEDULE:**

Displays the minimum/maximum daily rate and annual salary range based on 223 days of service in the appropriate classification.

**LEADERSHIP PAY SCHEDULE:**

Displays the minimum/maximum monthly and annual salary range based on 260 days of service in the appropriate classification.





CLASSIFIED PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	HOURLY RATE		MONTHLY RATE	
		(Min)	(Max)	(Min)	(Max)
Accounting Budgeting Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905
Accounting Payroll Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905
Accounts Payable/Purchasing Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905
Administrative Assistant	119	\$21.07	\$28.30	\$3,652	\$4,905
Career Specialist	120	\$21.60	\$29.01	na	na
College and Career Specialist	120	\$21.60	\$29.01	na	na
Executive Assistant	127	\$25.67	\$34.48	\$4,449	\$5,977
Facility Maintenance/Custodian <b>Receiving &amp; Delivery Worker</b>	<b>107-114</b>	<del>15.68</del> <b>\$18.62</b>	<del>21.04</del> <b>\$25.02</b>	na	na
Information Technology Specialist	124	\$23.84	\$32.02	\$4,132	\$5,550
Instructional Assistant	108	\$16.06	\$21.57	na	na
K-12 SWP Pathway Coordinator (Grant Funded)	131	\$35.52	\$47.60	\$6,157	\$8,251
Work-Based Learning/Outreach Specialist (Grant Funded)	130	\$26.33	\$37.14	\$4,564	\$6,438
Network Specialist	124	\$23.84	\$32.02	\$4,132	\$5,550
Program Assistant	119	\$21.07	\$28.30	\$3,652	\$4,905
Receptionist/Administrative Assistant	103	<b>\$15.50</b>	\$19.07	\$2,687	\$3,305
Receiving and Delivery Worker (Grant Funded)	107	\$15.68	\$21.04	na	na
Student Information Specialist	119	\$21.07	\$28.30	\$3,652	\$4,905

OTHER CLASSIFIED PAY INFORMATION

Classified Substitute	\$15.50 per hour
Classified Substitute (Career Specialist)	\$18.00 per hour
Skills Helper	\$15.50 per hour
Skills Helper (American Heart Association Certified Instructor)	\$20.00 per hour



**COASTLINE**  
REGIONAL OCCUPATIONAL PROGRAM

**CLASSIFIED MANAGEMENT PAY SCHEDULE**

<b>JOB TITLE</b>	<b>PAY CLASSIFICATION</b>	<b>MONTHLY RATE</b> (Min) (Max)		<b>ANNUAL SALARY</b> (Min) (Max)	
Manager, Technology Services	510	\$6,158	\$8,252	\$73,890	\$99,019





**CERTIFICATED TEACHER PAY SCHEDULE**

JOB TITLE	HOURLY RATE	
	(Min)	(Max)
American Heart Association (AHA) Instructor	\$30.00	n/a
CHAPERONE I (PARTIAL DAY)	\$50 DAY	n/a
CHAPERONE II (FULL DAY)	\$100 DAY	n/a
Mentor Teacher	Regular hourly rate plus 5%	n/a
Substitute Teacher I	\$33.00	n/a
Substitute Teacher II (long-term) plus 25% preparation time	\$33.00 + 25% prep	n/a
Special Project Assignment	\$30.00	n/a
Teacher	\$34.13	\$70.00

**CERTIFICATED PAY RATE INFORMATION**

**American Heart Association Instructor** - regular and substitute teachers for the ROP will be paid at the AHA hourly rate.

**Chaperone I** - teachers serving as a chaperone after regular school hours, shall receive the established flat rate for the remainder of the day.

**Chaperone II** - teachers serving as a chaperone on a non-school day in which no salary was earned shall receive the established flat rate for the entire day.

**Mentor Teacher** - teachers working as mentors will be paid their current hourly rate multiplied by five percent (5%).

**Substitute Teaching** - teachers working as a substitute will be paid their established hourly pay rate.

**Substitute II (Long-term Substitute)** - substitute teachers who work for a period of at least 20 consecutive teaching days in the same teaching assignment will receive the Substitute Teacher II (long-term) rate.

**Special Project Assignment** - teachers will receive the special projects rate for non-instructional, staff development or special project assignments.

**Preparation Time** - the established preparation time percentage is twenty-five percent (25%).



**CERTIFICATED SUPPORT STAFF PAY SCHEDULE**

JOB TITLE	PAY CLASSIFICATION	DAILY RATE		ANNUAL SALARY	
		(Min)	(Max)	(Min)	(Max)
(223 Work Days)					
Administrator, Educational Services	513	\$383.57	\$514.02	\$85,536	\$114,627
Coordinator, Educational Services	512	\$347.91	\$489.54	\$77,584	\$109,168
Instructional Support/Media Specialist	507	\$286.23	\$383.57	\$63,829	\$85,536



**LEADERSHIP PAY SCHEDULE**

JOB TITLE	PAY CLASSIFICATION	MONTHLY RATE		ANNUAL SALARY	
		(Min)	(Max)	(Min)	(Max)
Administrator, Human Resources	515	\$7,859	\$10,531	\$94,304	\$126,376
Director, Business Services	519	\$9,552	\$12,801	\$114,627	\$153,612
Director, Educational Services	519	\$9,552	\$12,801	\$114,627	\$153,612
Superintendent	524	\$12,191	\$16,338	\$146,296	\$196,056



TO: Board of Trustees

FROM: Brian Dozer

DATE: December 7, 2021

SUBJECT: Memorandum of Understanding for CyberForward program

Coastline ROP has the opportunity to partner with CyberForward (formerly CISOSHARE), a leading provider of cybersecurity services in Orange County, to offer a program in the Spring 2023 semester for students in our five partnering districts. CyberForward will be a thirteen-week virtual course and will include instruction on the foundations of cybersecurity, a work-based learning experience, and will culminate in an internship with a local company for some students. This unique opportunity will be open to 30 students. Currently, ten Coastline ROP students who completed CyberForward are working with CyberForward as interns. Mike Gentile, the founder and CEO of CISOSHARE and CyberForward, will teach the course. Additionally, CyberForward will host three virtual information sessions in late December 2022 and early January 2023.

