



# BOARD OF TRUSTEES AGENDA

## February 13, 2025

**8:30 a.m. Closed Session**  
**9:30 a.m. Open Session**

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

Board of Trustees: Lauren Brooks / Krista Weigand / Barbara Schulman / Lynn Davis







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1001 Presidio Square, Costa Mesa, CA 92626 · (714) 979-1955 · [www.coastlinerop.org](http://www.coastlinerop.org) Brian K. Dozer, D. Mgt.

TO: Board of Trustees  
FROM: Brian Dozer  
DATE: February 13, 2025  
SUBJECT: Board Package for Board of Trustees Meeting

Enclosed are the agenda and supporting materials for the Thursday, February 13, 2025, meeting of the Coastline ROP Board of Trustees at the Presidio site at 1001 Presidio Square in Building B. Closed session will begin at 8:30 a.m. Open session is scheduled to begin promptly at 9:30 a.m.

I look forward to seeing you at the meeting.

Enclosure





**COASTLINE ROP**

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

**BOARD OF TRUSTEES  
Thursday, February 13, 2025  
8:30 a.m. Closed Session  
9:30 a.m. Open Session**

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

*Meetings are recorded for use in the official minutes.*

**AGENDA**

**1. BOARD MEETING CALLED TO ORDER**

Meeting is called to order by \_\_\_\_\_ at \_\_\_\_\_ a.m.

- 2. ROLL CALL:** Lauren Brooks, President \_\_\_\_\_
- Lynn Davis, Vice President \_\_\_\_\_
- Krista Weigand, Clerk \_\_\_\_\_
- Barbara Schulman, Member \_\_\_\_\_

Coastline ROP: Brian Dozer, Superintendent  
 Krista Schweers-Ganga, Director, Educational Services  
 Brenda Savedra, Director, Business Services  
 Siteria Edwards, Administrator, Human Resources

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

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

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

**6. PLEDGE OF ALLEGIANCE**

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

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

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

**INFORMATION ITEMS**

- 9. **SUPERINTENDENT’S REPORT – Brian Dozer**
- 10. **EDUCATIONAL SERVICES’ UPDATE – Krista Schweers-Ganga**
- 11. **Galante Auto Technology – Paul Galante**

**DISCUSSION/ACTION ITEMS**

- 12. **Board Meeting Date/Time Changes** **Discussion/Action**  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 13. **Mission Statement** **Discussion/Action**  
Recommend the Board approve the current mission statement.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 14. **Contract for Director, Human Resources** **Discussion/Action**  
Recommend the Board approve the contract for Director, Human Resources.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 15. **Quarterly Report on Investment Performance** **Discussion**
- 16. **Canvas Learning Management System (LMS) Order** **Discussion/Action**  
Recommend the Board approve the purchase of the Canvas Learning Management System.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 17. **CAROCP Legislative Visit – Student Participation** **Discussion/Action**  
Recommend the Board approve the participation of two students in the CAROCP Legislative Visit trip to Sacramento in March 2025.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_
- 18. **ProStart Field Trip – Culinary Arts Newport Harbor High School** **Discussion/Action**  
Recommend the Board approve the participation of Ashley Kingsbury and Eight Culinary Arts students in the ProStart Competition.  
Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**CONSENT CALENDAR**

**Action**

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

It is recommended that the Board approve:

19. Minutes from January 23, 2025, Board of Trustees meeting
20. Ratification of purchase order and change order reports – January 13, 2025 – February 2, 2025
21. Ratification of check reports – January 13, 2025 – February 2, 2025
22. New Textbook List 2024-2025
23. School Calendar 2025-2026
24. Revision to Compensation Schedule
25. Personnel Register #6 – 2024-2025 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
26. Approval of travel and conference report

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

**NEW BUSINESS**

**Information**

**ADJOURNMENT**

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

**Next Scheduled Meeting: March 6, 2025**







## COASTLINE ROP 2025 BOARD CALENDAR

<b>January 23</b>	(3 <sup>rd</sup> Thursday)	-	Board Meeting
<b>February 13</b>	(2 <sup>nd</sup> Thursday)	-	Board Meeting Textbook Inventory
<b>March 6</b>	(1 <sup>st</sup> Thursday)	-	Board Meeting Interim Budget Review 2024-25 Coastline ROP Priorities Update Closed: Strategic Priorities
<b>April 17</b>	(3 <sup>rd</sup> Thursday)	-	Board Meeting
<b>May 22</b>	(4 <sup>th</sup> Thursday)	-	Board Meeting 2025-2026 School Calendar Review Superintendent's Evaluation Process Employ Summer Semester Staff
<b>June 12</b>	(2 <sup>nd</sup> Thursday)	-	Board Meeting Public Hearing for 2025-2026 Budget Adopt 2025-2026 Budget Authorize Superintendent to Approve Travel and Conferences Discussion of Superintendent's Evaluation Interagency Agreements Appendix A for 2025-2026 Closed: Strategic Priorities
<b>July 17</b>	(3 <sup>rd</sup> Thursday)	-	Board Meeting
<b>August 21</b>	(3 <sup>rd</sup> Thursday)	-	Board Meeting Administrative Contract Extensions Board Input for 2025-2026 Coastline ROP Priorities
<b>September 11</b>	(2 <sup>nd</sup> Thursday)	-	Board Meeting Superintendent's Evaluation 2024-2025 Unaudited Actuals Report Closed: Strategic Priorities
<b>October 16</b>	(3 <sup>rd</sup> Thursday)	-	Board Meeting
<b>November 13</b>	(2 <sup>nd</sup> Thursday)	-	Board Meeting
<b>December 11</b>	(2 <sup>nd</sup> Thursday)	-	Organizational Meeting Audit Report Interim Budget Review Closed: Strategic Priorities

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



TO: Board of Trustees  
FROM: Brian Dozer  
DATE: February 13, 2025  
SUBJECT: Mission Statement

***Background and Rationale***

According to Board Policy 0000 the Board of Trustees “shall review the ROP mission statement at least every three years or whenever a new board member or superintendent joins the ROP.” Following the review, the board may revise or reaffirm the mission statement.

The current ROP mission statement is: “Empowering students with skills and experiences to ensure success in college, career, and life.”

This mission statement was created as part of our re-branding committee in early 2024 and approved by the Board of Trustees on June 20, 2024.

***Recommendation***

Given the recency of adoption of this new mission, I respectfully recommend that the board approve the current mission statement.





TO: Board of Trustees  
FROM: Brian Dozer  
DATE: February 13, 2025  
SUBJECT: Contract for Director, Human Resources

***Background and Rationale***

Coastline ROP proposes to change the title of Siteria Edwards from Administrator, Human Resources, to Director, Human Resources. This position will be designated as a senior management position. Additionally, as the board has approved the hiring of an Assistant, Human Resources, this position will now have supervisory duties over staff. This change in status for Siteria would also include a change in compensation. Lastly, this will move Siteria Edwards, as a Director, to an employment contract. The proposed contract would take effect February 14, 2025.

***Recommendation***

It is respectfully recommended the Board of Trustees approve the contract for Director, Human Resources contract from February 14, 2025, through June 30, 2028.







**DRAFT**

**JOB DESCRIPTION  
DIRECTOR, HUMAN RESOURCES**

<b>Location:</b>	Human Resources
<b>Reports To:</b>	Superintendent
<b>Supervises:</b>	Human Resources Assistant
<b>Pay Classification:</b>	Leadership Salary Schedule
<b>Revision Date:</b>	

**GENERAL DESCRIPTION**

Plan, organize, control, and direct activities related to the recruitment, interviewing, selection, placement, training, and compensation of classified and certificated personnel; ensure personnel activities comply with established local, State, and Federal guidelines and regulations; coordinate communications between administrators and personnel; supervise the performance of assigned personnel; **supervise and evaluate the performance of assigned personnel.**

**Duties and Responsibilities:**

- Plan, organize, control, and direct activities related to the recruitment, interviewing, selection, placement, training, and compensation of classified and certificated personnel; evaluate staffing needs and position allocations; coordinate and oversee personnel transactions.
- Plan, coordinate, evaluate, and manage employee benefits and compensation programs; maintain the confidentiality of sensitive and privileged information; manage employee fringe benefit program; supervise the eligibility and enrollment/termination and payment of employee benefits; assist staff with claims concerns.
- **Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate departmental work assignments and review work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.**
- Monitor human resources activities to ensure compliance with established local, State, and Federal guidelines and regulations; monitor, interpret, and implement policy changes in response to the legislature concerning personnel activities; consult and keep employees current regarding personnel policies, practices, and procedures; set annual organizational goals and priorities.
- Coordinate communications between administrators and personnel to resolve issues or concerns and exchange information; provide regular counsel to administrators regarding conflict resolution, employee relations, hiring and job evaluation policies, procedures, and practices; contact outside organizations to exchange information concerning personnel activities as needed.
- Provide support to the Business Services division in areas such as payroll, fringe benefits, risk management, and worker's compensation; provide assistance and guidance to staff on a variety

of personnel issues including leaves of absence, retirement, employee discipline, suspension, and release, re-employment rights, layoff, and other concerns.

- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; arrange employee schedules and assign duties; make salary and employee wage recommendations.
- Direct and administer the development and implementation of staffing strategies to enhance recruitment activities; create job flyers and post open positions on the job board; oversee the preparation, distribution, and placement of job vacancy announcements per established procedures; schedule applicants for interviews.
- Collaborate with hiring managers in the selection and placement of new employees; screen applications for completeness and eligibility for positions; schedule and participate in new employee orientation sessions; provide pertinent information regarding employment with ROP; develop and implement employee training activities as directed.
- Prepare and maintain a variety of records and reports related to employee information, evaluations, policies, procedures, legal compliance, benefits, and assigned responsibilities; establish, audit, and maintain a variety of personnel files and records with discretion per established procedures, policies, rules, and regulations; review proposed legislative changes and assess the intended impact on organizational personnel policies and procedures.
- Contact candidates selected for employment; prepare and explain employee paperwork, fingerprint information, and physical paperwork; follow-up for complete clearance on fingerprints, physicals, certification, credentials, and other pertinent employment information; provide information regarding vacation days, sick days, benefits, and program rules and regulations.
- Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs to ensure an economical, safe, and efficient work environment; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.
- Ensure documentation and maintenance of required employee information including certification, credentialing, licensing, and physical and training requirements; oversee and participate in the processing of a variety of personnel forms and applications.
- Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Receive, review, and process employee evaluations; recommend department follow-up on employee evaluations as appropriate.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; drive a vehicle to conduct work.
- Maintain assigned human resources software programs accordingly.
- Confer with administrators regarding classification requirements; analyze job descriptions and recommend changes to ensure accuracy and proper salary placement.
- Administer the ROP's Workers' Compensation program; oversee the processing and referral of claims; review safety programs and provide recommendations.
- Coordinate the recruitment and selection of outside contractors.
- Conduct special studies and surveys as needed.
- Attend and conduct a variety of meetings as assigned.



