

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: March 9, 2022 MINUTES

CALL TO ORDER

Trustee Perry called the meeting to order at 9:08 a.m.

Call to Order

ROLL CALL: Present: Trustees Davis, Jones, McNicholas, Perry, Vickers
Absent: None

CLOSED SESSION COMMENTS

There were no closed session comments.

Closed Session Comments

Trustee Lisa Davis was introduced to staff. Trustee Davis was newly appointed by Capistrano Unified School District to serve on the CCA Governing Board. A new Vice President/Clerk will be appointed at the next CCA Governing Board meeting.

The Board recessed to Closed Session at 9:09 a.m. to discuss Public Employee Employment/Appointment.

The Board recessed from Closed Session. The meeting of the Board was called to order by Trustee McNicholas at 11:59 a.m.

ROLL CALL: Present: Trustees Davis, Jones, McNicholas, Vickers
Absent: Perry

Trustee McNicholas led the Pledge of Allegiance.

APPROVAL OF AGENDA

On a motion from Trustee Davis, seconded by Trustee Vickers, it carried by a vote of 4-0-1 to approve the Agenda as presented.

Approval of Agenda

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

REPORT ON CLOSED SESSION ACTION

On a motion from Trustee Davis, seconded by Trustee Jones, and carried by a vote of 4-0-1, in closed session the College and Career Advantage Governing Board interviewed candidates and took action to approve that Dr. Paul Weir be appointed and employed by Capistrano Unified School District as Executive Director, College and Career Readiness.

Report on Closed Session

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

BOARD AND EXECUTIVE DIRECTOR'S REPORT

Trustee Davis expressed here enthusiasm on being part of the CCA Board and her excitement over the work and accomplishments of CCA.

COMMENTS FROM THE PUBLIC

There were no Public Comments.

Public
Comments

CONSENT CALENDAR

On a motion from Trustee Davis, seconded by Trustee Vickers, it carried by a roll call vote of 4-0-1 to approve the consent calendar to include the following:

Consent
Calendar

Minutes of the Board meeting on December 9, 2021, as presented.

Minutes

Minutes of the Board meeting on December 20, 2021, as presented.

Minutes

Minutes of the Special Board meeting on January 26, 2022, as presented.

Minutes

Purchase Orders as presented.

Purchase
Orders

Checks as presented.

Checks

Personnel Assignment Order as presented.

Personnel
Assignment
Order

MOU between College and Career Advantage and Capistrano Unified School District as presented.

MOU

Broadway Teachers Workshop as presented.

Broadway
Teachers
Workshop

Youth Summit – Virtual Enterprise Competition as presented.

Virtual
Enterprise
Competition

Donation as presented.

Donation

Disposal of Obsolete and/or Unrepairable Equipment as presented.

Obsolete/
Unrepairable
Equipment

ROLL CALL: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

SECOND INTERIM REPORT

Melanie Inskeep, Accountant, provided the Board with a summary review of the second interim report.

Second Interim Report

On a motion from Trustee Jones, seconded by Trustee Davis, it carried by a vote of 4-0-1 to certify the Second Interim Report.

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

WASC UPDATE

Mrs. Thomas updated the Board on the WASC self-study process. The original visitation scheduled for November 2021 was postponed due to the COVID-19 pandemic. The rescheduled WASC visitation will take place spring 2023. Monthly self-study focus group meetings have begun with plans to finish writing the report over summer 2022. A final report review by focus groups will take place fall 2022. Board members will receive the final report December 2022.

WASC Update

ENROLLMENT DATA

Mrs. Thomas presented enrollment numbers for fall 2021-2022 for high schools and middle schools and addressed Trustee questions.

Enrollment Data

PROGRAM PLANNING

Program planning meetings with principals and assistant principals have taken place to plan for next year's classes. Classes that were cut due to COVID have been added per site requests. Several classrooms will be updated. A mobile lab will be purchased due to space challenges at Laguna Beach and San Juan Hills High Schools. The mobile lab will have medical beds, an anatomage table, and virtual reality equipment so students can gain necessary hands-on skills. CCA is also working on adding Lifeguarding classes.