The cost to the ROP is \$40,000, and we plan to use CTEIG 7 grant funds for the associated expenses.

It is respectfully requested that the Board of Trustees approve the attached Memorandum of Understanding with CyberForward.

**Memorandum of Understanding Concerning the Establishment of a High School  
Cyber Security Education Program Partnership  
Between  
CYBERFORWARD  
and  
COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

**I. Purpose**

This Memorandum of Understanding (MOU) between CYBERFORWARD located at 1315 N. El Camino Real, San Clemente, CA 92672 and Coastline Regional Occupational Program (Coastline ROP) located at 1001 Presidio Square, Costa Mesa, CA 92801, collectively referred to as “Parties”, is to provide the cooperative framework for the CYBERFORWARD and Coastline ROP to develop initiatives and provide Cyber Security education and work-based learning experiences for high school students.

**II. Parties**

The parties to this MOU are CYBERFORWARD whose mission through the CyberForward program is to solve the cyber security resource shortage and bridge the skills gap by identifying and rapidly developing effective, job-ready, cyber security professionals; 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 CYBERFORWARD’s Program 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 in the field of Cyber Security.

**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. CYBERFORWARD's Responsibilities:**

1. Provide a license to use CyberForward training curriculum AND program delivery of 13 weeks (90 hours) to include:
  - a. Foundational Learning
  - b. Work-based Learning
  - c. Internship Project
2. Provide the Canvas and Zoom platform for the virtual program delivery.
3. Provide the appropriate instructor for the CyberForward training and deliver training for up to thirty (30) students
4. Collaborate with Coastline ROP to provide up to Three (3) informational sessions to inform students, parents and faculty about the CyberForward program.

**B. Coastline ROP's Responsibilities:**

1. Student recruitment for the CyberForward information sessions, program participation and career exploration webinar.
2. Hire CyberForward instructor.
3. Collaborate with the CyberForward program in the delivery of the information sessions and webinar for the high school students.
4. Registration of students for the CyberForward program.
5. Student communication and notifications.
6. Administrative support.
7. Transcription of student grades and high school credits.

**V. Points of Contact**

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

**CYBERFORWARD POC:**

Name: Kolby Falco  
Email: [Kolby.falco@cyberfwd.com](mailto:Kolby.falco@cyberfwd.com)  
Phone: (509) 724-3734

**Coastline ROP POC:**

Name: Brian Dozer  
Email: [bdozer@coastlinerop.net](mailto:bdozer@coastlinerop.net)  
Phone: (714) 429-2222 – Office  
(949) 505-2889 - Cell

## **VI. Periodic Review**

Representatives of CYBERFORWARD and Coastline ROP will review this MOU at the end of the CyberForward training program. 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. 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.

## **VIII. Hold Harmless**

- a. CYBERFORWARD shall defend, indemnify, save and hold harmless the Coastline ROP 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 CYBERFORWARD. This shall include any acts of sexual abuse alleged against any agent or employee of CYBERFORWARD.
- b. The Coastline ROP shall defend, indemnify, save, and hold harmless CYBERFORWARD 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 Coastline ROP. This shall include any acts of sexual abuse alleged against any agent or employee of any Coastline ROP.

## **IX. 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.



**This MOU shall become effective on behalf of the parties by signature of the undersigned:**

DocuSigned by:  
*Mike gentile*  
F020422602D64F5...

12/7/2022

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**Mike Gentile**  
CEO and Founder, CYBERFORWARD

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**Date**

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**Brian Dozer**  
Superintendent, Coastline ROP

---

**Date**

**EXHIBIT A  
SCOPE OF WORK  
CYBERFORWARD CYBER SECURITY SUMMER ACADEMY PROGRAM  
FOR  
COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

**PROGRAM OUTLINE:**

<b>Program Phase</b>	<b>What's Covered</b>	<b>Number of Hours</b>	<b>Students Served</b>
Phase 1 – Student Information Sessions	Students will briefly be introduced to the cyber security field and the main occupations. They'll learn about the CyberForward Program.	1 – 1.5 (two or three 30-minute sessions)	Approx. 100+
<i>Students interested in the program will complete an application.</i>			
Phase 2 – Foundation	Students will learn how the cyber security discipline operates as well as three junior level job roles and the tasks involved in each role.	20	Up to 30
Phase 3 – Work-Based Learning	Students will learn how to perform junior level tasks in the Policy Analyst, Third Party Assessor and Vulnerability Analyst roles. Students will perform mock work in real world scenarios and situations. They will also engage with cyber security staff about these roles and work on soft skills development.	40	Up to 30
4 – Employer Engagement & Internship Project	Students will engage with employers on cyber security career exploration and/or scenario-based project work.	30	Up to 30
5 – Paid Internship Opportunity	Students that successfully complete the program will be given the opportunity to interview and, if selected, participate in a paid internship when available.	TBD	TBD

## **PROGRAM DETAILS:**

**Program Dates:** January 24 – April 27, 2023

- Information Sessions – December 2022 and January 2023 (Dates TBD)

**Duration:** 13 weeks; Tuesday and Thursday 4:30 pm to 6:30 pm (combination of synchronous and asynchronous)

**Location:** Virtual

### **Program Includes:**

- Marketing materials
- Student application, review and selection
- License to use CyberForward Training Curriculum
- Program delivery and instruction
- Learning Management System (Canvas) and/or Zoom platform for virtual program delivery
- Program administration and support
- Student certificates
- Employer engagement and coordination
- Any applicable software licensing costs throughout the program

## **TERMS & STUDENT CONFIDENTIALITY**

### **I. Financial Responsibilities**

Coastline ROP agrees to pay CYBERFORWARD \$40,000 for the delivery of the CyberForward program as outlined in the attached scope of work (Exhibit A). Any change must be specifically agreed to in writing by the signatories or the organizations they represent. Payment terms are \$20,000 due after the first six weeks of the class and \$20,000 due upon completion of the class.

