

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING (unadopted)
Minutes
February 15, 2018**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on February 15, 2018 in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:09 a.m. by Lauren Brooks, President.

<u>Present Members</u>	<u>Others</u>			
Martha Fluor	Carol Hume	Ron Pirayoff	Siteria Edwards	Sarah Muszalski
Ed Wong	JS Coke	Michael Vossen	Sherrie Pawley	Afif Achmad
Kathleen Iverson	Lynn Simmons	Grant Litfin	Duane Dishno	Kim Thomason
Lauren Brooks	Yvette Christianson	Lisa Snowden	Patsy Janda	Jenn Sweet
	Rocky Murray	Alita Salazar	Monique Rico	
	Kathy Evans	Jeanne Bennett	Bryhana Cruz	

ADOPTION OF AGENDA It was moved by Member Brooks, seconded by Member Wong, to adopt the agenda as presented. Motion carried 4-0.

CLOSED SESSION There were no items to report out of closed session.

A moment of silence was observed for the victims of the Marjory Stoneman Douglas High School shooting.

SUPERINTENDENT'S REPORT Ms. Hume began her update by welcoming Dr. Edward Wong, the new board member from Saddleback Valley Unified School District.

Dr. Wong has served his community for almost 40 years as a teacher, an elementary, junior high and high school principal, district coordinator, and professor at Concordia University. He has worked in three of our five partnering districts: Saddleback Valley, Irvine and Newport-Mesa.

In January, J.S. Coke, Lynn Simmons and Ms. Hume met with Dr. Wong to provide a brief orientation of Coastline ROP.

Carol also welcomed the morning's presenters: Careers with Children instructor Monique and one of her students from Estancia High School, Bryhana Cruz. Ms. Cruz's career specialist, Jenn Sweet was also in attendance.

Last December, the Board of Trustees, the Steering Committee members, Mr. Coke, Ms. Simmons and Ms. Hume met to discuss balancing the needs of Coastline ROP's district partners, balancing the needs of the region, while balancing the ROP budget. Ms. Hume thanked everyone for their input and suggestions. After reviewing the notes from the session, it became clear that critical data was needed. To fulfill that need Mr. Coke and Ms. Hume have developed a course evaluation document that will be use to collect data about each course

offering. Over the next couple of months, the following information will be assembled:

- enrollment data for three years
- work-based learning opportunities
- certifications
- postsecondary options
- accessibility
- regional needs
- labor market demand
- cost

Once the data is gathered it will be reviewed with steering committee members. The initial focus will be the regional (afterschool) classes; however, bell schedule classes will be evaluated as well to ensure they are meeting the needs of each school site. This most likely will be a lengthy process that will continue into next year. Ms. Hume looks forward to sharing the results of their conversations with the Board as they progress.

AB 1743 is being introduced by Assembly members O'Donnell, Burke, Chavez, Cunningham, McCarty, Quirk-Silva and Thurmond. It is similar to AB 445 from last session and it essentially extends the CTE Incentive Grant for an additional three years but the grant amount is \$500 million per year with a one to one match.

The Strong Workforce Program is a trailer bill that is part of the Governor's proposed budget. It would authorize \$200 million dollars for K-12 CTE for the community college's Strong Workforce Program. It is ongoing funding with a one-to-one match for JPA consortiums or a two-to-one match for districts. Coastline ROP's legislative advocate, Nancy La Casse, thinks that the governor realizes that CTE needs ongoing funding but is still opposed to anything that resembles a categorical program so he allocated the money to the community colleges to use for projects in K-12 CTE. Coastline ROP is not supportive of this proposal.

The Legislative Analyst's Office responded to the Governor's Strong Workforce proposal. Here is their summary of recommendations regarding CTE:

- Use LCFF to fund high school career technical education (CTE).
- If Legislature has concerns that high schools will not provide CTE, modify funding formula (for example, by increasing the high school base rate) or modify the accountability system (for example, by establishing separate college and career readiness indicators).
- Reject Governor's proposal to create a new CTE program.
- If Legislature chooses to take a categorical approach, modify the existing CTE Incentive Grant program to require more coordination between high schools, community colleges, and industry partners. Specifically:
 - Require a minimum portion of high school CTE courses be aligned with regional workforce needs.