Program Planning

REVISED SALARY SCHEDULES

On a motion from Trustee Vickers, seconded by Trustee Jones, it carried by a vote of 4-0-1 to approve revised salary schedules for instructors and classified staff.

Revised Salary Schedules

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
Nos: None
Absent: Trustee Perry

FIRST READING – BOARD POLICIES 4112.8, 4113, 4113.4, 4115

On a motion from Trustee Jones, seconded by Trustee Davis, it carried by a vote of 4-0-1 to waive second reading and approve all four policy revisions in one motion. Changes to these policies are limited to the correct organizational name and administrative titles. Staff requested that “ROP” be spelled out rather than be abbreviated.

BP 4119.11
BP 4157
BP 4020
BP 4040

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
 Nos: None
 Absent: Trustee Perry

ADJOURNMENT

On a motion from Trustee Jones, seconded by Trustee Vickers, it carried by a vote of 4-0-1 to adjourn the meeting at 12:27 p.m.

Adjournment

VOTE: Ayes: Trustees Davis, Jones, McNicholas, Vickers
 Nos: None
 Absent: Trustee Perry

President

Secretary

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND

BOARD OF TRUSTEES MEETING 06/29/2022

FROM 03/02/2022 TO 06/16/2022

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
R97R0254	AMERICAN EXPRESS	310.54	310.54	01467901 4310	Emergency Med Tech CCTC-ADULT / Instructional Supplies
R97R0257	AUTOMOTIVE WORKWEAR INC	1,208.31	1,208.31	0174311001 4310	COVID-CCTC / Instructional Supplies
R97R0349	B&H PHOTO & VIDEO	12,625.88	12,625.88	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0350	B&H PHOTO & VIDEO	20,170.68	2,524.97	0174310004 4310	COVID-DHHS / Instructional Supplies
			17,645.71	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT
R97R0355	SWEETWATER SOUNDS HOLDINGS LLC	7,866.54	7,866.54	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT
R97R0361	AMAZON.COM	105.54	105.54	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0441	FLINN SCIENTIFIC INC.	198.26	198.26	0174310002 4310	COVID-ANHS / Instructional Supplies
R97R0442	STEINERT, STEVE	246.72	246.72	0174310018 4310	COVID-MS / Instructional Supplies
R97R0443	AMERICAN EXPRESS	71.36	71.36	0174310005 4310	COVID-SCHS / Instructional Supplies
R97R0444	AMERICAN EXPRESS	176.37	176.37	0174310005 4310	COVID-SCHS / Instructional Supplies
R97R0445	AMERICAN EXPRESS	683.92	683.92	017431000A 5200	COVID-Admin / TRAVEL & CONFERENCES
R97R0446	ULINE	197.06	197.06	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0447	AMERICAN EXPRESS	834.06	834.06	017431000A 5220	COVID-Admin / Conferences
R97R0448	AMERICAN EXPRESS	118.10	118.10	017431000A 5220	COVID-Admin / Conferences
R97R0449	AMERICAN EXPRESS	306.04	306.04	017431000A 5220	COVID-Admin / Conferences
R97R0450	AMAZON.COM	17.22	17.22	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
R97R0451	AMERICAN EXPRESS	136.34	136.34	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
R97R0452	AMERICAN EXPRESS	1,464.97	1,464.97	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES
R97R0453	AMAZON.COM	609.39	609.39	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0454	STEINERT, STEVE	171.42	171.42	0174310018 4310	COVID-MS / Instructional Supplies
R97R0455	GARDNER, ERIKA	61.77	61.77	0174310001 5220	COVID-Instruction / Conferences
R97R0456	THOMAS, KIMBERLEY	50.00	50.00	0174310001 5220	COVID-Instruction / Conferences
R97R0457	AMERICAN EXPRESS	70.04	70.04	017431000A 4320	COVID-Admin / Office Supplies
R97R0458	AMERICAN EXPRESS	417.20	417.20	0174310001 5220	COVID-Instruction / Conferences
R97R0459	AMERICAN EXPRESS	42.64	42.64	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
R97R0460	AMERICAN EXPRESS	512.93	512.93	017431000A 4320	COVID-Admin / Office Supplies
R97R0461	AMERICAN EXPRESS	1,889.22	1,889.22	0174310001 5220	COVID-Instruction / Conferences
R97R0462	AMERICAN EXPRESS	12.65	12.65	0174310001 5220	COVID-Instruction / Conferences
R97R0463	AMERICAN EXPRESS	77.53	77.53	0174310001 5220	COVID-Instruction / Conferences
R97R0464	GRIZZLY INDUSTRIAL INC	10,575.47	114.81	0174310003 4310	COVID-CVHS / Instructional Supplies