### **II. 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 (SOPIPA – Cal. Educ. Code §§ 6501-6506). CYBERFORWARD 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 CYBERFORWARD where appropriate.

### **III. 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. The class will be offered January 24, 2023 – April 27, 2023.

TO: Board of Trustees

FROM: Sesar Morfin

DATE: December 5, 2022

SUBJECT: Budget Adjustment: Resolution No. 2/2022-2023

Issue/Background. When the 2022-2023 budget was developed, there were several assumptions that were made as it relates to the different revenue streams which Coastline ROP expected to receive. We agreed with our partner districts to reduce our cost per section fee for the 2022-2023 year which will result in a lower amount of revenue to the ROP. In addition, we also agreed to fund the cost of after-bell classes which had low student enrollment which also will result in lower revenue to the ROP. The reduction in revenue is being partially offset by an increase in grant revenue and interest income. Due to these changes, our overall revenue projection for the year needs to be decreased.

Financial Implication. This decrease in net revenue will result in the decrease of available reserves for Coastline ROP. Resolution 2/2022-2023 delineates the reserve and expenditure codes to which funds are to be adjusted.

Recommendation. It is respectfully requested that the Board of Trustees approve resolution number 2/2022-2023 for positive adoption.

Enclosure

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

**RESOLUTION to Budget Revenue**

Number 2/2022-2023

**Whereas** the Board of Trustees has determined that revenue in the amount of \$292,586 is less than the amount originally budgeted for the current fiscal year from sources listed in Section 42610 of the Education Code of California as follows:

<u>FUND</u>	<u>ACCT #</u>	<u>RESERVE / INCOME</u>	<u>AMOUNT</u>
01	8590	All Other State Revenue	274,211
01	8660	Interest Income	54,000
01	8699	All Other Local Revenue	15,302
01	8781	All Other Transfers FR District	<span style="color: red;">(636,099)</span>
		Total	<span style="color: red;">(292,586)</span>

**NOW, THEREFORE, BE IT RESOLVED** That pursuant to the above Education Code, The Governing Board with a majority vote has approved such increase in revenue to be designated as follows:

<u>FUND</u>	<u>ACCT #</u>	<u>RESERVE / EXPENDITURE</u>	<u>AMOUNT</u>
01	1000	Certificated Salaries	133,017
01	2000	Classified Salaries	219,363
01	3000	Employee Benefits	<span style="color: red;">(11,041)</span>
01	4000	Books & Supplies	53,607
01	5000	Services and Operational Expenses	174,291
01	6000	Capital Outlay	180,039
01	7310	Transfer of Indirect Costs	0
01	9790	Unassigned/Unappropriated	<span style="color: red;">(1,041,862)</span>
		Total	<span style="color: red;">(292,586)</span>

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 15th day of December, 2022.

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

TO: Board of Trustees

FROM: Sesar Morfin

DATE: December 5, 2022

SUBJECT: Budget Transfer: Resolution No. 3/2022-2023

Issue/Background. When the 2022-2023 budget was developed, there were several assumptions that were made as it relates to our projected expenditures which include salaries, benefits, supplies, etc. Our projected expenditures are more than was originally projected so an adjustment in expenditures must be made to our budget. This increase in expenditures is primarily due to salary-related actions that were approved by the board for newly hired teachers and staff and our existing teachers and staff. Grant expenditures also increased since unspent grant monies from 2021-2022 are being recognized in 2022-2023 along with the associated expenditures.

Financial Implication. The increase in the expenditure projection in conjunction with the decreased net revenue projection will result in the decrease of available reserves for Coastline ROP. Resolution 3/2022-2023 delineates the reserve and expenditure codes to which funds are to be adjusted.

Recommendation. It is respectfully requested that the Board of Trustees approve resolution number 3/2022-2023 for positive adoption.

Enclosure

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

**RESOLUTION TO TRANSFER FUNDS**

Number 3/2022-2023

It has been resolved to make the budget transfers among the expenditure classifications and/or Unappropriated/Undesignated Reserves as listed below, within the General Fund, per Education Code 42600.

<b>FROM</b>				<b>TO</b>			
<u>FUND</u>	<u>ACCT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>FUND</u>	<u>ACCT #</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01	2200	Classified Support Salaries	\$ 4,649.00	01	1100	Teachers' Salaries	\$ 19,824.00
01	3200	PERS	\$ 905.00	01	1900	Other Certificated Salaries	\$ 500.00
01	4300	Materials & Supplies	\$ 161,922.00	01	3100	STRS	\$ 3,389.00
01	4400	Non-Capital Equipment	\$ 85,336.00	01	3300	Medicare/OASDI	\$ 227.00
01	5200	Materials & Supplies	\$ 51,496.00	01	3400	Health and Welfare	\$ 5.00
01	9790	Unassigned/Unappropriated	\$ 8,682.00	01	3500	State Unemployment Ins.	\$ 80.00
				01	3600	Workers' Compensation Ins.	\$ 301.00
				01	4100	Books & Supplies	\$ 22,635.00
				01	5800	Professional Services	\$ 12,503.00
				01	6400	Equipment	\$ 253,526.00
			\$ 312,990				\$ 312,990

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 15th day of December, 2022.