- Require school districts and community colleges to share CTE student-level data to track longer-term outcomes. Add these outcome data to school districts' college and career readiness indicator and to colleges' Strong Workforce performance measures.
- Fold the funding associated with four other high school CTE programs into the CTE Incentive Grant program. One consolidated program would streamline planning, promote better coordination, and reduce administrative burden.
- Establish a clear objective for what the CTE Incentive Grant is to achieve and set specific associated performance targets. Measure progress each year by enacting clear data collection and reporting requirements.
- Make the CTE Incentive Grant program limited term and revisit the program in future years to see if it has met its goals.
- Weigh trade-offs when determining funding level for CTE Incentive Grant program. Providing more categorical funding for CTE would guarantee that schools offer more CTE but would reduce funding available for LCFF.

Last October Assembly member Patrick O'Donnell and several other legislators hosted an informational hearing in Buena Park on CTE. A second hearing was scheduled for February 7 but has been rescheduled to February 21 in Sacramento. Mr. Coke and Ms. Hume, along with many members of the JPA Coalition, will be attending the hearing.

On March 20, the CAROCP Legislative Forum will be held in Sacramento. We will be presenting information to the legislators from our data dashboard pilot program and asking for support for AB 1743.

Ms. Hume shared that Yvette Christianson has given her notice. She has been commuting from her home in Fullerton and the drive is a bit much. She will be seeking a part-time position closer to her home to allow more time with her family. In an effort to ensure a smooth transition, Ms. Christianson will stay to offer her assistance with the March board package and has agreed to take the minutes for the March board meeting and help train her successor.

Ms. Hume concluded her report by asking Jeanne Bennett to introduce the new technology specialist. Mr. Coke then followed with an introduction of the new receptionist/administrative assistant.

EDUCATIONAL SERVICES UPDATE

Mr. Coke welcomed Sarah Muszalski, the new Receptionist / Administrative Assistant in Student Services. She joined Coastline ROP in January having had extensive experience in transportation logistics which is good training for all of the details she will encounter in student services.

The Sports Medicine teacher and school athletic trainer at Edison High School in Huntington Beach has been selected by Gatorade to be the

Secondary Schools Athletic Trainer of the Year for District 8 (California, Nevada, Hawaii). Part of Holli Jackson's recognition was teaching the sports med class. She will be recognized at the Far West Athletic Trainers Association in Las Vegas in April and in June at the National meeting in New Orleans. Congratulations to Ms. Jackson!

Five fall Animal Health Care Internship students from El Toro High School have been hired by the local animal clinics where they interned.

Trabuco Hills High School EMT graduate Austin Raslowsky from Mission Viejo High School, was part of the third unit on the scene of the recent Amtrak accident in South Carolina where the passenger train collided head on with a stopped freight train.

Mr. Raslowsky said, "Literally everything was on fire with diesel fuel....I got out of the truck and my partner and I stood there for a solid second just thinking, 'what are we going to do!' Then we grabbed the triage bag and trauma bag and began our work." He goes on to provide details about how they responded and how helpful a simulation that had been included in the course was to him. He closed by thanking Ray Shanahan, his EMT teacher, for the training he received in Coastline ROP's program. This student has sent multiple emails to Ray reflecting on his career since he left last year and it's been refreshing to read them.

On April 12, the CTEoc Summit will host Assembly Member Rocky Chavez as one of its speakers. Mr. Chavez serves as vice-chair of the Assembly Education Committee and will speak on CTE funding in the state and how to support the work of the committee.

Video teacher Kris Velasquez reported that on Monday of this week his students visited the Warner Brothers Studio. The trip provided a wide variety of experiences for the students - from backlot and set visits to special presentations to interactive exhibits. They even got to film and recreate an iconic scene from the show, "Friends".

Mr. Coke congratulated Irvine High School automotive students for placing 5th at the OCADA competition this weekend! Administrator Lisa Snowden was present on Saturday for that competition and helped to cheer them on.

On February 8, Ms. Snowden and Mr. Coke attended the Superintendents Advisory Council for the Newport Mesa USD. Mr. Coke shared a PowerPoint on how the ROP supports the CTE pathways and LCAP goals of the district.

The Board approved a contract last fall for Coastline ROP to create an online searchable class schedule in order to make its offerings more accessible and to provide up to date information. In the handout folder is a flyer about the schedule and the QR code that can be used to access it on a mobile device.