## **QUALIFICATION GUIDELINES**

### **Knowledge of:**

- Planning, organization, and direction of classified and certificated personnel programs.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- State and Federal laws, codes, and regulations concerning personnel administration including equal employment opportunity, Affirmative Action, Title V, and the Education Code.
- Principles, techniques, and methods of recruitment, selection, training, classification, and compensation.
- Budget preparation and control.
- Oral and written communication skills.
- ROP work responsibilities, operational positions, skills, performance objectives, and their requirements.
- Principles and practices of administration, supervision, and training.
- Job evaluation techniques and other technical aspects of personnel management.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.

### **Ability to:**

- Plan, organize, control, and direct activities related to the recruitment, interviewing, selection, placement, training, and compensation of classified and certificated personnel.
- Ensure personnel activities comply with established local, State, and Federal guidelines and regulations.
- Coordinate communications between administrators and personnel.
- Supervise the performance of assigned personnel.
- Maintain confidentiality of sensitive and privileged employee information.
- Plan, coordinate, evaluate, and manage employee benefits and compensation programs.
- Maintain current knowledge of legislature related to personnel activities.
- Direct and administer the development and implementation of staffing strategies.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain a variety of records and reports related to assigned responsibilities.

**Education and Experience:**

**Required:** Bachelor’s degree in human resources, business administration, behavioral science, or related field.

**Experience:** Five years of progressively responsible experience in human resources. **Experience in a leadership or supervisory role within the human resources department**, preferably in an educational or public sector setting.

**Other Requirements:**

**Licenses:** Valid California Class C Driver’s License.

**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 computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting for extended periods.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling, or crouching to file materials.

**WORKING CONDITIONS:**

- Indoor/Office environment.
- Constant interruptions.

TO: Board of Trustees

FROM: Brenda Savedra

DATE: February 13, 2025

SUBJECT: Quarterly Report of Investment Performance

Per our Investment Policy BP 3430, I am presenting the quarterly report of investment performance for the quarter ending December 31, 2025. Attached for your review are the monthly Orange County Treasurer Monthly Investment Memo, Reports for the three months ending on December 31, 2025, and the County Treasurer Statement of Accountability for the quarter ended December 31, 2025.

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

- The investment report is for the month and quarter ending December 31, 2025.
- The combined gross monthly yield was as follows for the investments referenced below:

Investments	October Yield	November Yield	December Yield
Combined OC Educational Investment Pool, Educational Money Market Fund, and Extended Fund	4.317%	4.373%	4.282%

These investments continue to perform well, and yields are higher than what was expected in terms of our budget for the year.

Based on cash availability projections, the Treasurer indicated the pool can meet projected cash flow requirements through June 30, 2025.

In addition to these funds, Coastline also has funds deposited in a section 115 trust fund for the purpose of funding our long-term liabilities for Other Post-Employment Benefits (OPEB) for our retirees. The Board of Trustees authorized the establishment of this fund in May of 2021 and the first deposit was made into the fund in June 2021, in the amount of approximately \$25,846. Additional deposits of approximately \$10,000 were made in September 2021, July 2022, and August 2023. In January 2025, the Board of Trustees approved the full funding of

the OPEB Trust with an additional investment of \$188,946, bringing the total to \$249,190. Additionally, the Board authorized the establishment of a Pension Trust with an initial investment of \$500,000. These investments will be reflected in the next quarterly report.

The three-month investment performance for this fund was -1.65%. The previous three-month investment performance for this fund was 6.55%. Despite a -1.65% decline this quarter, the investment has demonstrated remarkable resilience with five consecutive quarters of positive returns leading up to it. This period of sustained growth has helped recover from previous losses and establish a foundation of stability. While short-term fluctuations are inevitable, the long-term trajectory remains strong, reflecting the investment's ability to generate consistent value and weather market volatility effectively. Our balance in this fund as of December 31, 2025, was approximately \$62,971.09.

Currently, Coastline is utilizing a balanced index investment strategy. This is a moderately aggressive investment strategy which targets a moderate amount of current income with moderate capital growth. Our goal is to earn 6% - 8% on our investment on an annual basis over the long-term (5+ years). Staff recommends that we leave the investment strategy intact while continuing to monitor the performance of this investment and keeping the Board of Trustees informed.

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

Enclosure

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**ORANGE COUNTY INVESTMENT FUND (OCIF)**  
**ORANGE COUNTY TREASURER'S POOL (OCTP), SPECIFIC INVESTMENT AND BOND PROCEEDS ACCOUNTS <sup>(1)</sup>**  
**FOR THE MONTH ENDED: OCTOBER 31, 2024**

**OCTP INVESTMENT STATISTICS <sup>(2)</sup>**

DESCRIPTION	CURRENT BALANCES	Duration	Daily Yield as of 10/31/2024	MONTHLY Gross Yield	Current NAV
Orange County Treasurer's Pool (OCTP)	Market Value <sup>(3)</sup> \$ 14,221,816,165	0.86	4.401%	4.317%	1.0005
	Cost (Capital) \$ 14,163,051,203				
	Monthly Avg Balance \$ 13,861,987,952				
	Book Value \$ 14,214,506,020				

**SPECIFIC INVESTMENT ACCOUNTS STATISTICS <sup>(2)</sup>**

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	MARKET Value <sup>(3)</sup>	Book Value	Current NAV
Pension Prepayment-CEO (PP-CEO)	Market Value <sup>(3)</sup> \$ 543,361,800	PP-CEO	5.105%	509,948,201	508,039,628	1.0038
Fountain Valley School District Fund 40 (FVSD)	Cost (Capital) \$ 532,390,205	FVSD	2.899%	33,413,599	33,836,767	0.9875
	Monthly Avg Balance \$ 532,390,205					
	Book Value \$ 541,876,395					

**BOND PROCEEDS ACCOUNT STATISTICS <sup>(2)</sup>**

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	MARKET Value <sup>(3)</sup>	Book Value	Current NAV
CCCD Series 2017E Bonds (CCCD)	Market Value <sup>(3)</sup> \$ 22,916,513	CCCD	3.079%	\$ 22,916,513	24,223,518	0.9460
	Cost (Capital) \$ 25,246,662					
	Monthly Avg Balance \$ 25,246,963					
	Book Value \$ 24,223,518					

**OCIF TOTALS**

INVESTMENTS & CASH		YEAR-TO-DATE EARNINGS	
OCTP Investments at Cost	\$ 14,163,051,203	OCTP	\$ 209,872,790
OCTP Cash	34,908,190	OCIP	89,132,310
		OCEIP	120,740,480
Specific Investment Accounts at Cost	532,390,205	Specific Investment Accounts	8,910,471
Bond Proceeds Account at Cost	25,246,662	Bond Proceeds Account	272,285
<b>Total Assets in the County Treasury</b>	<b>\$ 14,755,596,260</b>	<b>Total OCIF Year-To-Date Earnings</b>	<b>\$ 219,055,546</b>

**INTEREST RATE YIELD**

**WEIGHTED AVERAGE MATURITY (WAM)**

OCTP - YTD NET YIELD	4.330%	OCTP	337
90-DAY T-BILL YIELD - YTD AVERAGE	5.096%	LGIP (Standard & Poors)	33

(1) Reported in compliance with the 2024 IPS Section XII that requires at least quarterly reporting per Government Code Section (GCS) 53641 and 27134, and GCS 53607 which requires monthly investment transactions as reported in the pages following.

(2) The market values of FVSD and CCCD continue to stay below book values. The FVSD and CCCD have sufficient liquidity to meet projected cash flow needs.

(3) Market values provided by Northern Trust and exclude accrued interest.

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**SUMMARY OF INVESTMENT DATA - ORANGE COUNTY TREASURER'S POOL**  
**INVESTMENT TRENDS**

	OCTOBER 2024	SEPTEMBER 2024	INCREASE (DECREASE)	NET CHANGE %	OCTOBER 2023	INCREASE (DECREASE)	NET CHANGE %
End Of Month Market Value <sup>1</sup>	\$ 14,221,816,165	\$ 13,848,769,435	\$ 373,046,730	2.69%	\$ 14,083,265,318	138,550,847	0.98%
End Of Month Book Value	\$ 14,214,506,020	\$ 13,786,357,297	\$ 428,148,723	3.11%	\$ 14,227,647,869	(13,141,849)	-0.09%
Monthly Average Balance	\$ 13,861,987,952	\$ 13,722,806,072	\$ 139,181,880	1.01%	\$ 13,730,502,612	131,485,340	0.96%
Year-To-Date Average Balance	\$ 14,060,435,362	\$ 14,126,584,499	\$ (66,149,137)	-0.47%	\$ 13,806,750,004	253,685,358	1.84%
Monthly Accrued Earnings	\$ 51,434,198	\$ 50,850,472	\$ 583,726	1.15%	\$ 48,493,086	2,941,112	6.07%
Monthly Net Yield	4.267%	4.410%	-0.143%	-3.24%	4.071%	0.196%	4.81%
Year-To-Date Net Yield <sup>2</sup>	4.330%	4.350%	-0.020%	-0.46%	3.920%	0.410%	10.46%
Annual Estimated Gross Yield <sup>3</sup>	3.500%	3.500%	0.000%	0.00%	4.280%	-0.780%	-18.22%
Weighted Average Maturity (WAM) <sup>4</sup>	337	363	(26)	-7.16%	272	65	23.90%

<sup>1</sup> Market values provided by Northern Trust and exclude accrued interest.

<sup>2</sup> The current Year-To-Date Net Yield was higher than the prior year due to the current portfolio's investments earning higher overall yields than the prior year.

<sup>3</sup> The forecast for the OCTP gross yield for FY 24-25 of 3.50% is lower than the prior year actual primarily due to the Fed cutting short-term interest rates in September and November by 75 basis points and pricing in additional cuts in FY 24-25. The Annual Estimated Gross Yield for October 2023 is reported at the actual annual gross yields for FY 23-24.

<sup>4</sup> The WAM is higher than the prior year due to longer term purchases due to Fed discontinuing rate hikes in anticipation of rate cuts.