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



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
REGULAR BOARD MEETING  
Minutes  
November 10, 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 9:10 a.m. by Suzie Swartz.

Present Members	Other			
Suzie Swartz	Brian Dozer	James Newton	Lewis Zuluaga	Daniel Liang
Bonnie Castrey	J. S. Coke	Grant Litfin	James Piccola	Nikhita Iyer
Lauren Brooks	Sesar Morfin	Lisa Snowden	Krista Ganga	Sarah Liang
	Debbie Ludwig	Kim Thomason	Mike Gentile	Karthik Swaminathan
	Rocky Murray	Siteria Edwards	Lynn Stewart	Ryan Biglou
	Ulises Garcia	Hasan Asrar	Kolby Falco	

**CLOSED SESSION**                      There was nothing to report out of closed session. Open session convened at 9:41 a.m.

**ADOPTION OF AGENDA**                      It was moved by Member Carey, seconded by Member Brooks, to adopt the agenda with item 27, CyberForward presentation, moved before Information Items. Motion carried 3-0.

**CYBERFORWARD PRESENTATION**                      Brian Dozer welcomed our partners at CyberForward. They presented information to the Board about our partnership, the CyberForward program, what they are teaching our students, and the internship opportunities they have provided. This partnership and program have had a tremendous impact on our students.

**SUPERINTENDENT'S REPORT**                      Dr. Dozer shared that we received word from Irvine Valley College that there has been a change at the UCs regarding articulation, and they are not going to cancel existing articulation agreements. We expect Saddleback College will follow suit but are waiting to confirm that. This is very good news for our students.

This past month our emergency preparedness training with Business Emergency Response Teams (BERT) expanded to include our entire staff and teachers. Earlier this week, we spent a morning working on tabletop exercises to address how we should approach various emergency situations, such as a Santa Ana wind event that causes widespread damage and power outages and a 6.0 earthquake that hits Orange County. At the end of the month, we will be holding drills for all employees working at the Presidio site to see this work in action.

On October 25, we held the "Changing the Narrative" webinar and had over 100 students in attendance. The webinar, which focused on ROP and CTE students using their experiences in their college essays to set them apart, was hosted by a former career specialist, an application reader at UCI, and admissions representatives from

Johns Hopkins University and Stony Brook University. Dr. Dozer gave thanks to everyone who collaborated on the webinar.

Progress on our marketing plans continues. We are working on an integrated CTE Month plan in collaboration with each of our districts for February 2023. As part of this plan, Dr. Dozer will reach out to each district board for proclamations. We are finalizing a video plan for each school and are developing a new website.

Late last month, Dr. Dozer attended the second session of the ACSA New Superintendent's Seminar Series. This has proven to be a very valuable opportunity as it exposes him to many different areas of the position, shows him the challenges that districts face, and allows for great networking. At the last session, a big focus was on communication across the organization and in crisis situations.

We are developing plans to create and launch new courses for our students. We have had many discussions and moved so quickly on them that Dr. Dozer will be meeting with Educational Services after Thanksgiving to create a project management plan to ensure we meet our targets for launching classes such as supply chain management, entrepreneurship, a data analytics summer course, our adult career education offerings, and more.

Lastly, on Tuesday, November 8, he attended the Fall semester Medical Innovation, Research and Entrepreneurship presentations and celebration at University Lab Partners. The student presentations were creative, innovative, and very high quality. We will be hosting ULP and the students from the winning team at our December board meeting and will share their presentation at that time.

In conclusion, Dr. Dozer said it had been an adventurous, jam-packed, energizing nine months at Coastline ROP. He loves the work, the people, and the mission more every day. And thanked the Board for their continued guidance and support.

## **EDUCATIONAL SERVICES' REPORT**

On Monday, November 7, Coordinator James Piccola led the ROP staff in the Irvine Unified School District to participate in their College & Career Fair held at Woodbridge High School. Career Specialists Aaron Ruiz and Laurie Eberhard, Program Assistant Rachel Kreger, along with teachers Kathleen Rabbit, Tina Murphy, and Tom Misich were there to share about ROP opportunities.

Registration for spring after-bell classes begins on Monday, November 14, for grade 12, Wednesday, November 16, for grade 11, and Friday, November 18, for grades 9-10.

Our career specialists came together on Wednesday, October 26, for their fall collaboration and training. They shared best practices,

helped generate ideas for ongoing improvement, and received training on various other topics. Mr. Coke appreciates Krista Schweers-Ganga, James Piccola, and Rachel Kreger's leadership in the meeting in his absence.

**AB 361 – BROWN ACT AMENDMENT**

There was no action taken.

**BOARD MEETING DATE/TIME CHANGES**

There was no action taken.

**CONSENT CALENDAR**

It was moved by Member Brooks, seconded by Member Carey, to approve the Consent Calendar as presented. Motion carried 3-0.

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

**ADJOURNMENT**

It was moved by Member Brooks, seconded by Member Carey, to adjourn the meeting. Motion carried 3-0.

The meeting adjourned at 10:22 a.m.

