

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM
REGULAR BOARD MEETING
Minutes
December 13, 2021**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on December 13, 2021 in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:00 a.m. by Lauren Brooks, President.

<u>Present Members</u>	<u>Other</u>		
Lauren Brooks	Carol Hume	James Newton	Krista Schweers-Ganga
Lynn Davis	J.S. Coke	Grant Litfin	Jeanne Bennett
Michelle Barto	Sesar Morfin	Siteria Edwards	Rochelle Van De Merwe
Barbara Schulman	Debbie Ludwig	Julia Budd	
Diana Carey	Uli Garcia	James Piccola	

CLOSED SESSION There were no items to report out of closed session. The meeting reconvened in open session at 9:25 a.m.

ADOPTION OF AGENDA It was moved by Member Barto, seconded by Member Davis, to adopt the agenda as presented. Motion carried 5-0.

SUPERINTENDENT'S REPORT Carol Hume reported the Orange County Department of Education (OCDE) hosted the eighth annual OC Pathways Showcase virtually on Wednesday, December 1. OCDE created an excellent overview of CTE opportunities throughout the county and regional notebooks highlighting the K12 and ROP CTE programs. Following is the link to the event and the regional notebooks [OC Pathways website](#). Ms. Hume thanked Julia Budd, K12 pathway coordinator, for creating the notebook.

Ms. Hume attended the California School Board Association (CSBA) Annual Education Conference virtually. While the ability to connect is limited, she appreciated the ability to download multiple presentations easily.

Coastline ROP was notified the consortium application for round 4 of the K12 Strong Workforce Program grant was fully funded at \$995,000. The State Board of Education will approve the CTE Incentive Grant allocations for CTEIG 7 at their January meeting. Our consortium applied for \$1,700,000, but since the application submission date, the pool allocation doubled to \$300,000,000. Consequently, it is unclear how they will distribute the funds. Historically, the consortium has received approximately 50% of the request. As a result of the success in securing grants, our consortium is well-funded through June of 2024. The focus of these grants is to increase work-based learning opportunities for students in all five districts.

With great sadness but sincere appreciation, Ms. Hume recognized Trustee Barbara Schulman for serving on the Coastline ROP board the last two years. Ms. Hume stated she knew she would be a great board member from the moment she met Ms. Schulman at a CSBA conference. She has been a champion of the program, staff, and students. Ms. Hume expressed her gratitude to Ms. Schulman by awarding her a certificate of appreciation.

Serving on the ROP board is an additional commitment for all of the Board members, and their willingness to support Coastline ROP and career technical education is greatly appreciated.

Ms. Hume thanked the steering committee members for their continued support during, yet another, unique year in education.

EDUCATIONAL SERVICES' REPORT

In November, J. S. Coke reported Administrator Krista Ganga participated in a virtual WASC visit to the San Jacinto Adult Education program. All WASC accredited agencies are expected to send one staff member to serve on visiting committees each year. Having Ms. Ganga serve on the visit and in a virtual setting will be helpful to understand the unique process with Coastline ROP's virtual WASC visit in April.

Class visits are an expectation in education to ensure students are engaged in their learning. In the last 11 days, over 1/3 of Coastline ROP teachers have been visited.

Last week, all WASC Focus Groups met to review their portions of the WASC Self-Study drafts. These included curriculum, assessment, instruction, and student support services.

Mr. Coke introduced culinary arts instructor Rochelle Van der Merwe, who presented some of her students' experiences to the Board of Trustees. Ms. Van der Merwe teaches in-bell Culinary Arts at Ocean View High School in the Huntington Beach Union High School District and the Culinary Arts Internship class at Tustin High School.

AB 361 – BROWN ACT AMENDMENT

There was no action taken.

ELECTION OF OFFICERS

It was moved by Member Carey, seconded by Member Schulman, to approve the following district members to serve as officers of the Board for 2022:

President	Tustin Unified School District
Vice President	Newport-Mesa Unified School District
Clerk	Saddleback Valley Unified School District

Motion carried 5-0.