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**ORANGE COUNTY INVESTMENT FUND (OCIF)**  
**ORANGE COUNTY TREASURER'S POOL (OCTP), SPECIFIC INVESTMENT AND BOND PROCEEDS ACCOUNTS <sup>(1)</sup>**  
**FOR THE MONTH ENDED NOVEMBER 30,2024**

**OCTP INVESTMENT STATISTICS <sup>(2)</sup>**

DESCRIPTION	CURRENT BALANCES	Duration	Daily Yield as of 11/30/2024	MONTHLY Gross Yield	Current NAV
Orange County Treasurer's Pool (OCTP)	Market Value <sup>(3)</sup> \$ 14,342,347,238	0.82	4.348%	4.373%	1.0000
	Cost (Capital) \$ 14,285,862,932				
	Monthly Avg Balance \$ 14,185,273,736				
	Book Value \$ 14,341,972,751				

**SPECIFIC INVESTMENT ACCOUNTS STATISTICS <sup>(2)</sup>**

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	MARKET Value <sup>(3)</sup>	Book Value	Current NAV
Pension Prepayment-CEO (PP-CEO)	Market Value <sup>(3)</sup> \$ 545,203,985	PP-CEO	5.105%	511,728,984	510,026,396	1.0033
Fountain Valley School District Fund 40 (FVSD)	Cost (Capital) \$ 532,390,205	FVSD	2.920%	33,475,001	33,864,024	0.9885
	Monthly Avg Balance \$ 532,390,205					
	Book Value \$ 543,890,420					

**BOND PROCEEDS ACCOUNT STATISTICS <sup>(2)</sup>**

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	MARKET Value <sup>(3)</sup>	Book Value	Current NAV
CCCD Series 2017E Bonds (CCCD)	Market Value <sup>(3)</sup> \$ 23,134,115	CCCD	3.144%	23,134,115	24,307,286	0.9517
	Cost (Capital) \$ 25,339,496					
	Monthly Avg Balance \$ 25,312,339					
	Book Value \$ 24,307,286					

**OCIF TOTALS**

INVESTMENTS & CASH		YEAR-TO-DATE EARNINGS	
OCTP Investments at Cost	\$ 14,285,862,932	OCTP	\$ 261,507,058
OCTP Cash	16,943,877	OCIP	113,513,701
		OCEIP	147,993,357
Specific Investment Accounts at Cost	532,390,205	Specific Investment Accounts	11,084,254
Bond Proceeds Account at Cost	25,339,496	Bond Proceeds Account	337,701
<b>Total Assets in the County Treasury</b>	<b>\$ 14,860,536,510</b>	<b>Total OCIF Year-To-Date Earnings</b>	<b>\$ 272,929,013</b>

**INTEREST RATE YIELD**

**WEIGHTED AVERAGE MATURITY (WAM)**

OCTP - YTD NET YIELD	4.328%	OCTP	313
90-DAY T-BILL YIELD - YTD AVERAGE	5.010%	LGIP (Standard & Poors)	34

(1) Reported in compliance with the 2024 IPS Section XII that requires at least quarterly reporting per Government Code Section (GCS) 53646 and 27134, and GCS 53607 which requires monthly investment transactions as reported in the pages following.

(2) The market values of FVSD and CCCD continue to stay below book values. The FVSD and CCCD have sufficient liquidity to meet projected cash flow needs.

(3) Market values provided by Northern Trust and exclude accrued interest.

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**SUMMARY OF INVESTMENT DATA - ORANGE COUNTY TREASURER'S POOL**  
**INVESTMENT TRENDS**

	NOVEMBER 2024	OCTOBER 2024	INCREASE (DECREASE)	NET CHANGE %	NOVEMBER 2023	INCREASE (DECREASE)	NET CHANGE %
End Of Month Market Value <sup>1</sup>	\$ 14,342,347,238	\$ 14,221,816,165	\$ 120,531,073	0.85%	\$ 14,384,245,600	(41,898,362)	-0.29%
End Of Month Book Value	\$ 14,341,972,751	\$ 14,214,506,020	\$ 127,466,731	0.90%	\$ 14,490,317,820	(148,345,069)	-1.02%
Monthly Average Balance	\$ 14,185,273,736	\$ 13,861,987,952	\$ 323,285,784	2.33%	\$ 14,228,240,271	(42,966,535)	-0.30%
Year-To-Date Average Balance	\$ 14,085,403,037	\$ 14,060,435,362	\$ 24,967,675	0.18%	\$ 13,891,048,058	194,354,979	1.40%
Monthly Accrued Earnings	\$ 51,634,267	\$ 51,434,198	\$ 200,069	0.39%	\$ 51,056,831	577,436	1.13%
Monthly Net Yield	4.323%	4.267%	0.056%	1.31%	4.277%	0.046%	1.08%
Year-To-Date Net Yield	4.328%	4.330%	-0.002%	-0.05%	3.992%	0.336%	8.42%
Annual Estimated Gross Yield <sup>2</sup>	3.500%	3.500%	0.000%	0.00%	4.280%	-0.780%	-18.22%
Weighted Average Maturity (WAM)	313	337	(24)	-7.12%	286	27	9.44%

<sup>1</sup> Market values provided by Northern Trust and exclude accrued interest.

<sup>2</sup> The forecast for the OCTP gross yield for FY 24-25 is lower than the prior year actual primarily due to the Fed cutting short-term interest rates in September and November by 75 basis points and pricing in additional cuts in FY 24-25. The Annual Estimated Gross Yield for November 2023 is reported at the actual annual gross yields for FY 23-24.



**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**ORANGE COUNTY INVESTMENT FUND (OCIF)**  
**ORANGE COUNTY TREASURER'S POOL (OCTP), SPECIFIC INVESTMENT AND BOND PROCEEDS ACCOUNTS <sup>(1)</sup>**  
**FOR THE MONTH AND QUARTER ENDED DECEMBER 31, 2024**

**OCTP INVESTMENT STATISTICS**

DESCRIPTION	CURRENT BALANCES	Duration	Daily Yield as of 12/31/2024	MONTHLY Gross Yield	QUARTERLY Gross Yield	Current NAV
Orange County Treasurer's Pool (OCTP)	Market Value <sup>(3)</sup> \$	16,607,935,486	0.75	4.301%	4.282%	4.324%
	Cost (Capital) \$	16,539,075,370				
	Monthly Avg Balance \$	16,035,687,692				
	QUARTERLY AVG Balance \$	14,694,316,460				
	Book Value \$	16,608,675,519				
						1.0000

**SPECIFIC INVESTMENT ACCOUNTS STATISTICS <sup>(2)</sup>**

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	QUARTERLY Gross Yield	MARKET Value <sup>(3)</sup>	Book Value	Current NAV	
Pension Prepayment-CEO (PP-CEO)	Market Value <sup>(3)</sup> \$	547,474,227	PP-CEO	5.105%	5.105%	513,975,429	512,079,390	1.0037
Fountain Valley School District Fund 40 (FVSD)	Cost (Capital) \$	532,390,205	FVSD	2.901%	2.907%	33,498,798	33,892,011	0.9884
	Monthly Avg Balance \$	532,390,205						
	QUARTERLY AVG Balance \$	532,390,205						
	Book Value \$	545,971,401						

**BOND PROCEEDS ACCOUNT STATISTICS <sup>(2)</sup>**

DESCRIPTION	CURRENT BALANCE	Fund	MONTHLY Gross Yield	QUARTERLY Gross Yield	MARKET Value <sup>(3)</sup>	Book Value	Current NAV	
CCCD Series 2017E Bonds (CCCD)	Market Value <sup>(3)</sup> \$	22,757,879	CCCD	3.075%	3.100%	22,757,879	24,321,158	0.9357
	Cost (Capital) \$	25,362,332						
	Monthly Avg Balance \$	25,351,097						
	QUARTERLY AVG Balance \$	25,303,466						
	Book Value \$	24,321,158						

**OCIF TOTALS**

INVESTMENTS & CASH		YEAR-TO-DATE EARNINGS	
OCTP Investments at Cost	\$ 16,539,075,370	OCTP	\$ 320,148,828
OCTP Cash	15,752,403	OCIP	143,245,666
		OCEIP	176,903,162
Specific Investment Accounts at Cost	532,390,205	Specific Investment Accounts	13,330,001
Bond Proceeds Account at Cost	25,362,332	Bond Proceeds Account	403,905
<b>Total Assets in the County Treasury</b>	<b>\$ 17,112,580,310</b>	<b>Total OCIF Year-To-Date Earnings</b>	<b>\$ 333,882,734</b>

**INTEREST RATE YIELD**

**WEIGHTED AVERAGE MATURITY (WAM)**

OCTP - YTD NET YIELD	4.312%	OCTP	286
90-DAY T-BILL YIELD - YTD AVERAGE	4.907%	LGIP (Standard & Poors)	37

(1) Reported in compliance with the 2024 IPS Section XII that requires at least quarterly reporting per Government Code Section (GCS) 53646 and 27134, and GCS 53607 which requires monthly investment transactions as reported in the pages following.

(2) The market values of FVSD and CCCD continue to stay below book values. The FVSD and CCCD have sufficient liquidity to meet projected cash flow needs.

(3) Market values provided by Northern Trust and exclude accrued interest.

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**SUMMARY OF INVESTMENT DATA - ORANGE COUNTY TREASURER'S POOL**  
**INVESTMENT TRENDS**

	DECEMBER 2024	NOVEMBER 2024	INCREASE (DECREASE)	NET CHANGE %	DECEMBER 2023	INCREASE (DECREASE)	NET CHANGE %
End Of Month Market Value <sup>1,2</sup>	\$ 16,607,935,486	\$ 14,342,347,238	\$ 2,265,588,248	15.80%	\$ 16,371,516,176	236,419,310	1.44%
End Of Month Book Value <sup>2</sup>	\$ 16,608,675,519	\$ 14,341,972,751	\$ 2,266,702,768	15.80%	\$ 16,424,652,838	184,022,681	1.12%
Monthly Average Balance <sup>2</sup>	\$ 16,035,687,692	\$ 14,185,273,736	\$ 1,850,413,956	13.04%	\$ 15,953,786,310	81,901,382	0.51%
Year-To-Date Average Balance	\$ 14,410,450,480	\$ 14,085,403,037	\$ 325,047,443	2.31%	\$ 14,234,837,766	175,612,714	1.23%
Monthly Accrued Earnings <sup>3</sup>	\$ 58,641,770	\$ 51,634,267	\$ 7,007,503	13.57%	\$ 59,992,997	(1,351,227)	-2.25%
Monthly Net Yield	4.242%	4.323%	-0.081%	-1.86%	4.348%	-0.106%	-2.43%
Year-To-Date Net Yield	4.312%	4.328%	-0.016%	-0.36%	4.059%	0.253%	6.24%
Annual Estimated Gross Yield <sup>4</sup>	4.000%	3.500%	0.500%	14.29%	4.280%	-0.280%	-6.54%
Weighted Average Maturity (WAM)	286	313	(27)	-8.63%	290	(4)	-1.38%

<sup>1</sup> Market values provided by Northern Trust and exclude accrued interest.

<sup>2</sup> The OCTP End of Month Market Value, End of Month Book Value and Monthly Average Balance are higher than the prior month due to higher property tax receipts in December.

<sup>3</sup> The OCTP Monthly Accrued Earnings are higher than the prior month due to a higher average balance in December than November.

<sup>4</sup> The Annual Estimated Gross Yield is higher than the prior month due to an update of the forecast. The Annual Estimated Gross Yield for December 2023 is reported at the actual annual gross yields for FY 23-24.