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Clerk/Secretary



**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 12/15/2022**

FROM 11/01/2022 TO 11/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95A0342	VITAL LINK ORANGE COUNTY	54,400.00	54,400.00	016019056 5890	Instruction Support Misc COVID / OTHER CONTRACTED
S95C0341	VERSARE	2,835.39	2,835.39	016019087 4410	Information Technology COVID / NON CAP EQUIP -
S95C0343	KYOCERA DOCUMENT SOLUTIONS WES	1,850.00	1,850.00	01743711 4430	Streeter/Estancia CS / NON-CAP EQUIP/Comp & Peripheal
S95C0344	CHEF'S TOYS	530.11	530.11	0108463 4300	Van Der Merwe/Culin Arts OV C6 / MATERIALS &
S95C0345	AMAZON	445.50	445.50	0108466 4300	Van Der Merwe/Bake & Pa CHS C6 / MATERIALS &
S95C0346	MEDCO SUPPLY COMPANY	242.44	242.44	0120261 4300	Kantor/Sports Med/PHS IUSD / MATERIALS & SUPPLIE
S95C0347	AMAZON	24.76	24.76	01910910 4330	Mainsite/School Admin F2700 / Office Supplies-Consumabl
S95C0348	ILLUMINATION CONCEPTS LLC	69,668.89	69,668.89	0166830 6490	Behrens/HBHS HBSD SWP Round 2 / NEW EQUIP ALL
S95C0350	THEODORE ROBBINS FORD	62,307.74	62,307.74	016019075 6490	Fiscal Admin/COVID / NEW EQUIP ALL OTHER
S95C0351	MITCHELL 1	1,120.98	1,120.98	0144020005 5888	Sullivan/LHHS SVUSD CTEIG 7 / Internet -
S95C0352	AMAZON	426.04	426.04	0166831 4300	Morrison/ROP NMUSD sWP 2 / MATERIALS & SUPPLIE
S95C0353	APPLE COMPUTER INC	2,208.56	2,208.56	016019074 4430	Dozer/Superintendent COVID / NON-CAP EQUIP/Comp &
S95C0354	MEDCO SUPPLY COMPANY	119.21	119.21	01910910 4330	Mainsite/School Admin F2700 / Office Supplies-Consumabl
S95C0355	AERIES SOFTWARE	8,200.00	4,100.00	01780831 5895	Bolding/Student Info Specialist / OTH CONTR
			4,100.00	01999990 9330	Revenue 0105 (6350) / PREPAID EXPENSES
S95C0356	ANATOMAGE INC.	221,485.26	53,050.63	0166823 6490	Wright/Anim SWP Round2 ROP / NEW EQUIP ALL OTH
			84,217.31	0166832 6490	Jeske/LHHS SVUSD SWP Round 2 / NEW EQUIP ALL
			84,217.32	0166834 6490	Eargle/HBHS HBUHSD SWP Round 2 / NEW EQUIP ALL
S95C0357	OFFICE DEPOT	67.87	67.87	0107860 4300	Laffen/DSC TUSD CTEIG-6 TUSD / MATERIALS &
S95C0358	ORANGE COUNTY DEPARTMENT OF ED	100.00	100.00	01659001 5220	Schweers-Ganga/Admin EDU Srvcs / CONFERENCES &
S95C0359	OFFICE DEPOT	150.84	138.77	01742712 4330	Ruiz A/Irvine CS / Office Supplies-Consumable
			12.07	01742792 4330	Ruiz A/Creekside Car Spec / Office Supplies-Consumable
S95C0360	MITCHELL 1	1,120.98	1,120.98	0120260 5888	Campbell/THS Classes C6 / Internet - Software/Licenses
S95C0361	ATKINSON ANDELSON LOYA RUUD &	69.00	69.00	01764930 5220	Edwards, S / HR Administrator / CONFERENCES &

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 12/15/2022**

FROM 11/01/2022 TO 11/30/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0362	POCKET NURSE	293.87	293.87	0122110000 4300	Lubrino T/P T Intern CHS CTEG6 / MATERIALS &
S95C0363	AMAZON	75.40	67.86 7.54	0168219 4330 0168220 4330	Krege/Program Asst-SS SWP 3 / Office Supplies-Consumab Krege/ProgrAsst-Instr Sup SWP3 / Office
S95C0364	OFFICE DEPOT	187.05	187.05	01648200 4300	All Instruction 0105 (6350) / MATERIALS & SUPPLIES
S95C0365	AMAZON	2,150.69	2,150.69	0106068 4490	Jacobs/Sports Med Marina C6 / NON CAP EQUIP - OTHER
S95C0366	ORANGE COUNTY DEPARTMENT OF ED	3,414.61	1,707.29 1,707.32	01608000 4330 01608020 4330	Media Resource Center/F2490 / Office Supplies-Consumab Media Resource Center/F.2700 / Office Supplies-Consumab
S95C0367	AMAZON	2,688.36	2,688.36	0133030003 4490	Eargle/HBHS C6 / NON CAP EQUIP - OTHER
S95C0368	AMAZON	302.29	302.29	0104160 4300	Hayden/VE MHS C6 HBUHSD / MATERIALS & SUPPLI
S95C0369	AMAZON	80.67	80.67	01660000 4330	Instructional Support / Office Supplies-Consumable
S95C0370	AMAZON	92.56	92.56	01970900 4385	Emergency & Disaster Prep / SUPPL - DISASTER & EMER
S95C0371	AMERICAN 3B SCIENTIFIC	2,740.93	2,740.93	0133030003 4490	Eargle/HBHS C6 / NON CAP EQUIP - OTHER
S95C0372	APPLE COMPUTER INC	72,548.72	72,548.72	0166836 4430	Murphy/PHS IUSD SWP Round 2 / NON-CAP EQUIP/Com
S95C0374	AMAZON	17.75	17.75	0144030004 4300	Siemonsma/MVHS SVUSD CTEIG 7 / MATERIALS &
S95C0375	AMAZON	394.95	394.95	0108463 4300	Van Der Merwe/Culin Arts OV C6 / MATERIALS &
S95C0376	AMAZON	408.87	408.87	0166835 4300	VanDerMe/MC SWP Round2 OVHS / MATERIALS &
S95C0377	AMAZON	2,688.36	2,688.36	0106167 4490	Abellon/Sports Medicine EHS C6 / NON CAP EQUIP -
S95C0378	AMAZON	180.94	180.94	0119960 4300	Murphy/Intern Vid/Film C6 PHS / MATERIALS &
S95C0379	AMAZON	4,266.89	4,266.89	0166837 4490	Rizza/EST NMUSD sWP 2 / NON CAP EQUIP - OTHER
S95C0380	RECOVERY FOR ATHLETES LLC	2,906.02	1,188.48 1,717.54	0133030003 4300 0133030003 4490	Eargle/HBHS C6 / MATERIALS & SUPPLIES Eargle/HBHS C6 / NON CAP EQUIP - OTHER
S95C0381	B & H PHOTO	27,984.86	5,527.38 22,457.48	0119960 4300 0119960 4490	Murphy/Intern Vid/Film C6 PHS / MATERIALS & Murphy/Intern Vid/Film C6 PHS / NON CAP EQUIP -