After school PLCs for teachers of Sports Medicine, Visual Imagery, Computer Graphics, Film and Digital Media Studies, and Multimedia Communications Design were held the week of February 5. The purpose was to review data from the first round of common assessments, revise pacing guides, and to create the spring assessments. Every teacher of these courses, whether a direct ROP employee or a teacher from a partner districts, was invited. The conversation was rich and exciting to hear as teachers were sharing instructional ideas and cell phone numbers to remain in contact with each other.

Mr. Coke closed his report by introducing the day's presentation. The presentation was anchored by Kathy Evans, the administrator serving the Huntington Beach Union High School District. Monique Rico, instructor, and student Bryhana Cruz, who shared about Careers with Children.

**BOARD MEETING
DATE/TIME CHANGES**

No action taken.

**REVISION TO
COASTLINE ROP
COMPENSATION
SYSTEM**

It was moved by Member Iverson, seconded by Member Wong, to approve the revised Compensation System as presented. Motion carried 4-0.

SALARY INCREASE

It was moved by Member Iverson, seconded by Member Brooks, to increase the salaries of unrepresented employees. Motion carried 4-0.

TEXTBOOK APPROVAL

It was moved by Member Iverson, seconded by Member Brooks, approve the new and/or revised edition textbook list as presented. Motion carried 4-0.

MISSION STATEMENT

It was moved by Member Iverson, seconded by Member Brooks, to approve and reaffirm the current Coastline ROP Mission Statement approved on February 16, 2017. Motion carried 4-0.

**QUARTERLY REPORT
OF INVESTMENT
PERFORMANCE**

Lynn Simmons presented the Report on Quarterly Investments.

**2017-18 INTERAGENCY
AGREEMENTS FOR
ROP SERVICES**

It was moved by Member Brooks, seconded by Member Wong, to approve specific/reverse Interagency Agreements with Huntington Beach UHSD, Irvine, Newport-Mesa, Saddleback Valley and Tustin USD for District use of ROP services. Motion carried 4-0

**RESOLUTION
CONSENT CALENDAR**

It was moved by Member Wong, seconded by Member Brooks, to approve the Resolution Consent Calendar as presented.

- Resolution #6/2017-2018 to Budget Adjustment to Budget Revenue
- Resolution #7/2017-2018 to Budget Transfer

- Resolution # 8/2017-2018 to Support Permanent Career Technical Education Funding

Motion carried 4-0. The roll call vote follows.

Ayes: Members Fluor, Wong, Iverson, Brooks

Absent: Member Bullard

CONSENT CALENDAR

It was moved by Member Brooks, seconded by Member Wong, to approve the Consent Calendar without item 31, Network Support Services Agreement. Motion carried 4-0.

- Minutes from the December 14, 2017 Board of Trustees meeting
- Ratification of Purchase Order Report ending December 31, 2017
- Ratification of Purchase Order Report ending January 31, 2018
- Ratification of Check Report ending December 31, 2017
- Ratification of Check Report ending January 31, 2018
- Travel and Conference Report
- Inventory Deletion Report
- Personnel Register #6 – 2017-2018 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Consulting services agreement with Total Compensation Systems, Inc. for OPEB actuarial study
- Internet access agreement #45400 with Orange County Department of Education for July 1, 2018 – June 30, 2019
- Agreement for services with Reliable Haul-Away
- New Internship Sites
- California Broker Compensation Disclosure Report for July 1, 2016 – June 30, 2017
- Field trip request for Virtual Enterprise students from Marina High School to attend the San Francisco Bay Area Entrepreneurship Conference and Exhibition in Oakland, CA March 17-18, 2018
- Field trip request for Virtual Enterprise students from Marina High School to attend the 2018 Youth Business Summit in New York City, NY April 16-17, 2018
- Commitment letter with Haas Factory Outlet for the purchase of the Haas St-10 (SN 3097745)
- Work order for consulting services with Resilient Communications

It was moved by Member Iverson, seconded by Member Brooks, to approve item 31, Network support services agreement #45401 with Orange County Department of Education for July 1, 2018 – June 30, 2019. Motion carried 4-0.

The meeting was adjourned at 11:05 a.m.

Clerk/Secretary