# ORANGE COUNTY TREASURER-TAX COLLECTOR

## STATEMENT OF ACCOUNTABILITY

FOR THE MONTH AND QUARTER ENDED DECEMBER 31, 2024

	Month	Quarter
<b>Treasurer's Accountability at the Beginning of the Period:</b>	<b>\$ 14,860,536,510</b>	<b>\$ 14,297,196,431</b>
<b>OCTP Cash Receipts:</b>		
County	3,508,926,566	6,694,167,545
School and Community College Districts	1,872,814,818	3,675,720,311
<b>Total Cash Receipts</b>	<b>5,381,741,384</b>	<b>10,369,887,856</b>
<b>OCTP Cash Disbursements:</b>		
County	2,392,321,733	4,729,761,790
School and Community College Districts	737,398,687	2,824,859,537
<b>Total Cash Disbursements</b>	<b>3,129,720,420</b>	<b>7,554,621,327</b>
 <b>Net Change in Cost Value of OCTP and Cash</b>	 <b>2,252,020,964</b>	 <b>2,815,266,529</b>
 <b>Net Increase in Specific Investment Accounts and the CCCD Bond Proceeds Account</b>	 <b>22,836</b>	 <b>117,350</b>
<b>Treasurer's Accountability at the End of the Period:</b>	<b>\$ 17,112,580,310</b>	<b>\$ 17,112,580,310</b>
<b>Assets in the Treasury at the End of the Period (Cost):</b>		
<b>Pooled Investments:</b>		
Orange County Treasurer's Pool		\$ 16,539,075,370
<b>Total Pooled Investments</b>		<b>16,539,075,370</b>
<b>Specific Investment Accounts:</b>		
Fountain Valley School District Fund 40		33,423,486
Pension Prepayment - CEO		498,966,719
<b>Total Specific Investment Accounts</b>		<b>532,390,205</b>
<b>Bond Proceeds Account:</b>		
CCCD Series 2017E Bonds		25,362,332
<b>Total Bond Proceeds Account</b>		<b>25,362,332</b>
<b>OCTP Cash:</b>		
Cash in Banks		15,696,496
Cash - Other		55,907
<b>Total Cash</b>		<b>15,752,403</b>
<b>Total Assets in the County Treasury at the End of the Period:</b>		<b>\$ 17,112,580,310</b>



TO: Board of Trustees

FROM: Dr. Krista Schweers-Ganga

DATE: February 13, 2025

SUBJECT: Canvas Learning Management System (LMS) Order Approval

### **Background and Rationale**

Coastline ROP seeks to implement the Canvas Learning Management System (LMS) to enhance digital learning opportunities and streamline instructional delivery. As our program expands, we have seen a significant increase in virtual course offerings. With more students enrolling in online and hybrid courses, providing a high-quality, user-friendly platform that supports digital learning, facilitates communication, and improves instructional effectiveness is essential.

The agreement includes an annual subscription to Canvas LMS, implementation support, remote instructional design consultations, and professional development for teachers. With the increase in virtual classes, this platform will ensure that students and instructors can access the tools and resources necessary for effective online learning.

### **Financial Implications**

The total cost for the first year is \$36,340, which includes:

- Canvas LMS subscription and support: \$18,540 (recurring annually)
- Implementation and professional services: \$17,800 (one-time fee)

This purchase will be fully funded through the Golden State Pathways Grant. Future costs associated with the renewal of Canvas LMS will be evaluated annually based on usage and program impact.

### **Recommendation**

It is respectfully recommended that the Board of Trustees approve the purchase of the Canvas Learning Management System as outlined in the order form.



# Services Order Form

Order #: Q-410880-1  
 Date: 2025-01-10  
 Offer Valid Through: 2024-12-31

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

## Order Form For Coastline Rop

Address: 1001 Presidio Sq.  
 City: Costa Mesa  
 State/Province: California  
 Zip/Postal Code: 92626  
 Country: United States

### Order Information

Billing Frequency: Annual Upfront  
 Payment Terms: Net 30

### Billing Contact

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

### Primary Contact

Name: James Piccola  
 Email: jpiccola@coastlinerop.net  
 Phone: +1 714 979 1955

### Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Instructure Learning Platform	2025-02-01	2026-01-31	User	1	USD 18,540.00	USD 18,540.00
Recurring Sub-Total						USD 18,540.00
Instructure Learning Platform - Implementation			Per Implementation	1	USD 12,800.00	USD 12,800.00
Multi-Product Strategic Consulting - Remote Consultation (Hourly)			Per Hour	10	USD 200.00	USD 2,000.00
Instructional Design - Remote Consultation (Hourly)			Per Hour	10	USD 200.00	USD 2,000.00
Canvas LMS Training Virtual Session			Per Each	2	USD 500.00	USD 1,000.00
Non-Recurring Sub-Total						USD 17,800.00
Year 1 Total						USD 36,340.00
<b>Grand Total:</b>						USD 36,340.00

Package Information
<p><b>Included in your Instructure Learning Platform Bundle:</b></p> <p>Canvas Subscription   Canvas 24x7 Tier 1 Support   Studio Subscription   Intelligent Insights  </p>
<p><b>Included in your Instructure Learning Platform Implementation Bundle:</b></p> <p>Canvas Implementation Essential   Tier 1 Support Setup   Studio Implementation  </p>

Deliverable	Description	Expiration	Qty
Canvas LMS Cloud Subscription	Canvas LMS Cloud Subscription: Per User	N/A	1,000
24x7 Tier 1 Support (Faculty Only)	24x7 Tier 1 support (faculty only) per year (30% of subscription - min \$4,500 USD)	N/A	1
Intelligent Insights	Intelligent Insights leverages AI and analytics to proactively surface actionable insights that inform strategic initiatives to improve course and ed-tech effectiveness, student retention, and graduation rates. Intelligent Insights proactively monitors leading indicators and provides deep insights into students in need of attention, course readiness, LTI usage, as well as a conversational AI feature "Ask Your Data" that lets educators ask complex questions using simple and natural language.	N/A	1
Canvas LMS - Tier 1 Support Setup	One-time fee for Tier 1 Support	N/A	1

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

Professional Services	Description	Expiration	Qty
Instructure Learning Platform - Implementation		N/A	1
Canvas LMS - Implementation K12 Essential Bundle		N/A	1
Canvas LMS - K-12 Essential Implementation	<p>You may join any implementation cohort that begins within the dates covered by Year 1 on this order form. All implementation tasks (including data provisioning/SIS integration) must be completed within the 11 weeks of your cohort.</p> <p>As prescribed by your purchased implementation package, your implementation will include the following:</p> <ul style="list-style-type: none"> <li>• Access to Canvas LMS consultants to guide your project, perform some tasks, and answer questions.</li> <li>• One Canvas LMS instance</li> <li>• Access to API information, guides, public courses, and best practice documentation.</li> </ul>	12 Months	1,000
Training Portal Standard - Core + Advanced On-Demand Content	Unlimited access to core and advanced on-demand training content for teachers and admins through the Training Portal from Effective Date until the earlier of 12 months after subscription start date or the last date of the contracted subscription.	12 Months	1
Canvas LMS Instance Configuration	Creation and access to one (1) Canvas LMS Instance for up to five (5) of your chosen administrators. This instance will be configured with a "institutionname.instructure.com" URL based on requested URL availability.	12 Months	1
Canvas LMS Onboarding Course	A six-part Canvas LMS course provides guidance and instruction about implementation topics and tasks. The course is paced to six weeks but may be completed faster/slower, depending on your needs and Instructure resource availability.	12 Months	1

Professional Services	Description	Expiration	Qty
Essential Project Management	<ul style="list-style-type: none"> <li>You will join a cohort which includes other new Canvas LMS customers and is led by designated Canvas LMS consultants.</li> <li>Weekly webinars with your cohort leaders offer best-practice advice, processes, and Q&amp;A regarding the weekly topic. Attendance is recommended but optional; all webinars are recorded.</li> <li>No project plan is provided, so you will need to monitor your team's progress to ensure you stay on track.</li> <li>All project management will be performed remotely and communication will be conducted by email and webinars, with occasional calls at the consultants' discretion.</li> <li>Technical implementation/activation is completed during the first 6 weeks of the cohort. An asynchronous experience for 5 additional weeks (11 weeks total per cohort) is provided to help you complete onboarding.</li> </ul>	N/A	1
Essential Technical Consulting / Data Provisioning for Canvas LMS Instance	<p>Data provisioning support to get your user data into Canvas LMS, through one of the following methods: manual creation, CSV import, or a limited set of SIS integrations. Access to API documentation and Community guides will be provided. Excludes API-related coding/development and CSV file creation, maintenance, or updates.</p> <ul style="list-style-type: none"> <li>Valid SIS integrations which require direct API access are: Aeries, Aspen, Aspire, Blackbaud (ex. Education Edge), Clever, Focus, Infinite Campus, Powerschool, Progressbook (DASL), Q (Aequitas), Qmlativ, Sapphire, Skyward, Synergy. SIS integration will include the base mapping set. Additional fees may be required for complex customization or changes, at Instructure's discretion.</li> <li>Additional SIS integrations that are fully supported by your SIS provider may be available, most of which use leverage CSV import and may have grade passback options. You and/or SIS provider perform this configuration.</li> <li>Manual provisioning and CSV imports are configured and tested by you with basic guidance from your Canvas LMS consultants; your consultants and you will both perform tasks to establish SFTP access (if desired) or perform SIS integration.</li> <li>Instructure will assist with one test using production data; additional testing or test environments require purchase of additional technical consulting hours.</li> <li>Technical implementation/activation is completed during the first 6 weeks of the cohort. Our CSM team will work with your cohort for 5 additional weeks (11 weeks total per cohort) to help you complete onboarding.</li> </ul> <p>Additional technical consulting as needed for SSO, etc.</p>	N/A	1
Instructional Design - Ready Made Template	Select one pre-built template from our collection of designs. Templates are built with a variety of audience needs in mind. Instructions are included to modify design elements as needed. This course template and all of the content and assets within it are licensed for use on one instance of Canvas LMS. Please do not share this course template in whole or in part outside of the licensed instance for which this course template and associated contents were purchased.	12 Months	1
Canvas Studio Standard Implementation		N/A	1
Canvas Studio Implementation	<p>Implementation will include the following:</p> <p>Creation of Canvas Studio Instance Integration with Canvas LMS via LTI Admin creation</p>	12 Months	1
Canvas Studio - On Demand Training	One year of unlimited access to On Demand training content on Canvas Studio.	12 Months	1
Multi-Product Strategic Consulting - Remote Consultation (Hourly)	<p>Hourly remote consultation with a member of our Strategic Services team. Time spent will be tracked and reported to the client and may include contact time via phone or web conference or time spent preparing requested materials or deliverables. Strategic services will provide a recommended plan for the consultation time, and customizations can be made based on client specific needs.</p> <p>Services that may be delivered include:</p> <ul style="list-style-type: none"> <li>* Interactive webinars on a variety of topics addressing rollout strategy and adoption best practices</li> <li>* Review and feedback of client's vision and goals</li> <li>* Review and feedback of client's strategic or change management plans</li> <li>* Consultation and guidance in development of a client change management strategy</li> <li>* Consultation and coaching on product adoption strategies and user buy-in</li> <li>* Guidance with Instructure products through institution initiatives</li> <li>* Planning templates, customizable frameworks, and resources that support planning or help with the connection between Instructure products and institution instructional frameworks and pedagogy</li> </ul> <p>Scheduling and usage of consulting services are subject to consultant availability and capacity. Consultant assigned to work will be selected based on scheduling need and available capacity. Working hours are limited to Instructure normal operating business hours including company holidays.</p> <p>Consulting is applicable for Canvas and Mastery products.</p>	12 Months	10
Instructional Design - Remote Consultation (Hourly)	<p>Hourly remote consultation with members of our Instructional Design Team. We can provide you with course reviews, course enhancements, course building, design coaching, and course consultation around course design projects that support institution goals.</p> <p>Scheduling and usage of consulting services are subject to consultant availability and capacity. Consultant assigned to work will be selected based on scheduling need and available capacity. Working hours are limited to Instructure normal operating business hours including company holidays.</p>	12 Months	10



Professional Services	Description	Expiration	Qty
Canvas LMS Training Virtual Session	One session of remote personalized Canvas LMS training of up to 90 minutes.	12 Months	2

**Metrics and Descriptions:**

**User:** User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

**Duration:** The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

**Miscellaneous:** Instructure's support terms are available as follows:  
 Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

**Terms and Conditions**

This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/mastertermsconditions>.