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 12/15/2022**

**FROM 11/01/2022 TO 11/30/2022**

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
S95C0382	SMART TOOLS PLUS LLC	3,118.32	1,039.45	0106068 4490	Jacobs/Sports Med Marina C6 / NON CAP EQUIP - OTHER
			1,039.44	0133030003 4490	Eargle/HBHS C6 / NON CAP EQUIP - OTHER
			1,039.43	0166827 4490	McNeil/CMHS SWP Round 2 NM / NON CAP EQUIP -
S95C0383	CHERRY, CHRISSY	495.00	495.00	01910910 5890	Mainsite/School Admin F2700 / OTHER CONTRACTED
S95C0384	ORANGE COUNTY DEPARTMENT OF ED	4,620.00	4,620.00	01910910 5890	Mainsite/School Admin F2700 / OTHER CONTRACTED
S95C0385	MISSION VIEJO CHAMBER OF COMME	165.00	82.50	016001000 5395	Budd-B/SWP K12 Pathway Coord 4 / MEMBERSHIPS -
			82.50	016001999 9330	SWP K12 Pathway Coordinator 4 / PREPAID EXPENSES
S95C0387	GT SIMULATORS	1,637.21	1,637.21	0166823 4300	Wright/Anim SWP Round2 ROP / MATERIALS &
S95C0388	AMAZON	2,721.06	2,721.06	0118460 4300	Campbell/Auto Tech ADV IHS C6 / MATERIALS &
S95C0389	AMAZON	1,656.59	1,656.59	0108466 4300	Van Der Merwe/Bake & Pa CHS C6 / MATERIALS &
S95C0390	APPLE COMPUTER INC	106.67	106.67	01658000 4300	Coke/Director, EDU Services / MATERIALS & SUPPLIES
S95C0391	JONES & BARTLETT LEARNING LLC	24,364.67	8,121.76	0166831 4110	Morrison/ROP NMUSD sWP 2 / TXTBKS - Instr
			8,121.76	0166844 4110	Hartel/CHS IUSD SWP R2 / TXTBKS - Instr
			8,121.15	0166845 4110	Brenner/THHS SVUSD SWP R2 / TXTBKS - Instr
S95C0392	AMAZON	10,243.62	10,243.62	0166840 4300	Kingsbury/NHH NMUSD sWP 2 / MATERIALS &
S95X0349	OSHA REVIEW INC.	110.95	110.95	0111060000 4300	Fernandez-Bocanegra/ROP NMUSD / MATERIALS &
S95X0386	VERIZON BUSINESS	303.92	303.92	01760933 5940	Dozer/Superintendent / Communications - Intrnet Svcs
	<b>Fund 01 Total:</b>	<b>600,340.37</b>			
	<b>Total Amount of Purchase Orders:</b>	<b>600,340.37</b>			

**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS**  
**BOARD OF TRUSTEES**      12/15/2022

FRO 11/01/2022 TO 11/30/2022

<u>PO</u> <u>NUMBER</u>	<u>VENDOR</u>	<u>PO</u> <u>TOTAL</u>	<u>CHANGE ACCOUNT</u> <u>AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R95C0667	KYOCERA DOCUMENT SOLUTIONS WES	68,648.89	+4,937.63 016019057 4430	Mainsite/Schl Adm F2700 COVID / NON-CAP EQUIP/Comp

Fund 01 Total: **4,937.63**

Total Amount of Change Orders: **4,937.63**



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

Check Report 11/1/2022 – 11/30/2022

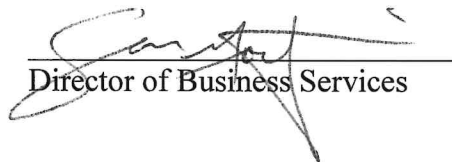
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Fund 01

