

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**  
Paul E. Snyder Administrative Center, 1001 Presidio Square, Costa Mesa 92626-1584

---

---

**BOARD OF TRUSTEES**

**Thursday  
December 10, 2014  
9:00 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)

**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 by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**5. 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.**

**6. CLOSED SESSION Discussion**

A. Superintendent Employment: Government Code section §54957)

**7. RECONVENE IN OPEN SESSION Discussion/Action**

A. Reporting out of Closed Session

**INFORMATION ITEMS**

- 8. **ENROLLMENT/ADA REPORT – Jeanne Bennett**
- 9. **SUPERINTENDENT’S REPORT – Darlene Le Fort**
- 10. **INSTRUCTIONAL/STUDENT SERVICES UPDATE – Carol Hume**  
Presentation by Javier Espinoza, instructor of Art of TV and Video Production, Broadcast News, Film and Digital Media Studies and Multimedia Communications Design at Costa Mesa and Newport Harbor High Schools
- 11. **BUSINESS SERVICES UPDATE – Lynn Simmons**

**DISCUSSION/ACTION ITEMS**

- 12. **Election of Officers** – In keeping with the rotation schedule established for the election of Board officers, it is recommended that the Board approve the following slate of officers for leadership during 2015: **Discussion/Action**

President	HBUHSD
Vice President	IUSD
Clerk	TUSD

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

- 13. **Board Meeting Calendar for 2015** **Discussion/Action**  
Recommend the Board approve the proposed calendar of meetings for 2015.

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

- 14. **Board Meeting Date/Time Changes** **Discussion/Action**

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

- 15. **Minutes – October 23, 2014** **Discussion/Action**  
Recommend the Board approve the minutes from the October 23, 2014, Board of Trustees meeting.

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

- 16. **Joint Powers Agreement** **Discussion/Action**  
Recommend the Board approve the revisions to the Joint Powers Agreement as presented.

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

17. **Auditor's Report** – Matt Miller of Vavrinek, Trine, Day & Co., LLP, will present the audit report. **Discussion/Action**

Recommend the Board approve acceptance of the 2013-14 audit report, and filing of the report with the appropriate agencies.

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

18. **First Interim Budget Certification** **Discussion/Action**

Recommend the Board approve, as presented, certification for the First Interim Budget with appropriate standards and criteria.

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

19. **RESOLUTION** – Recommend the Board approve a Resolution to Budget Revenue. **Discussion/Action**

Roll Call Vote:

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

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

20. **RESOLUTION** – Recommend the Board approve a Resolution to Transfer Funds. **Discussion/Action**

Roll Call Vote:

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

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:

- 21. Ratification of Purchase Order Report ending October 31, 2014
- 22. Ratification of Purchase Order Report ending November 30, 2014

- 23. Ratification of Check Report ending October 31, 2014
- 24. Ratification of Check Report ending November 30, 2014
- 25. Personnel Register #4-14-15 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 26. Field trip requests for Virtual Enterprise students from Mission Viejo High School to attend the Entrepreneurship Conference Trade Show in Oakland, March 14-17, 2015; and Broadcast News and Art of TV and Video Production students from Northwood High School to attend the Student Television Network Convention in San Diego, March 31-April 4, 2015
- 27. Equipment Deletion Report
- 28. Gift/Donation Register
- 29. New Internship Sites
- 30. Travel and Conference Report

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

**31. NEW BUSINESS**

**Information**

**32. Next Scheduled Meeting: January 15, 2015**