Product Specific Supplements which can be found here: <https://www.instructure.com/policies/product-supplements>, govern the use of the applicable product and/or feature offerings listed in this Order Form and/or utilized by Customer, and are incorporated into the Master Terms and Conditions.

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

The parties agreement with regards to Instructure's processing of personal data or personally identifiable information can be found at: <https://www.instructure.com/policies/data-processing-addendum>

**Auto Renewal Terms**

Recurring items on this Order Form (other than any 3rd Party Products) shall automatically renew for succeeding terms of 12 month duration at an annual price increase of 10% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

Any requests to change service deliverables as defined on the order form may incur a fee of ten percent (10%) of the remaining fees for the service.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No): _____ If yes, please enter PO Number: _____	Check here if your company is exempt from US state sales tax : _____  <i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

**Coastline Rop**

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

**Instructure, Inc.**

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

TO: Board of Trustees

FROM: Dr. Krista Schweers-Ganga

DATE: February 13, 2025

SUBJECT: CAROCP Legislative Visit – Student Participation

### **Background and Rationale**

Coastline ROP is pleased to provide students with opportunities to engage in leadership and advocacy experiences that enhance their understanding of Career and Technical Education (CTE) at the state level. In March 2025, two students—Reina Lee (Tustin Unified School District) and Emma Suh (Irvine Unified School District)—will represent Coastline ROP at the CAROCP Legislative Visit in Sacramento.

These students will accompany Superintendent Dr. Brian Dozer and Administrator Gina Escobar to meet with legislators, discuss the impact of CTE programs, and advocate for continued support of hands-on, career-focused education. Participating in this event will provide Reina and Emma with valuable experience in civic engagement, public speaking, and policy discussions related to workforce development and education.

### **Financial Implications**

All travel expenses, including transportation, lodging, and meals, will be covered by general funds.

Airfare = \$959.91  
Hotel = \$292 (\$146/night, 2 rooms)  
Uber = \$75  
Meals = \$200

### **Recommendation**

It is respectfully recommended that the Board of Trustees approve the participation of Reina Lee and Emma Suh in the CAROCP Legislative Visit trip to Sacramento in March 2025.

**Coastline Regional Occupational Program  
Field Trip Authorization Form**

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 2

Destination(s) of Trip: **Sacramento, CA**

Purpose(s) of Trip: **Legislative visits**

Departure Date: **Monday, March 17**

Departure Time: **4:00 pm**

Return Date: **Tuesday, March 18**

Return Time: 9:00 pm

Participating Class(es): **N/A**

Funding: **General Fund**

ROP Costs: **Flights, Hotels, Food**

Instructor(s) in Charge: **Gina Escobar**

Number of Chaperones including instructor(s): 2

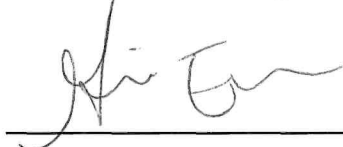
Transportation: Please select one

Contracted Bus *(Check here if ROP is paying for transportation)*

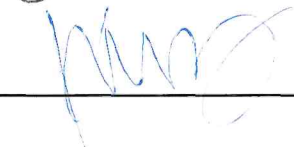
Non ROP Sponsored Transportation *(Check here if ROP is not funding transportation)*

Flights

Date approved by district Board:  
*(Only applies to out-of-state or overnight field trips)*

Administrator: 

Date: 1/31/25

Director: 

Date: 2/3/25

Approved by Board of Trustees (if necessary)

Clerk/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

E6153(1)

TO: Board of Trustees

FROM: Dr. Krista Schweers-Ganga

DATE: February 13, 2025

SUBJECT: ProStart Fieldtrip – Culinary Arts Newport Harbor High School

### **Background and Rationale**

From February 24-25, 2025, Newport Harbor High School Culinary Arts instructor Ashley Kingsbury will accompany 8 students to the ProStart Competition in Los Angeles, California.

This event will allow students to showcase their culinary skills in a professional, high-stakes competition while gaining valuable industry experience. Students will compete in various culinary categories, engage in leadership development activities, and have the opportunity to network with professionals in the hospitality and food service industries. Participation in this competition supports Coastline ROP's mission to prepare students for careers through high-quality, industry-aligned educational programs.

This trip was approved by NMUSD Board on 1/21/2025.

### **Financial Implications**

All travel expenses, including transportation, lodging, and meals, will be fully covered by the Career Technical Education Incentive Grant (CTEIG).

### **Recommendation**

It is respectfully recommended that the Board of Trustees approve the participation of Ashley Kingsbury and 8 Culinary Arts students in the ProStart Competition.

**Coastline Regional Occupational Program  
Field Trip Authorization Form**

ROP-Sponsored Event (Attendance is Voluntary)

Number of Students: 8

Destination(s) of Trip: **The Proud Bird (competition location), Residence Inn LAX/Century Blvd.(Hotel)**

Purpose(s) of Trip: **Prostart Cup- Food Service/Hospitality Competition**

Departure Date: **2/24/25**

Departure Time: **6:00 am**

Return Date: **2/25/25**

Return Time: **7:30 pm**

Participating Class(es): **Culinary Arts**

Funding: **CTEIG**

ROP Costs: **Hotel, Trip Reimbursement for instructor**

Instructor(s) in Charge: **Ashley Kingsbury**

Number of Chaperones including instructor(s): 2

Transportation: Please select one

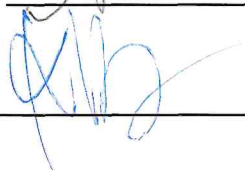
Contracted Bus (Check here if ROP is paying for transportation)

Non ROP Sponsored Transportation (Check here if ROP is not funding transportation)

Date approved by district Board: 1/21/2025  
(Only applies to out-of-state or overnight field trips)

Administrator:  \_\_\_\_\_

Date: 2/3/25

Director:  \_\_\_\_\_

Date: 2/7/25

Approved by Board of Trustees (if necessary)

Clerk/Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

E6153(1)

**COASTLINE ROP  
REGULAR BOARD MEETING  
Minutes  
January 23, 2025**

The Board of Trustees of Coastline ROP met in regular session on January 23, 2025, at Coastline ROP, 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 8:47 a.m. by Barbara Schulman.

Present Members

Barbara Schulman  
Lauren Brooks  
Lynn Davis  
Krista Weigand

Other

Brian Dozer	Kim Thomason	James Piccola	Rosy Kovatch
Krista Ganga	Connie Jacobs	Gina Escobar	Amanda Saliba
Siteria Edwards	Alita Ray	Austin Hofmann	Cory Gray
Brenda Savedra	Keith Carmona	Aurelia Roman	Luca DiNapoli
Izzy Burdge	Jeanne Bennett	Louie Campos	Jennifer DiNapoli
		Jade Sanchez	Emma Kelly

Telecommuting:

Valerie White

**CLOSED SESSION**

Open session convened at 9:30 a.m.

On the motion of Member Davis, seconded by Member Brooks, and carried, with Members Brooks, Davis, Schulman, and Weigand voting 4-0, the Board denied the grant of unpaid leave to Employee Number 2025-01. The employee will be placed on the 39-month rehire list in accordance with Education Code Section 45192.

**ADOPTION OF  
AGENDA**

It was moved by Member Weigand, seconded by Member Brooks, to adopt the updated agenda. Motion carried 4-0.

**SUPERINTENDENT'S  
REPORT**

Dr. Brian Dozer greeted, President Schulman, esteemed Trustees, members of the Steering Committee, and valued guests.

He started by thanking Trustee Barbara Schulman for serving as board president over the last year. Barbara provided great leadership and wisdom during a year in which Coastline ROP undertook some major projects, such as the re-branding, and faced some difficult challenges that forced them to look at their operations and make some changes to better prepare for the future. "Barbara, I hope you know how much Coastline ROP and I appreciate all that you did for this organization we love so much." Dr. Dozer then presented her with a certificate of appreciation for her service over the past year.

Dr. Dozer then officially welcomed Trustee Krista Weigand to the board as the member from Newport Mesa Unified. Coastline ROP is happy to have her join the board, and they look forward to working with her on their very important mission. Dr. Dozer could already tell that Krista is a passionate advocate for students and will be a great supporter of Coastline ROP and their mission.

With the release of the Governor's budget there is language for a new Master Plan for Career Education. While Coastline ROP awaits more specific details, they know that much of the funding appears to be focused on community colleges, which is somewhat disappointing. They received some analysis from Capital Advisers Group last week in their "Ten Education Issue to Watch in 2025" email that Dr. Dozer thought was different than most analysis he has seen. They stated: "Governor Newsom continues to make this initiative a priority and highlighted over \$100 million in investments in his January budget proposal to continue its development. While members of the Legislature have been slow to criticize the proposal, it's clear to advocates in Sacramento that there are deep differences of opinion in the Legislature regarding how this plan should look. Watch for potential tension on this topic in 2025 as the Governor and Legislative leaders negotiate a unified approach."

As far as Coastline ROP is concerned, the one item they have seen that they would oppose is the move to combine all the CTE grants into a single consolidated application. Their fear is that funding would be administered by the community colleges and would likely lead to less overall money flowing to K12 programs. Coastline ROP is taking two ROP students to Sacramento in March for the CAROCP legislative action day and this will be a part of their meetings with local legislators.

Last week Dr. Dozer attended the CAROCP January general and board meeting at Valley ROP. He toured Valley ROPs amazing programs, and he has a lot of thoughts and ideas he will be discussing with Krista, the staff of Educational Services, our district steering committee, and the board. While acknowledging that they serve a different population, there are some ideas from his visit that can guide their strategy and goals. As he reflected on their planning and goal setting for next year and beyond, the visit has given him a lot to think about.

Dr. Dozer is excited about the 2<sup>nd</sup> Annual Coastline ROP CTE Month Open House scheduled for February 13. Originally it was scheduled for February 12 but was moved back a day to make sure they had every class running the night of the open house. At the open house they will hold a special counselor session and ask each district steering committee member to help make sure there is good representation from each district's schools.

While Dr. Krista Ganga has an update on the CTEIG 10 preliminary award, Dr. Dozer shared some information regarding the formula. Historically there has been no transparency regarding how awards are funded, but last year he spoke with CDE and learned a bit about the formula. That was made possible by the work of Leilani Aguinaldo from School Services. Following up on the allocation process this year, Leilani sent the following that he thought would be informative for our district partners.



*"I have asked that CTEIG grant awards be broken down into base grant and positive consideration amounts, and I have also asked for the per-pupil amounts that are used in the formula for the base grant and positive considerations...In a meeting...with CDE staff, I was told that...the CDE intends to publish the per-pupil amounts that were used in the formula for the base grant and positive consideration calculations. In addition, as soon as they can, they will also inform grantees of the positive considerations they received. Moving forward, they also committed to providing this information in advance of the SBE meeting in which CTEIG grants are approved; the additional information will be provided along with the preliminary allocations."*

Dr. Dozer thinks that this is good news for all of us as it will allow us to double check their award amounts before they are finalized.