General

Total Checks: \$241,369.93

Recommended for  
Board Ratification By

  
Director of Business Services

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 11/1/2022 to 11/30/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032106	V9500045	COASTLINE ROP REVOLVING CASH F	OH	11/02/2022		MW	IS	115.00
95	00032107	V9502332	CourseStorm Inc.	OH	11/02/2022		MW	IS	2,000.00
95	00032108	V9502293	INGARDIA BROS PRODUCE INC	OH	11/02/2022		MW	IS	760.89
95	00032109	V9501276	LC WIRING INCORPORATED	OH	11/02/2022		MW	IS	4,990.36
95	00032110	V9500635	MARGARET A. CHIDESTER & ASSOCI	OH	11/02/2022		MW	IS	1,413.25
95	00032111	V9501016	MEDCO SUPPLY COMPANY	OH	11/02/2022		MW	IS	105.52
95	00032112	V9500049	PITNEY BOWES	OH	11/02/2022		MW	IS	415.37
95	00032113	V9500651	SMART & FINAL	OH	11/02/2022		MW	IS	658.05
95	00032114	V9502218	ZAHOUREK SYSTEMS INC	OH	11/02/2022		MW	IS	749.00
95	00032115	V9500792	THEODORE ROBBINS FORD	OH	11/03/2022		MW	IS	62,307.74
95	00032116	V9500387	DEPT OF JUSTICE	OH	11/04/2022		MW	IS	32.00
95	00032117	V9502425	DOZER, BRIAN	OOPE-103122DOZ	OH	11/04/2022	MW	IS	600.58
95	00032118	V9502482	Flinn Scientific	OH	11/04/2022		MW	IS	105.80
95	00032119	V9500795	LUDWIG, DEBBIE	OOPE-102422LUD	OH	11/04/2022	MW	IS	110.76
95	00032120	V9501472	SCHWEERS-GANGA, KRISTA	OOPE-102522GAN	OH	11/04/2022	MW	IS	12.28
95	00032121	V9500651	SMART & FINAL	9301/389	OH	11/04/2022	MW	IS	594.59
95	00032122	V9500678	VITAL LINK ORANGE COUNTY	5552	OH	11/04/2022	MW	IS	17,637.50
95	00032123	V9502325	CALICO BUILDING SERVICES	R1048684	OH	11/08/2022	MW	IS	2,594.50
95	00032124	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2202425	OH	11/08/2022	MW	IS	68,648.72
95	00032125	V9502170	MITCHELL 1	28265654	OH	11/08/2022	MW	IS	1,120.98
95	00032126	V9501385	NEWPORT URGENT CARE	10/01-10/31 1250	OH	11/08/2022	MW	IS	320.00
95	00032127	V9503875	OFFICE DEPOT	275522744001	OH	11/08/2022	MW	IS	68.93
95	00032128	V9502500	Ruiz, Aaron	10/06-10/27	OH	11/08/2022	MW	IS	14.38
95	00032129	V9500651	SMART & FINAL	11401/592	OH	11/08/2022	MW	IS	155.12
95	00032130	V9502368	CLC	ID	OH	11/09/2022	MW	IS	40.00
95	00032131	V9502040	METROPOLITAN LIFE INSURANCE CO	LIFE INS/NOV	OH	11/09/2022	MW	IS	423.64
95	00032132	V9501350	REEP FOR BENEFITS	KAIS 11/01-11/30	OH	11/09/2022	MW	IS	30,923.96
95	00032133	V9501269	AMAZON	1317-4VPC-CRRG	OH	11/10/2022	MW	IS	22.51
95	00032134	V9500303	APPLE COMPUTER INC	AK05092254	OH	11/10/2022	MW	IS	5,248.66
95	00032135	V9500382	B & H PHOTO	206759074	OH	11/10/2022	MW	IS	2,046.17
95	00032136	V9500948	CALIFORNIA TACTIC PATROL	197	OH	11/10/2022	MW	IS	1,360.00
95	00032137	V9500992	CENGAGE LEARNING	79534924	OH	11/10/2022	MW	IS	3,764.66
95	00032138	V9502011	CORODATA RECORDS MANAGEMENT IN	RS4848603	OH	11/10/2022	MW	IS	56.39
95	00032139	V9502469	FIRST-CITIZENS BANK & TRUST CO	40949178	OH	11/10/2022	MW	IS	1,191.32

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 11/1/2022 to 11/30/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00032140	V9501321	KREGER, RACHEL	EXPCHK-95031557	OH 11/10/2022		MW	IS	43.78
95	00032141	V9504786	HENRY SCHEIN INC.	27185252	OH 11/15/2022		MW	IS	77.01
95	00032142	V9502382	INTERMEDIA.NET INC	2211157629	OH 11/15/2022		MW	IS	879.30
95	00032143	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2196234	OH 11/15/2022		MW	IS	12.00
95	00032144	V9501821	MCKESSON GENERAL MEDICAL CORP	48745851	OH 11/15/2022		MW	IS	419.52
95	00032145	V9503875	OFFICE DEPOT	271574145001	OH 11/15/2022		MW	IS	594.05
95	00032146	V9502454	ONTARIO REFRIGERATION	CM37940M	OH 11/15/2022		MW	IS	695.00
95	00032147	V9501475	O'REILLY AUTO PARTS	3576420270	OH 11/16/2022		MW	IS	183.70
95	00032148	V9504457	RAINBOW DISPOSAL CO INC	0605-000930539	OH 11/16/2022		MW	IS	381.61
95	00032149	V9500651	SMART & FINAL	6601/737	OH 11/16/2022		MW	IS	138.64
95	00032150	V9500722	STAPLES BUSINESS ADVANTAGE	8068012581	OH 11/16/2022		MW	IS	316.55
95	00032151	V9501499	TIME WARNER CABLE	126309101110122	OH 11/16/2022		MW	IS	1,888.76
95	00032152	V9502097	WHITE CAP	50019924978	OH 11/16/2022		MW	IS	513.88
95	00032153	V9500303	APPLE COMPUTER INC	1018003623	OH 11/17/2022		MW	IS	461.17
95	00032154	V9502245	ASRAR, HASAN	10/11-10/27ASRAR	OH 11/17/2022		MW	IS	64.13
95	00032155	V9501919	ATKINSON ANDELSON LOYA RUUD &	664863	OH 11/17/2022		MW	IS	252.00
95	00032156	V9500465	CHEF'S TOYS	3857653	OH 11/17/2022		MW	IS	604.45
95	00032157	V9502326	F & M Credit Card	9713	OH 11/17/2022		MW	IS	5,166.81
95	00032158	V9501821	MCKESSON GENERAL MEDICAL CORP	49183897	OH 11/17/2022		MW	IS	337.62
95	00032159	V9502184	MISICH, THOMAS	10/17-10/19MISIC	OH 11/17/2022		MW	IS	62.81
95	00032160	V9503875	OFFICE DEPOT	274985877001	OH 11/17/2022		MW	IS	247.79
95	00032161	V9501934	RICO, MONIQUE	110122RICO	OH 11/17/2022		MW	IS	57.50
95	00032162	V9500651	SMART & FINAL	6201/375	OH 11/17/2022		MW	IS	461.77
95	00032163	V9502271	VAN DER MERWE, ROCHELLE	110122VANDERM	OH 11/17/2022		MW	IS	77.51
95	00032164	V9502033	WORTHINGTON DIRECT	INV394454COA200	OH 11/17/2022		MW	IS	1,147.13
95	00032165	V95024034	DOCUSIGN INC Lockbox	111100034301	OH 11/22/2022		MW	IS	8,900.00
95	00032166	V9502506	Encompass Supply Chain	1-352642-1122	OH 11/22/2022		MW	IS	1,091.59
95	00032167	V9500828	EXXON MOBIL	85096846	OH 11/22/2022		MW	IS	90.84
95	00032168	V9504786	HENRY SCHEIN INC.	27953895	OH 11/22/2022		MW	IS	245.62
95	00032169	V9502293	INGARDIA BROS PRODUCE INC	07461587	OH 11/22/2022		MW	IS	224.38
95	00032170	V9502563	KATHCO PRODUCTS	109363	OH 11/22/2022		MW	IS	394.66
95	00032171	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2205005	OH 11/22/2022		MW	IS	12.00
95	00032172	V9501016	MEDCO SUPPLY COMPANY	IN95752378	OH 11/22/2022		MW	IS	135.32
95	00032173	V9500071	MICRO CENTER A/R	12156257	OH 11/22/2022		MW	IS	459.92

