

COASTLINE REGIONAL OCCUPATIONAL PROGRAM

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

BOARD OF TRUSTEES

**Thursday
February 13, 2014
9:00 a.m.**

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)

AGENDA

1. BOARD MEETING CALLED TO ORDER

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

2. PLEDGE OF ALLEGIANCE

- 3. ROLL CALL:**
- | | |
|---|-------|
| Dolores Winchell, President | _____ |
| Bonnie Castrey, Vice President | _____ |
| Lauren Brooks, Clerk | _____ |
| Tammie Bullard, Member | _____ |
| Martha Fluor, Member | _____ |
|
Coastline ROP: | |
| Darlene Le Fort, Superintendent | _____ |
| Carol Hume, Assistant Superintendent | _____ |
| Lynn Simmons, Director, Business Services | _____ |

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

Motion made by: _____

Seconded by: _____

Votes:

- | | |
|---------------|-------|
| Mrs. Winchell | _____ |
| Mrs. Castrey | _____ |
| Mrs. Brooks | _____ |
| Mrs. Bullard | _____ |
| Mrs. Fluor | _____ |

INFORMATION ITEMS

5. ENROLLMENT/ADA REPORT

6. SUPERINTENDENT'S REPORT

7. **INSTRUCTIONAL/STUDENT SERVICES UPDATE**

8. **BUSINESS SERVICES UPDATE**
Quarterly Report of District Investment Performance and Annual Policy Review
Government Code § 53646

DISCUSSION/ACTION ITEMS

9. **Schedule of Meetings and Pre-Meetings for 2014** **Discussion/Action**
Recommend the Board establish the date, place and time for the 2014 meetings and pre-meetings of the Coastline ROP Board of Trustees.

Motion made by: _____
Seconded by: _____

Votes:

Mrs. Winchell _____
Mrs. Castrey _____
Mrs. Brooks _____
Mrs. Bullard _____
Mrs. Fluor _____

10. **Approval of Master Textbook Inventory** **Discussion/Action**
Recommend the Board approve the updated 2013-14 Master Textbook Inventory as presented.

Motion made by: _____
Seconded by: _____

Votes:

Mrs. Winchell _____
Mrs. Castrey _____
Mrs. Brooks _____
Mrs. Bullard _____
Mrs. Fluor _____

11. **Budget Adoption Cycle**
Recommend the Board approve the request to implement a single adoption budget cycle.

Motion made by: _____
Seconded by: _____

Votes:

Mrs. Winchell _____
Mrs. Castrey _____
Mrs. Brooks _____
Mrs. Bullard _____
Mrs. Fluor _____

12. **Resolution** – Recommend the Board approve a Resolution to Budget Revenue.

Discussion/Action

Motion made by: _____
Seconded by: _____

Votes:
Mrs. Winchell _____
Mrs. Castrey _____
Mrs. Brooks _____
Mrs. Bullard _____
Mrs. Fluor _____

13. **Board Minutes** – Recommend the Board approve minutes from the December 12, 2013, Board of Trustees meeting.

Discussion/Action

Motion made by: _____
Seconded by: _____

Votes:
Mrs. Winchell _____
Mrs. Castrey _____
Mrs. Brooks _____
Mrs. Bullard _____
Mrs. Fluor _____

CONSENT CALENDAR

Action

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

It is recommended that the Board approve:

- 14. Ratification of Purchase Order Report ending December 31, 2013
- 15. Ratification of Purchase Order Report ending January 31, 2014
- 16. Ratification of Check Report ending December 31, 2013
- 17. Ratification of Check Report ending January 31, 2014
- 18. Personnel Register #5-13-14 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 19. Agreement for WASC consultation services between Coastline ROP and Linda Kanno beginning October 28, 2013 through May 30, 2014
- 20. Field trip authorization forms for Virtual Enterprise students from Marina High School and Costa Mesa High School to attend the Virtual Enterprise Trade Fair in Oakland on March 15 through March 17. Field trip authorization form for Video and Film Production students from Trabuco Hills High School to attend the Student Television Network Convention in Florida on March 19 through March 24.
- 21. An amount, not to exceed \$700, to pay registration fees for board members and staff to attend the annual CAROCP Spring Inservice on April 5, 2014
- 22. Service agreement with Source Graphics for HP Designjet Z2100 series printer in the amount of \$669.92

- 23. CSBA Gamut Online annual membership fee for policy services for 2013-14 in the amount of \$2,000
- 24. New Internship Sites
- 25. Travel and Conference Report

Motion made by: _____

Seconded by: _____

Votes:

Mrs. Winchell _____

Mrs. Castrey _____

Mrs. Brooks _____

Mrs. Bullard _____

Mrs. Fluor _____

26. NEW BUSINESS

Information

27. ADJOURNMENT

Public Records related to the public session agenda that are distributed to the Governing Board less than 72 hours before a regular meeting may be inspected by the public at 1001 Presidio Square, Costa Mesa, during regular business hours (8:00 a.m. to 4:30 p.m.)