As Dr. Dozer has discussed previously, this is going to be a year of transition for the Coastline ROP Foundation. The existing board, all previous Coastline ROP superintendents or administrators, have done wonderful work establishing the foundation, but feel that it is time for them to resign their positions and have asked to be replaced by board members who will be more active supporters of the Senior Student Showcase and Coastline ROP. To that end, Dr. Dozer has approached several members of the education community who are experienced in the world of CTE, K12 education, and are already supporters of Coastline ROP. While they are still finalizing the applications, in the coming months he expects to bring a slate of new directors for the board to approve for the 2025-2026 school year. The Foundation's bylaws state, "For purposes of ensuring that the Corporation aligns its goals and objectives with educational mission and goals of the Coastline Regional Occupational Program, a majority of the directors shall be appointed by the governing board of the Coastline Regional Occupational Program." He thinks they will be very pleased with the individuals who are volunteering to serve on the Foundation's board.

Lastly, as Dr. Dozer begins his fourth year with Coastline ROP, he is more excited than ever about the work that they do and the great collaboration with each of our district partners. While he believes there are rough waters ahead in education and for some of our students and their families, in many cases for reasons out of our control, we will continue to be guided by our mission, knowing that the work that we do makes a difference in students' lives and that each and every day we create positive changes in their lives. Dr. Dozer thanked the board for its continued faith in and support of the fine teachers and staff of Coastline ROP.

## **EDUCATIONAL SERVICES' REPORT**

As we usher in the new year, the spring semester at Coastline ROP is already off to a strong start. This week marked the conclusion of their first-day visits for the new term, coinciding with the start of fall classes for IUSD and Presidio. These visits are crucial to ensuring a

smooth start to the semester and providing students and teachers with the support they need for a successful year ahead.

Last Friday, they hosted a special winter edition of teacher professional development, which 20 teachers attended. The OCDE AI team returned to deliver a highly anticipated follow-up session on using AI in the classroom with Notebook LM. Teachers were provided with practical tools and strategies to incorporate AI into their instructional practices, further enhancing student engagement and learning outcomes.

On January 31<sup>st</sup>, they will resume the TIP Workshops focusing on Higher-Order Thinking Skills and Bloom's Taxonomy. Coastline ROP remains committed to equipping their new educators with the skills, tools, and support they need to succeed, ensuring a strong foundation for their careers and the students they serve.

They FINALLY received their Grant Award Notifications (GANs) for the Golden State Pathways Grant, allowing them to move forward with detailed planning and implementation. Additionally, Coastline ROP has been awarded \$828,000 through the Career Technical Education Incentive Grant (CTEIG). These funds will directly support expanding and enhancing their CTE programs, ensuring students have access to high-quality learning experiences and resources that align with industry needs. In the two years since Dr. Ganga became director, they have achieved a remarkable 35% increase in grant funding, which reflects their commitment to securing resources that benefit students and align with workforce demands.

Dr. Ganga was thrilled to highlight a recent success story from Beckman High School, shared by our career specialist, Denisse Montes. Just before winter break, Denisse met with Reina Lee, a former CNA student, who shared her exciting achievements. Reina recently secured a position as a Certified Nursing Assistant after completing our CNA course during the second semester of her junior year. She is now enrolled in the EMT class at Creekside High School and continues to excel academically, maintaining an impressive 4.46 GPA while tackling six Advanced Placement (AP) courses in her senior year. Reina is a shining example of how our programs empower students to achieve academic and professional success.

The Adult English Language Learner (ELL) programs are also seeing exciting developments this semester. The new session of the ELL Adult Pharmacy Technician course is set to begin, and students from the fall semester will transition into their internships, gaining hands-on experience to further their career readiness. Additionally, they are proud to launch the ELL Dental Back Office Assistant program for the first time, a significant step in expanding opportunities for our ELL adult learners. A big thank you to Gina

Escobar for her tireless efforts in spearheading these initiatives and ensuring their success.

This month, we successfully concluded our Interagency Meetings with district partners. These important sessions provided an opportunity to review current programs, discuss updates, and collaboratively plan for the upcoming 2025–26 school year. The discussions were highly productive, and we are grateful for our district partners' active participation and input. These collaborative efforts are vital to ensuring that our programs continue to meet the needs of our students and the broader community.

Dr. Dozer and Dr. Ganga had the privilege of visiting the ACCESS Harbor Learning Center – North on Wednesday to meet with their incredible instructors, Manny Parras and Eddie Morales. It was an inspiring experience, especially exploring their impressive Spyder Lab and witnessing the remarkable student work on display. Eddie's pride in his students and their accomplishments was palpable as he shared heartfelt stories about how our CTE programs have transformed lives. These programs give students, many of whom haven't had the most positive educational experiences, a reason to return to class daily. By discovering a passion and a purpose, they find new opportunities and a sense of belonging through hands-on learning and support from our programs. It was such a great trip, and Dr. Ganga has many ideas for student projects!

Lastly, Dr. Ganga was delighted to celebrate the outstanding achievements of our CNA students. This month, students from Creekside High School and Laguna Hills High School who took their certification exams achieved a remarkable 100% pass rate. This accomplishment is a testament to our students' hard work and dedication and the expertise and commitment of our instructors. These results underscore the quality of our programs and their ability to prepare students for success in their chosen career paths.

As Coastline ROP enters the spring semester, she is excited and optimistic about what lies ahead. Dr. Ganga thanked the board for their continued support and collaboration.

Dr. Ganga introduced Cory Gray, the Digital Media Arts instructor at Corona Del Mar High School! Cory brings a wealth of knowledge and creativity to his program, inspiring students to explore the dynamic world of digital media. His passion for teaching and commitment to student success have made the program a hub for creativity. Please join her in welcoming Cory as he presents an inside look at the work happening in the Digital Media Arts program!

## **CDM DIGITAL MEDIA ART PRESENTATION**

Cory Gray, along with students, Emma and Luca, gave a presentation on the ROP Digital Media 2D Arts class at Corona Del Mar High School.

**ELECTION OF OFFICERS**

It was moved by Member Davis, seconded by Member Weigand, to ratify the following district representatives for leadership during 2025:

President	Lauren Brooks	IUSD
Vice President	Lynn Davis	TUSD
Clerk	Krista Weigand	NMUSD

Motion carried 4-0.

**BOARD MEETING DATES FOR APRIL THROUGH DECEMBER 2025**

It was moved by Member Davis, seconded by Member Schulman, to approve the proposed meeting dates for the remainder of 2025. Motion carried 4-0.

**2023-2024 INDEPENDENT AUDITOR’S REPORT BY CHRISTY WHITE**

It was moved by Member Weigand, seconded by Member Davis, to approve the 2023-2024 audit report. Motion carried 4-0.

**OPEB AND PENSION LIABILITY INVESTMENTS PROPOSAL**

It was moved by Member Davis, seconded by Member Weigand, to approve the investment proposal. Motion carried 4-0.

**MOU BETWEEN COASTLINE ROP AND HOPSKIPDRIVE**

It was moved by Member Weigand, seconded by Member Schulman, to approve the MOU between Coastline ROP and HopSkipDrive. Motion carried 4-0.

**CONSENT CALENDAR**

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

- Minutes from December 12, 2024, Board of Trustees meeting
- Ratification of purchase order and change order reports – December 2, 2024 – January 12, 2025
- Ratification of check reports – December 2, 2024 – January 12, 2025
- Coastline ROP Golden State Pathways – Grant Award Notifications
- South Orange County Community College District Off-site Facility Use Agreement on behalf of Irvine Valley College (IVC)
- New Internship Site – Pixels and Magic
- MOU between CROP and Cyberforward – Spring 2025
- MOU between CROP and Cyberforward for NMUSD – Spring 2025
- Engagement Letter for Christy White, Inc.
- English Language Learner Waiver Teacher Roster
- Personnel Register #5 – 2024-2025 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Approval of travel and conference report

**NEW BUSINESS**

Member Brooks shared that IUSD Superintendent Terry Walker announced his retirement. His last day at IUSD was January 31, 2025. They are conducting an executive search for the new

superintendent. In the meantime, IUSD Assistant Superintendent of Education Services, Cassie Parham has been appointed as the Interim Superintendent.

**ADJOURNMENT**

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

The meeting adjourned at 10:24 a.m.

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Clerk/Secretary



**COASTLINE R.O.P.**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 02/13/2025

FROM 01/13/2025 TO 02/02/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U95C0162	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019902 5220	CS IUSD UHS OTHR PUP SVCS / CONFERENCES &
U95C0163	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019913 5220	CS NMUSD NHHS OTHR PUP SVCS / CONFERENCES &
U95C0164	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019914 5220	CS TUSD OTHR PUP SVCS / CONFERENCES &
U95C0165	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019905 5220	CS IUSD IHS OTHR PUP SVCS / CONFERENCES &
U95C0166	ORANGE COUNTY DEPARTMENT OF ED	299.00	119.60	0100019906 5220	CS IUSD NWHS OTHR PUP SVCS / CONFERENCES &
			179.40	0100019907 5220	CS IUSD WHS OTHR PUP SVCS / CONFERENCES &
U95C0167	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019903 5220	CS IUSD PHS OTHR PUP SVCS / CONFERENCES &
U95C0168	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019910 5220	CS NMUSD CMHS OTHR PUP SVCS / CONFERENCES &
U95C0169	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019909 5220	CS NMUSD BBHS OTHR PUP SVCS / CONFERENCES &
U95C0170	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019911 5220	CS NMUSD CDMHS OTHR PUP SVCS / CONFERENCES &
U95C0171	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019912 5220	CS NMUSD EHS OTHR PUP SVCS / CONFERENCES &
U95C0172	ORANGE COUNTY DEPARTMENT OF ED	299.00	299.00	0100019916 5220	CS TUSD BHS OTHR PUP SVCS / CONFERENCES &
U95C0173	SADDLEBACK VALLEY USD	225.00	225.00	0163871405 5890	CTEIG SVUSD THHS PUB SRV INST / OTHER
U95C0174	HOSA-FUTURE HEALTH PROFESSIONA	20.00	20.00	0163870910 5825	CTEIG NMUSD ESHS MEDI INST / CONTR SVCS - FIE
U95C0175	ORANGE COUNTY DEPARTMENT OF ED	7,900.00	7,900.00	0100006501 5895	GEN FUND IT DATA PROC SERV / OTH CONTR
U95C0176	F & M CREDIT CARD	3,302.19	3,302.19	0100006400 4300	BUS SVCS HOLDING ACCOUNT / MATERIALS &
U95C0177	DOCUSIGN INC LOCKBOX	8,900.00	8,900.00	0100006501 5895	GEN FUND IT DATA PROC SERV / OTH CONTR
U95C0178	OSHA REVIEW INC.	133.18	133.18	0163889903 4300	SWP PY SVUSD-ACROSS DIST INST / MATERIALS &
U95C0179	TUSTIN CHAMBER OF COMMERCE	225.00	225.00	0163876210 5395	CTEIG ROP EDSV SCH ADMIN / MEMBERSHIPS -
U95C0180	CALIFORNIA COUNTY SUPERINTENDE	575.00	575.00	0163836203 5220	GSPP PLANNING ED SVCS INST SUP / CONFERENCES
U95C0181	MEDICAL DISCOUNT MARKETING	791.96	791.96	0190110901 4300	ELL ROP MEDI INST / MATERIALS & SUPPLIES
U95R0214	MEDCO SUPPLY COMPANY	896.36	896.36	0163880909 4300	SWP PY TUSD BHS MEDI INST / MATERIALS &
U95R0215	AMAZON	405.07	405.07	0101069901 4330	MARKETING EDSV OTH PUP SVCS / Office Supplies-