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 11/1/2022 to 11/30/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95 00032174	V9503875	OFFICE DEPOT	276466120001	OH	11/22/2022		MW	IS	54.30
95 00032175	V9500134	ORANGE COUNTY DEPARTMENT OF ED	94SI1468	OH	11/22/2022		MW	IS	3,414.60
95 00032176	V9500942	PEREZ, ALEX	10/04-10/21PEREZ	OH	11/22/2022		MW	IS	57.69
95 00032177	V9500651	SMART & FINAL	5501/592	OH	11/22/2022		MW	IS	384.99
95 00032178	V9500422	VERIZON WIRELESS	9919760440	OH	11/22/2022		MW	IS	210.90

**Issued:** 241,369.93  
**95 Bank Total:** 241,369.93

**Grand Total:** 241,369.93

**California Association of School Business Officials**

1001 K Street, 5th Floor  
Sacramento, CA 95814  
United States  
(916) 447-3783  
<https://www.casbo.org/>  
[accounting@casbo.org](mailto:accounting@casbo.org)

# Invoice

Date	11/23/2022
SalesOrder	000193348
Balance Due	\$637.50

Addressed to:

<b>Coastline ROP</b> Sesar Morfin 1001 Presidio Sq Costa Mesa California 92626-5632
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**Items:**

QTY	DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	Organizational Subscription	\$5,250.00	\$637.50	\$637.50
			<b>Subtotal:</b>	\$637.50
			<b>Total:</b>	\$637.50



## COASTLINE REGIONAL OCCUPATIONAL PROGRAM

**TO:** Board Members  
**FROM:** J. S. Coke  
**DATE:** December 15, 2022  
**SUBJECT:** New Internship Sites

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### **Careers with Children Internship**

Learning Lab Preschool  
5000 Barranca Parkway  
Irvine, CA 2604

### **Retail Sales & Merchandising Internship**

The Game Chest, Inc.  
880 Spectrum Center Drive  
Irvine, CA 92618





BOARD UPDATE  
December 7, 2022  
EMPLOYEE PERSONNEL REGISTER NO. 5 – 2022-2023

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

**EMPLOYMENT:**

Name: Marissa Ayala  
Position: Teacher  
Program: Culinary Arts  
Location: Creekside H.S.  
Effective: Pending new hire processing

Name: Annette Dokes  
Position: Teacher  
Program: Construction Tech Pre-Apprenticeship  
Location: Estancia H.S.  
Effective: Pending new hire processing

Name: Amadiel Hernandez  
Position: Career Specialist  
Program: Student Services  
Location: University H.S.  
Effective: Pending new hire processing

Name: Edward Jasperson  
Position: Teacher  
Program: Construction Technology/BITA  
Location: Estancia H.S.  
Effective: Pending new hire processing

Name: Soo Kim  
Position: Career Specialist  
Program: Student Services  
Location: Portola H.S.  
Effective: Pending new hire processing

Name: Katie Richey  
Position: Teacher  
Program: Medical Nursing Careers Internship  
Location: Creekside H.S.  
Effective: Pending new hire processing



Brian K. Dozer



Coastline Regional Occupational Program  
Travel/Conference Report  
Board Meeting  
December 15, 2022

<b>Name</b>	<b>Date(s)</b>	<b>Destination</b>	<b>Purpose</b>	<b>Amount</b>
Krista Schweers-Ganga, Administrator Presidio Campus	Dec. 1 – Jun. 30	Virtual	UDL 101: Learn the Basics of Universal Design for Learning	\$100.00
Alex Perez, Instructional Support/Media Specialist Presidio Campus	Jan. 25	Anaheim, CA	Seminar: Practical Strategies for Improving the Behavior of Students	316.62
			<b>Total</b>	<b>\$416.62</b>