

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM  
REGULAR BOARD MEETING  
Minutes  
September 13, 2022**

The Board of Trustees of Coastline Regional Occupational Program met in regular session on September 13, 2022, in the boardroom at 1001 Presidio Square, Costa Mesa, California. The meeting was called to order at 9:06 a.m. by Lynn Davis.

| <u>Present Members</u> | <u>Other</u>  |              |                 |
|------------------------|---------------|--------------|-----------------|
| Lynn Davis             | Brian Dozer   | Rocky Murray | Kim Thomason    |
| Michelle Barto         | J. S. Coke    | Uli Garcia   | Siteria Edwards |
| Suzie Swartz           | Sesar Morfin  | Mike Sciacca | Jeanne Bennett  |
| Diana Carey            | Debbie Ludwig | Grant Litfin |                 |

**CLOSED SESSION**                      There was nothing to report out of closed session. Open session convened at 9:57 a.m.

**ADOPTION OF AGENDA**                      It was moved by Member Carey, seconded by Member Barto, to adopt the agenda without item 16, Strategic Marketing Plan. Motion carried 4-0, with Member Brooks absent.

**SUPERINTENDENT'S REPORT**                      It has been an exciting month as we welcomed students back to all our districts.

Coastline ROP was awarded \$130,000 for the K16 Collaborative Grant Program. The grant's budget and plans are being finalized, focusing on creating courses and pathways with our district partners in supply chain management and entrepreneurship.

We are actively working on the Career Technical Education Incentive Grant, also known as CTEIG, for the consortium of our five districts. Each district agreed to allocate 10% of its ADA to Coastline ROP for the grant. The grant period is for July 1, 2022, to December 31, 2024. The total budget for applicants our size (meaning more than 550 average daily attendance) is \$264 million. Due to the active legislation in the last session, the grant application was released very late and is due September 30. Our memorandum of understanding has been submitted for our board's approval.

The Strong Workforce Program K12 round 5 request for applications has been released and is due October 14. As the application states, the goal of these funds is to support K-12 local education agencies in creating, improving, and expanding career technical education courses, course sequences, programs of study, and pathways for students transitioning from secondary education to postsecondary education to living-wage employment. Dr. Dozer was appointed to the selection committee for Orange County. The maximum award level for Coastline ROP is \$1,000,000. He is meeting with the steering committee immediately

following this board meeting to discuss priorities for the partnership.

In his ongoing efforts to maintain high visibility with our teachers and career specialists, Dr. Dozer has begun to meet with each career specialist to learn about the opportunities and challenges they see for us at their respective schools. For those sites without career specialists, he will meet with other stakeholders (principals, assistant principals, counselors) in the next phase. Dr. Dozer will also meet with teachers and high schools he has not yet visited. He is working on a plan to present to PTAs and ELACs and will reach out to each board member for assistance with introductions to the district-wide councils.

On September 14, Dr. Dozer will present with the leaders of the other ROPs in Orange County to the Orange County Business Council's Workforce Development committee. He arranged this for the group as he felt it was important for the business community to learn how we are a critical, yet little-known, part of their talent pipeline. As of last week, there were over 800 registered attendees.

We are actively working on an exhibit day program with our five districts and their middle school feeders in conjunction with Vital Link. We have requested that the schools provide us with their preferred dates and exhibits. Next, we will be scheduling the exhibit days out over the remainder of the school year. Once plans are finalized, Dr. Dozer invited each board member to attend one of these with him at a school within their district.

Later this week, Dr. Dozer will attend the Association of California School Administrators New Superintendent Seminar Series in Sacramento. This professional development series is designed specifically for first- and second-year superintendents. This is the first of five two-day workshops, four in Sacramento and the fifth in conjunction with the ACSA Superintendent's Symposium in Monterey.

Dr. Dozer thanked the board for their continued guidance and support. He continues to love this organization and this work and is energized by the opportunities in front of us!

## **EDUCATIONAL SERVICES' REPORT**

Because of the variance in start dates for our partner districts, we just completed the opening of our last classes of the school year. It has been "all hands on deck," as everyone in the department has been working at full speed to successfully get your students into class. This includes the onboarding of new teachers as well. J. S. Coke commended everyone at Presidio for their diligent efforts, sometimes working beyond the normal day.

Mr. Coke thanked the Board for approving the Frontline Absence Management System at the December board meeting. Human

Resources and Educational Services began implementation this summer. In addition to keeping track of all absences and absence balances, it also helps us secure substitutes, which is a timesaver for educational services. Since some of our substitutes work in your districts, it provides a seamless approach, as most districts in the county also use Frontline.

Last week, we sent out recruitment information for the Careers in Artificial Intelligence class to all your schools and Steering Committee members. While the class is open to all students, we asked the school contacts to recruit students who might not necessarily be traditionally involved in a class of this type, such as underrepresented students, females, and students of color. We look forward to continuing in this cutting-edge field.

Dr. Marilyn George, Executive Vice President of WASC, invited Mr. Coke to be a part of a study group to advise WASC on revising the Adult Ed/ROCP Manual for accreditation. As the only ROCP representative in the group, he worked collegially with the adult ed representatives to make recommendations to revise and streamline the process for future self-studies.

**AB 361 – BROWN ACT AMENDMENT**

There was no action taken.

**BOARD MEETING DATE/TIME CHANGES**

It was moved by Member Swartz, seconded by Member Carey, to add a special meeting on Tuesday, October 11, at 10:00 a.m. for a study session on the Coastline ROP marketing plan.

**2021-2022 UNAUDITED ACTUALS REPORT**

It was moved by Member Swartz, seconded by Member Carey, to approve the unaudited actuals financial report for the year ending June 30, 2022, and approve filing the report with the Orange County Department of Education. Motion carried 4-0, with Member Brooks absent.

**RESOLUTION CONSENT CALENDAR**

It was moved by Member Carey, seconded by Member Swartz, to approve the resolution consent calendar as presented. Motion carried 4-0, with Member Brooks absent. The roll call vote follows:  
Ayes: Members Davis, Barto, Swartz, and Carey.

- Resolution No. 1/2022-2023: Budget adjustment

**CONSENT CALENDAR**

It was moved by Member Swartz, seconded by Member Barto, to approve the Consent Calendar as presented. Motion carried 4-0, with Member Brooks absent.

- Minutes from the August 18, 2022, Board of Trustees meeting
- Ratification of purchase order report ending August 31, 2022
- Ratification of check report ending August 31, 2022
- Career Technical Incentive Grant (CTEIG) memorandum of

- understanding
- Orange County Business Journal yearly subscription
- New internship sites
- Inventory deletion report
- Personnel Register #2 – 2022-2023 (Approval of employee appointments, release, retirements, terminations. leaves, transfers, promotions, stipends, additional/overtime assignments)
- Coastline ROP staff roster for 2022-2023
- Approval/Ratification of travel conference report

## **ADJOURNMENT**

It was moved by Member Swartz, seconded by Member Barto, to adjourn the meeting. Motion carried 4-0, with Member Brooks absent.

The meeting adjourned at 10:48 a.m.

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Clerk/Secretary