**COASTLINE R.O.P.  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 02/13/2025**

FROM 01/13/2025 TO 02/02/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U95R0216	AMAZON	150.82	150.82	0100019909 4330	CS NMUSD BBHS OTHR PUP SVCS / Office Supplies-
U95R0217	MEDICAL WAREHOUSE INC	1,602.45	1,602.45	0163871403 4490	CTEIG TUSTIN TUSD PUB SRV INST / NON CAP EQUI
U95R0218	AMAZON	43.09	43.09	0100006501 4330	GEN FUND IT DATA PROC SERV / Office Supplies-
U95R0219	AMAZON	140.00	140.00	0100006501 4330	GEN FUND IT DATA PROC SERV / Office Supplies-
U95R0220	AMAZON	215.46	215.46	0163870205 4300	CTEIG NMUSD ESHS AME INST / MATERIALS &
U95R0221	F & M CREDIT CARD	493.30	493.30	0100036201 4330	STD AWDS ED SVCS OTHR PUP SVCS / Office Supplies
U95R0222	OC JANITORIAL	183.49	183.49	0100006508 4330	GEN FUND MF OPERATIONS / Office Supplies-
U95R0223	AMAZON	105.45	105.45	0163880905 4300	SWP PY CSHS MEDI INST / MATERIALS & SUPPLIES
U95R0224	AMAZON	306.07	306.07	0163870905 4300	CTEIG SVUSD THHS MEDI INST / MATERIALS &
U95X0047	NEWPORT URGENT CARE	3,500.00	3,500.00	0190110901 5892	ELL ROP MEDI INST / PHYSICAL EXAMS/MEDICAL
U95X0048	SMART & FINAL	4,000.00	4,000.00	0163871004 4300	CTEIG SVUSD LHHS HOSP INST / MATERIALS &

Fund 01 Total: 37,402.89

Total Amount of Purchase Orders: 37,402.89



**COASTLINE R.O.P.**

**PURCHASE ORDER DETAIL REPORT - CHANGE ORDERS**  
**BOARD OF TRUSTEES**      02/13/2025

FRO   01/13/2025   TO 02/02/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>CHANGE ACCOUNT AMOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U95R0131	FILM TOOLS	3,720.22	-633.19	0163870204 4300 CTEIG SVUSD THHS AME INST / MATERIALS &
U95X0005	METROPOLITAN LIFE INSURANCE CO	5,033.68	+2,500.00	0100006408 3462 GEN FUND BS SCHL ADMIN / Supplemental Coverage-Clas

**Fund 01 Total: 1,866.81**  
**Total Amount of Change Orders: 1,866.81**



**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

Check Report 1/13/2025 – 2/2/2025

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Fund 01            General

Total Checks: \$132,028.12

Recommended for  
Board Ratification By

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Director, Business Services

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 1/13/2025 to 2/2/2025

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00034560	V9500666	CALIF DEPT OF TAX AND ADMINIST	OH	01/13/2025		MW	IS	310.73
95	00034561	V9501401	CDW GOVERNMENT	OH	01/13/2025		MW	IS	156.49
95	00034562	V9502639	CINTAS CORP	OH	01/13/2025		MW	IS	85.56
95	00034563	V9502425	DOZER, BRIAN	OH	01/13/2025		MW	IS	34.67
95	00034564	V9502590	Infinity Communications & Cons	OH	01/13/2025		MW	IS	800.00
95	00034565	V9503875	OFFICE DEPOT	OH	01/13/2025		MW	IS	870.08
95	00034566	V9502454	ONTARIO REFRIGERATION	OH	01/13/2025		MW	IS	427.16
95	00034567	V9501269	AMAZON	OH	01/14/2025		MW	IS	89.52
95	00034568	V9501919	ATKINSON ANDELSON LOYA RUUD &	OH	01/14/2025		MW	IS	1,449.00
95	00034569	V9502368	CLC	OH	01/14/2025		MW	IS	70.00
95	00034570	V9502040	METROPOLITAN LIFE INSURANCE CO	OH	01/14/2025		MW	IS	452.80
95	00034571	V9501350	REEP FOR BENEFITS	OH	01/14/2025		MW	IS	45,532.37
95	00034572	V9502551	Sonychelle Media & Communicati	OH	01/14/2025		MW	IS	3,650.00
95	00034573	V9502687	THE PUBLIC SAFETY STORE LLC	OH	01/14/2025		MW	IS	273.31
95	00034574	V9501269	AMAZON	OH	01/15/2025		MW	IS	130.26
95	00034575	V9500382	B & H PHOTO	OH	01/15/2025		MW	IS	3,396.84
95	00034576	V9502469	FIRST-CITIZENS BANK & TRUST CO	OH	01/15/2025		MW	IS	1,227.46
95	00034577	V9502339	KENDALL HUNT PUBLISHING	OH	01/15/2025		MW	IS	3,360.02
95	00034578	V9501385	NEWPORT URGENT CARE	OH	01/15/2025		MW	IS	408.99
95	00034579	V9500942	PEREZ, ALEX	OH	01/15/2025		MW	IS	62.65
95	00034580	V9502488	AUNT FLOW	OH	01/16/2025		MW	IS	280.00
95	00034581	V9500382	B & H PHOTO	OH	01/16/2025		MW	IS	3,396.84
95	00034582	V9502639	CINTAS CORP	OH	01/16/2025		MW	IS	41.84
95	00034583	V9500519	GANAHL LUMBER	OH	01/16/2025		MW	IS	3,752.78
95	00034584	V9501714	SHI INTERNATIONAL CORP	OH	01/16/2025		MW	IS	3,150.00
95	00034585	V9501815	ULINE	OH	01/16/2025		MW	IS	2,511.31
95	00034586	V9500422	VERIZON WIRELESS	OH	01/16/2025		MW	IS	228.06
95	00034587	V9501269	AMAZON	OH	01/21/2025		MW	IS	1,456.75
95	00034588	V9500382	B & H PHOTO	OH	01/21/2025		MW	IS	9,142.26
95	00034589	V9502639	CINTAS CORP	OH	01/21/2025		MW	IS	84.92
95	00034590	V9502207	HOSA-FUTURE HEALTH PROFESSIONA	OH	01/21/2025		MW	IS	20.00
95	00034591	V9502635	Montes, Denisse	OH	01/21/2025		MW	IS	26.40
95	00034592	V9500899	ORANGE COUNTY DEPARTMENT OF ED	OH	01/21/2025		MW	IS	3,289.00
95	00034593	V9502524	Ramirez, Dr. Brandee	OH	01/21/2025		MW	IS	131.81

**COASTLINE R.O.P.**  
**Consolidated Check Register**  
 from 1/13/2025 to 2/2/2025

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
95	00034594	V9500034	SADDLEBACK VALLEY USD	43395	OH	01/21/2025	MW	IS	225.00
95	00034595	V9505546	VISION SERVICE PLAN	VSP JAN 25	OH	01/21/2025	MW	IS	801.95
95	00034596	V9500387	DEPT OF JUSTICE	786981	OH	01/22/2025	MW	IS	32.00
95	00034597	V9502326	F & M Credit Card	F&MJAN25	OH	01/22/2025	MW	IS	3,302.19
95	00034598	V9502515	Jasperson, Edward	OOPE-	OH	01/22/2025	MW	IS	87.59
95	00034599	V9502453	KYOCERA DOCUMENT SOLUTIONS WES	55B2485385	OH	01/22/2025	MW	IS	14.00
95	00034600	V9500899	ORANGE COUNTY DEPARTMENT OF ED	94UI0854	OH	01/22/2025	MW	IS	7,900.00
95	00034601	V9500049	PITNEY BOWES	3107017205	OH	01/22/2025	MW	IS	415.37
95	00034602	V9502671	TVSETDESIGNS.COM LLC	3758	OH	01/22/2025	MW	IS	10,433.86
95	00034603	V9502639	CINTAS CORP	4218349135	OH	01/23/2025	MW	IS	36.89
95	00034604	V9502063	HOME DEPOT	1834762	OH	01/23/2025	MW	IS	345.53
95	00034605	V9502293	INGARDIA BROS PRODUCE INC	08230977	OH	01/23/2025	MW	IS	450.82
95	00034606	V9502570	KEENAN AND ASSOCIATES	316380	OH	01/23/2025	MW	IS	1,500.00
95	00034607	V9501269	AMAZON	ILY4-P17L-NDTY	OH	01/27/2025	MW	IS	394.65
95	00034608	V9502131	AWARDS UNLIMITED	305716	OH	01/27/2025	MW	IS	1,901.69
95	00034609	V9500382	B & H PHOTO	230984582	OH	01/27/2025	MW	IS	2,605.52
95	00034610	V9501401	CDW GOVERNMENT	AC2TF6V	OH	01/27/2025	MW	IS	193.37
95	00034611	V9502639	CINTAS CORP	4218629100	OH	01/27/2025	MW	IS	84.92
95	00034612	V95024034	DOCUSIGN INC Lockbox	11100415634	OH	01/27/2025	MW	IS	8,900.00
95	00034613	V9502233	OCCUPATIONAL HEALTH CENTERS OF	85608327	OH	01/27/2025	MW	IS	41.00
95	00034614	V9502504	OSHA Review Inc.	391016	OH	01/27/2025	MW	IS	133.18
95	00034615	V9501269	AMAZON	ITC9-LYPJ-4W6D	OH	01/28/2025	MW	IS	149.53
95	00034616	V9501016	MEDCO SUPPLY COMPANY	IN98404973	OH	01/28/2025	MW	IS	896.36
95	00034617	V9502313	SOUTHERN CALIFORNIA NEWS GROUP	5192744	OH	01/28/2025	MW	IS	499.92
95	00034618	V9501154	TUSTIN CHAMBER OF COMMERCE	16906	OH	01/28/2025	MW	IS	225.00
95	00034619	V9502639	CINTAS CORP	4219063674	OH	01/31/2025	MW	IS	41.84
95	00034620	V9502692	FANAK FAHIMI	OOPE-	OH	01/31/2025	MW	IS	25.00
95	00034621	V9501843	READYREFRESH BY NESTLE	15A0027000850	OH	01/31/2025	MW	IS	61.71
95	00034622	V9502583	Stead, Jennifer	12/04-12/13STEAD	OH	01/31/2025	MW	IS	29.35

**Issued:** 132,028.12

**COASTLINE R.O.P.  
Consolidated Check Register**  
from 1/13/2025 to 2/2/2025

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
<b>95 Bank Total:</b>								132,028.12
<b>Grand Total:</b>								132,028.12