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 06/29/2022

FROM 03/02/2022 TO 06/16/2022

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
R97R0464	*** CONTINUED ***				
R97R0465	AMERICAN EXPRESS	219.81	964.36	0174310003 4400	COVID-CVHS / NONCAPITALIZATION EQUIPMENT
R97R0466	STAPLES	47.65	9,496.30	0174310003 6400	COVID-CVHS / EQUIPMENT
R97R0467	AMERICAN EXPRESS	5,392.58	219.81	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0468	AMERICAN EXPRESS	32.46	47.65	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
R97R0469	AMERICAN EXPRESS	535.88	5,392.58	0174310001 5220	COVID-Instruction / Conferences
R97R0470	AMERICAN EXPRESS	166.63	32.46	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES
R97R0471	AMERICAN EXPRESS	50.00	535.88	0174310001 5220	COVID-Instruction / Conferences
R97R0472	ALISO VIEJO CHAMBER OF COMMERC	195.00	166.63	0174310001 5220	COVID-Instruction / Conferences
R97R0473	AMERICAN EXPRESS	38.55	50.00	0174310001 5300	COVID-Instruction / DUES & MEMBERSHIPS
R97R0474	AMERICAN EXPRESS	59.40	195.00	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
R97R0475	AMAZON.COM	98.59	38.55	017431000A 4320	COVID-Admin / Office Supplies
R97R0476	MATTERHACKERS INC	585.35	59.40	0174311001 4310	COVID-CCTC / Instructional Supplies
R97R0477	MCKESSON MEDICAL SURGICAL	5,780.95	98.59	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0478	DISPLAYS2GO	11,504.69	585.35	0174310004 4310	COVID-DHHS / Instructional Supplies
R97R0479	HOME DEPOT CREDIT SERVICES	15,739.13	5,780.95	0174310014 6400	COVID-SJHHS / EQUIPMENT
R97R0480	HOME DEPOT CREDIT SERVICES	4,869.75	11,504.69	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0481	AVANTE HEALTH SOLUTIONS	11,633.49	14,985.96	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
R97R0482	AMAZON.COM	137.54	753.17	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0483	AMERICAN EXPRESS	407.70	3,038.01	0174310014 4400	COVID-SJHHS / Instructional Supplies
R97R0484	AMERICAN EXPRESS	719.77	1,831.74	0174310014 4310	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
R97R0485	THETRAILERZONE.COM	5,879.95	344.81	01125901 4310	COVID-SJHHS / Instructional Supplies
R97R0486	AMERICAN EXPRESS	331.50	5,452.94	01125901 4400	COVID-SJHHS / Instructional Supplies
			5,835.74	01125901 6400	Surgical Technician-Adult / NONCAPITALIZATION
			137.54	0174310003 4310	Surgical Technician-Adult / EQUIPMENT
			407.70	0174310003 5300	COVID-CVHS / Instructional Supplies
			719.77	0174310001 4320	COVID-CVHS / DUES & MEMBERSHIPS
			5,879.95	0174310014 6400	COVID-Instruction / Office Supplies
			32.50	01125901 4310	COVID-SJHHS / EQUIPMENT
			143.00	01163901 4310	Surgical Technician-Adult / Instructional Supplies
			19.50	01467901 4310	Dental Assistant-Adult / Instructional Supplies
			45.50	0174310003 4310	Emergency Med Tech CCTC-ADULT / Instructional Supplies
					COVID-CVHS / Instructional Supplies