**BOARD MEETING
CALENDAR 2022**

It was moved by Member Davis, seconded by Member Barto, to revise the Board of Trustees meeting calendar as follows and to approve the calendar with corrections: cancel the January 6, 2022 meeting, change January 20 to January 28, 2022, and change March 10 to March 9, 2022. Motion carried 5-0.

**FIRST INTERIM
BUDGET
CERTIFICATION**

It was moved by Member Davis, seconded by Member Carey, to approve the certification for the first interim budget with appropriate standards and criteria. Motion carried 5-0.

**COLLEGE & CAREER
SPECIALIST JOB
DESCRIPTION**

It was moved by Member Schulman, seconded by Member Barto, to approve the college & career job description. Motion carried 4-0 with Member Carey abstaining.

**APPROVAL OF
REVISION TO
COASTLINE ROP
COMPENSATION
SCHEDULE**

It was moved by member Carey, seconded by Member Schulman, to approve the revision to the Coastline ROP compensation schedule. Motion carried 5-0.

**FRONTLINE
ABSENCE AND
SUBSTITUTE
MANAGEMENT
SYSTEM**

It was moved by Member Schulman, seconded by Member Davis, to approve the use of Frontline Absence and Substitute Management system. Motion carried 5-0.

**MODIFICATION OF
CONTRACT**

It was moved by Member Barto, seconded by Member Schulman, to approve the modification of employment contract for Carol Hume, Superintendent. Motion carried 5-0.

**MODIFICATION OF
CONTRACT**

It was moved by Member Schulman, seconded by Member Davis, to approve the modification of employment contract for J. S. Coke, Director of Educational Services. Motion carried 5-0.

**MODIFICATION OF
CONTRACT**

It was moved by Member Carey, seconded by Member Davis, to approve the modification of employment contract for Sesar Morfin, Director of Business Services. Motion carried 5-0.

**CONTRACT FOR
SUPERINTENDENT**

It was moved by Member Davis, seconded by Member Barto, to approve the employment of Brian Dozer as Superintendent of the Coastline Regional Occupational Program and approve the Contract for Employment of Superintendent. Motion carried 5-0. Roll call vote follows:

Ayes: Members Brooks, Davis, Barto, Schulman, and Carey

**WAIVER OF
ADMINISTRATIVE
CREDENTIAL**

It was moved by Member Davis, seconded by Member Carey, that the credential requirement for the Superintendent be waived pursuant to Education Code section 35029. Motion carried 5-0. Roll call vote follows:

Ayes: Members Brooks, Davis, Barto, Schulman, and Carey

**RESOLUTION
CONSENT
CALENDAR**

It was moved by Member Davis, seconded by Member Barto, to approve the resolution consent calendar without item number 25, Resolution #4 Honoring Superintendent Carol Hume on her retirement for separate approval. Motion carried 5-0. Roll call vote follows:

Ayes: Members Brooks, Davis, Barto, Schulman, and Carey

**RESOLUTION #4
HONORING
SUPERINTENDENT
CAROL HUME**

It was moved by Member Davis, seconded by Member Schulman, to approve Resolution #4 honoring Superintendent Carol Hume on her retirement. Motion carried 5-0. Roll call vote follows:

Ayes: Members Brooks, Davis, Barto, Schulman, and Carey

**CONSENT
CALENDAR**

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

- Minutes from the November 18, 2021 regular Board of Trustees meeting
- Minutes from the November 30, 2021 special Board of Trustees meeting
- Ratification of purchase order report ending November 30, 2021
- Ratification of check report ending November 30, 2021
- Memorandum of Understanding with University Lab Partners, North Orange County ROP, and Coastline ROP for spring educational course of Medical Innovation, Research, and Entrepreneurship
- Memorandum of Understanding with University Lab Partners, North Orange County ROP, and Coastline ROP for summer educational course of Medical Innovation, Research, and Entrepreneurship
- DocuSign, Inc. additional agreement
- Affiliation agreement for Falck Mobile Health Corporation
- Costa Mesa Chamber of Commerce membership renewal in the amount of \$375
- Inventory deletion report
- Personnel register #5-2021-2022 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- Travel and conference report

ADJOURNMENT

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

The meeting was adjourned at 10:45 a.m.

Clerk/Secretary