**Coastline ROP**  
**New and/or Revised Edition Textbooks**  
**2024 – 2025**

**Animal Healthcare**

\*Veterinary Assisting Fundamentals & Applications, 2<sup>nd</sup> Edition  
ISBN:139781305499218

**Automotive Technology**

\*Auto Upkeep, 5<sup>th</sup> Edition, ISBN: 9781627020527

**Criminal Justice**

\*Essentials of Criminal Justice, 11<sup>th</sup> Edition ISBN: 139781337557771

**Dental Assistant Back Office**

\* Modern Dental Assisting, 14<sup>th</sup> Edition ISBN: 9780323824408

**Pharmacy Technician**

\* McKennon-Ander Pharm Practice for Tech, 7<sup>th</sup> Edition ISBN: 9780763893019





**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
2025-2026 SCHOOL CALENDAR**

July 4, 2025 (Friday).....	Independence Day
August 6, 2025 (Wednesday).....	Opening Staff Meeting
August 20, 2025 (Wednesday).....	Opening of Fall Semester
September 1, 2025 (Monday).....	Labor Day
November 11, 2025 (Tuesday).....	Veterans' Day Observed
November 24-28, 2024 (Monday - Wednesday).....	No Classes
November 27-28, 2025 (Thursday-Friday).....	Thanksgiving Recess
(ROP Office Closed)	
December 12, 2025 (Friday).....	Mid-Year Staff Meeting
December 22, 2025 – January 2, 2026.....	Winter Recess
(ROP Office Closed)	
January 19, 2026 (Monday).....	Martin Luther King Jr. Day
January 16, 2026 (Friday).....	End of Fall Semester
January 20, 2026 (Tuesday).....	Opening of Spring Semester
February 9, 2026 (Monday).....	Lincoln's Birthday
February 16, 2026 (Monday).....	President's Day
April 6-10, 2026.....	Spring Recess – Presidio Campus Classes
(ROP Office Open)	
May 15, 2026 (Friday).....	End-of-Year Staff Meeting
May 25, 2026 (Monday).....	Memorial Day
June 3, 2026 (Wednesday).....	End of Spring Semester
June 19, 2026 (Friday).....	Juneteenth

**COMPARISON WITH CALENDARS OF THE PARTNER DISTRICTS  
Pertinent Dates 2025-2026**

	<b>Irvine</b>	<b>Newport-Mesa</b>	<b>Saddleback Valley</b>	<b>Tustin</b>	<b>Presidio</b>
Open Fall Classes	8/19	8/18	8/13	8/13	8/20
Labor Day	9/1	9/1	9/1	9/1	9/1
Fall Recess			9/23		
Veterans' Day	11/11	11/11	11/11	11/11	11/11
Staff Development Day	8/15, 10/13, 3/9	8/12-16,	8/11-12, 11/3,	8/9, 8/12,	8/8, 10/3 or 4, 3/6 or 3/7
		11/1	1/26	3/24	
Thanksgiving	11/24-28	11/26-28	11/24-28	11/24-28	11/24-28
Winter Recess	12/22-1/2	12/22-1/2	12/22-1/2	12/22-1/2	12/22-1/2
Classes Reconvene	1/5	1/5	1/5	1/5	1/5
King's Birthday	1/19	1/19	1/19	1/19	1/19
End Fall Classes	1/15	12/18	12/19	12/19	1/16
Semester Break	1/16	12/19			
Open Spring Classes	1/22	1/6	1/6	1/6	1/21
Lincoln's Birthday			2/16	2/9	2/9
Washington's Birthday			2/17		
Feb/President's Recess	2/16	2/16-20	2/18-2/20	2/16	2/16
Spring Recess	3/30-4/3	4/6-10	4/6-4/10	3/30-4/3	4/6-10
Memorial Day	5/25	5/25	5/25	5/25	5/25
End Spring Classes	6/5	6/4	6/4	5/29	6/3
Last Day for Faculty	6/5	6/5	6/4	5/29	6/3

All districts and ROP – 180 student days

Board approved: TBD

**PRESIDIO SITE HOLIDAYS  
2025-2026**

Independence Day (Friday)	July 4, 2025
Labor Day (Monday)	September 1, 2025
Veteran's Day (Tuesday)	November 11, 2025
Thanksgiving Day (Thursday)	November 27, 2025
Thanksgiving Day after (Friday)	November 28, 2025
**Office Closed (Monday)	December 22, 2025
Spring Holiday (Tuesday)	December 23, 2025
Christmas Eve (Wednesday)	December 24, 2025
Christmas Day (Thursday)	December 25, 2025
Admissions Day (Friday)	December 26, 2025
**Office Closed (Monday & Tuesday)	December 29-30, 2025
New Year's Eve (Wednesday)	December 31, 2025
New Year's Day (Thursday)	January 1, 2026
*Office Closed (Friday)	January 2, 2026
MLK Birthday (Monday)	January 19, 2026
Lincoln's Birthday (Monday)	February 9, 2026
President's Day (Monday)	February 16, 2026
Memorial Day (Monday)	May 25, 2026
Juneteenth (Friday)	June 19, 2026

\* Office closed due to one extra day in the 2025-26 calendar  
\*\*Office closed – Must use vacation or non-duty (if applicable).



**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.

Board Approved: 10/17/2024

**COASTLINE ROP**  
**CLASSIFIED PAY SCHEDULE**

JOB TITLE	PAY CLASSIFICATION	HOURLY RATE		MONTHLY RATE	
		(Min)	(Max)	(Min)	(Max)
Accounting Budgeting Specialist	124	\$29.29	\$38.29	\$5,077	\$6,637
Accounting Payroll Specialist	119	\$25.69	\$33.85	\$4,453	\$5,867
Accounts Payable/Purchasing Specialist	119	\$25.69	\$33.85	\$4,453	\$5,867
Accounts Payable Clerk (Grant Funded)	118	\$22.66	\$27.61	na	na
Administrative Assistant	119	\$25.69	\$33.85	\$4,453	\$5,867
Career Specialist	120	\$26.60	\$34.70	na	na
College and Career Specialist	120	\$26.60	\$34.70	na	na
Executive Assistant	127	\$32.33	\$41.87	\$5,604	\$7,257
Facility Maintenance/ Receiving & Delivery Worker	114	\$20.85	\$29.94	na	na
Fiscal Analyst	130	\$32.51	\$42.51	\$5,635	\$7,368
Human Resources Assistant	119	\$25.69	\$33.85	na	na
Information Technology Specialist	124	\$29.29	\$38.29	\$5,077	\$6,637
Instructional Assistant	117	\$22.13	\$27.68	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	\$32.51	\$42.51	\$5,635	\$7,368
Network Specialist	127	\$32.33	\$41.87	\$5,604	\$7,257
Program Assistant	119	\$25.69	\$33.85	\$4,453	\$5,867
Receptionist/Administrative Assistant	113	\$20.18	\$24.25	\$3,498	\$4,203
Student Information Specialist	119	\$25.69	\$33.85	\$4,453	\$5,867

**OTHER CLASSIFIED PAY INFORMATION**

<b>Classified Substitute</b>	<b>Minimum Hourly Rate</b>
<b>Classified Substitute (Career Specialist)</b>	<b>\$18.00 per hour</b>
<b>Skills Helper</b>	<b>\$20.00 per hour</b>
<b>Skills Helper (American Heart Association Certified Instructor)</b>	<b>\$22.00 per hour</b>

# COASTLINE ROP

## CLASSIFIED MANAGEMENT PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	MONTHLY RATE (Min) (Max)		ANNUAL SALARY (Min) (Max)	
Manager, Technology Services	513	\$8,252	\$10,161	\$99,019	\$121,930

# COASTLINE ROP

## CERTIFICATED TEACHER PAY SCHEDULE

JOB TITLE	HOURLY RATE (Min)	HOURLY RATE (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	\$36.43	\$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 plus 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%).

## COASTLINE ROP

### CERTIFICATED SUPPORT STAFF PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	DAILY RATE		ANNUAL SALARY	
		(Min)	(Max)	(Min)	(Max)
(223 Work Days)					
Administrator, Educational Services	513	\$444.03	\$546.77	\$99,019	\$121,930
Instructional Support/Media Specialist	507	\$309.88	\$458.66	\$69,103	\$102,281

# COASTLINE ROP

## LEADERSHIP PAY SCHEDULE

JOB TITLE	PAY CLASSIFICATION	MONTHLY RATE		ANNUAL SALARY	
		(Min)	(Max)	(Min)	(Max)
Administrator, Human Resources	515	\$9,827	\$12,298	\$117,924	\$147,585
Chief Business Official	520	\$11,250	\$13,441	\$135,000	\$161,292
<b>Director, Human Resources</b>	<b>519</b>	<b>\$10,833</b>	<b>\$13,357</b>	<b>\$130,000</b>	<b>\$160,294</b>
Director, Business Services	519	\$10,833	\$13,357	\$130,000	\$160,294
Director, Educational Services	519	\$10,833	\$13,357	\$130,000	\$160,294
Superintendent	524	\$14,264	\$19,564	\$171,176	\$234,768



BOARD UPDATE  
February 3, 2025  
EMPLOYEE PERSONNEL REGISTER NO. 6 – 2024-2025

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

**EMPLOYMENT:**

Name: Waleed Abdelwareth  
Position: Teacher  
Program: Cyber Security  
Location: Virtual  
Effective: Pending new hire processing

Name: Leticia Palacios  
Position: Teacher  
Program: ELL Pharmacy Technician Internship (Adult)  
Location: Presidio  
Effective: February 3, 2025

**FROM:  
TO:**

Name: Amanda Saliba  
Position: Accounts Payable Clerk  
Position: Accounting/Payroll Specialist  
Program: Business Services  
Location: Presidio  
Effective: February 11, 2025

**RESIGNATION:**

Name: Eduardo Garcia  
Position: Teacher  
Program: Construction Technology (BITA)  
Location: Creekside H.S.  
Effective: January 25, 2025



Name	Position	Campus	Dates	Destination	Purpose	Amount	Funding Source
Krista Schweers-Ganga	Director Ed Services	Presidio Campus	2/4/2025	Anaheim, CA	2024-2025 Anaheim Ducks Chamber Night	\$94.36	6387 - CTEIG
Kasey Eckels	WBL/Outreach Specialist	Presidio Campus	2/4/2025	Anaheim, CA	2024-2025 Anaheim Ducks Chamber Night	\$94.36	6387 - CTEIG
Krista Schweers-Ganga	Director Ed Services	Presidio Campus	2/7/2025	Lake Forest, CA	ICAN Expand Too: Demystifying Apprenticeships	\$48.52	6388 - K-12 SWP Round 5
Kasey Eckels	WBL/Outreach Specialist	Presidio Campus	2/7/2025	Lake Forest, CA	ICAN Expand Too: Demystifying Apprenticeships	\$48.52	6388 - K-12 SWP Round 5
Krista Schweers-Ganga	Director Ed Services	Presidio Campus	2/19/25-2/21/25	Anaheim, CA	CISC 2025 Leadership Symposium	\$625.00	6383 - GSPP
Divina Montejano	K-12 Pathway Coordinator	Presidio Campus	4/8/25 - 4/11/25	Sacramento, CA	CCCAOE Spring 2025 Conference	\$1,784.65	6388 - K-12 SWP Round 5

**\$2,695.41**