COLLEGE & CAREER ADV

**PURCHASE ORDER DETAIL REPORT BY FUND
BOARD OF TRUSTEES MEETING 06/29/2022**

FROM 03/02/2022 TO 06/16/2022

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R97R0486	*** CONTINUED ***				
R97R0487	CAL-HOSA INC	2,100.00	91.00	0174310007 4310	COVID-LHBS / Instructional Supplies
			700.00	0174310002 5220	COVID-ANHS / Conferences
			700.00	0174310003 5220	COVID-CVHS / Conferences
			700.00	0174310013 5220	COVID-THS / Conferences
R97R0488	SAN JUAN CAPISTRANO	125.00	125.00	017431000A 5300	COVID-Admin / DUES & MEMBERSHIPS
R97R0489	BERKMAN, NICOLE	102.67	102.67	0174310001 5200	COVID-Instruction / TRAVEL & CONFERENCES
R97R0490	JUAN CARLOS ALVAREZ	50.00	50.00	0174310001 5220	COVID-Instruction / Conferences
R97R0491	MICHAEL BRANNON	50.00	50.00	0174310001 5220	COVID-Instruction / Conferences
R97R0492	ULINE	5,448.57	5,448.57	01467901 4400	Emergency Med Tech CCTC-ADULT /
R97R0493	NORTH ORANGE COUNTY ROP	6,000.00	6,000.00	0110038815 5810	Inst Strong Wrkfrce Grant / Professional Services
R97R0494	AMERICAN EXPRESS	572.00	572.00	017431000A 5220	COVID-Admin / Conferences
R97R0495	AMAZON.COM	86.18	86.18	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0496	AMAZON.COM	137.37	137.37	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0497	AMERICAN EXPRESS	1,520.28	1,520.28	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0499	AMERICAN EXPRESS	606.08	606.08	0174310018 4310	COVID-MS / Instructional Supplies
R97R0500	AMAZON.COM	144.30	144.30	0138700205 4310	CTEIG-ANHS / Instructional Supplies
R97R0501	MCLOGAN SUPPLY CO INC	91.38	91.38	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0502	AMERICAN EXPRESS	188.78	188.78	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0503	AMERICAN EXPRESS	56.30	56.30	0138701805 4300	CTEIG-Middle School / MATERIALS & SUPPLIES
R97R0504	AMERICAN EXPRESS	305.00	305.00	0138700A05 5220	CTEIG-Admin / Conferences
R97R0505	AMERICAN EXPRESS	255.00	255.00	0138700A05 5220	CTEIG-Admin / Conferences
R97R0506	AMERICAN EXPRESS	34.46	34.46	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0507	AMERICAN EXPRESS	116.04	116.04	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES
R97R0508	AMERICAN EXPRESS	54.56	54.56	017431000A 4320	COVID-Admin / Office Supplies
R97R0509	AMERICAN EXPRESS	61.62	61.62	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0510	AMERICAN EXPRESS	68.19	68.19	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
R97R0511	AMAZON.COM	36.61	36.61	0174310013 4310	COVID-THS / Instructional Supplies
R97R0512	AMERICAN EXPRESS	68.27	68.27	0174310001 4300	COVID-Instruction / MATERIALS & SUPPLIES
R97R0513	AMERICAN EXPRESS	127.48	127.48	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0514	AMERICAN EXPRESS	18.31	18.31	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0515	AMERICAN EXPRESS	39.62	39.62	0174310001 4310	COVID-Instruction / Instructional Supplies

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND

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R97R0516	AMERICAN EXPRESS	72.94	72.94	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0517	AMAZON.COM	155.16	155.16	0174310002 4310	COVID-ANHS / Instructional Supplies
R97R0518	MR M'S WORLD LLC	4,000.76	4,000.76	0174310018 4310	COVID-MS / Instructional Supplies
R97R0519	AMERICAN EXPRESS	35.84	35.84	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES
R97R0520	AMAZON.COM	118.42	118.42	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0521	GUTIERREZ, ALFONSO	150.00	150.00	017431000A 4320	COVID-Admin / Office Supplies
R97R0522	AMAZON.COM	129.25	129.25	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0523	B&H PHOTO & VIDEO	2,041.05	2,041.05	0174310013 4310	COVID-THS / Instructional Supplies
R97R0524	B&H PHOTO & VIDEO	2,634.24	2,634.24	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT
R97R0526	AMAZON.COM	377.11	377.11	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0527	SELFF, SEAN	298.59	298.59	0174310005 4300	COVID-SCHS / MATERIALS & SUPPLIES
R97R0528	AMAZON.COM	1,824.46	161.61	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0529	WINDY NATION INC	1,091.32	1,662.85	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
R97R0530	AMERICAN EXPRESS	277.99	1,091.32	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
R97R0531	AMERICAN EXPRESS	26.95	277.99	0174310018 4310	COVID-MS / Instructional Supplies
R97R0532	AMAZON.COM	512.88	26.95	017431000A 4320	COVID-Admin / Office Supplies
R97R0533	AMERICAN EXPRESS	2,717.00	512.88	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0534	B&H PHOTO & VIDEO	38,522.88	2,717.00	0174310005 4310	COVID-SCHS / Instructional Supplies
R97R0535	AMERICAN EXPRESS	1,702.58	3,905.73	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0536	CHEFS TOYS LLC	999.64	20,396.30	0174310003 4400	COVID-CVHS / NONCAPITALIZATION EQUIPMENT
R97R0537	AMERICAN EXPRESS	90.00	14,220.85	0174310003 6400	COVID-CVHS / EQUIPMENT
R97R0538	AMERICAN EXPRESS	1,084.87	1,702.58	0174310005 4310	COVID-SCHS / Instructional Supplies
R97R0539	AMERICAN EXPRESS	423.27	428.61	0174310006 4310	COVID-UHS / Instructional Supplies
R97R0540	AMERICAN EXPRESS	84.46	571.03	0174310006 4400	COVID-UHS / NONCAPITALIZATION EQUIPMENT
R97R0541	AMAZON.COM	1,830.58	90.00	017431000A 5810	COVID-Admin / Professional Services
R97R0542	NATIONAL SAFETY COMPLIANCE	565.68	1,084.87	0174310014 4310	COVID-SJHHS / Instructional Supplies
			423.27	0174310014 4310	COVID-SJHHS / Instructional Supplies
			84.46	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES
			1,830.58	0174310003 4310	COVID-CVHS / Instructional Supplies
			113.13	01125901 4310	Surgical Technician-Adult / Instructional Supplies
			113.13	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			113.13	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND

BOARD OF TRUSTEES MEETING 06/29/2022

FROM 03/02/2022 TO 06/16/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R97R0542	*** CONTINUED ***				
R97R0543	AMAZON.COM	47.58	113.16	01191901 4310	Medical Assistant-Adult / Instructional Supplies
R97R0544	AMAZON.COM	528.51	113.16	01467901 4310	Emergency Med Tech CCTC-ADULT / Instructional Supplies
			47.58	0174310014 4310	COVID-SJHHS / Instructional Supplies
			105.67	01125901 4310	Surgical Technician-Adult / Instructional Supplies
			105.71	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			105.71	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
			105.71	01191901 4310	Medical Assistant-Adult / Instructional Supplies
			105.71	01467901 4310	Emergency Med Tech CCTC-ADULT / Instructional Supplies
R97R0545	THOMAS, KIMBERLEY	64.33	64.33	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0546	WOOTEN, JEREMIE	1,400.00	1,400.00	0174310014 5220	COVID-SJHHS / Conferences
R97R0547	FIRE PROTECTION PUBLICATIONS	5,153.96	5,153.96	0174311001 4310	COVID-CCTC / Instructional Supplies
R97R0548	STAPLES	520.28	520.28	0180290015 4300	WASC-Administration / MATERIALS & SUPPLIES
R97R0549	AMERICAN EXPRESS	1,232.15	1,232.15	0174310003 5810	COVID-CVHS / Professional Services
R97R0550	STAPLES	419.78	419.78	0138700105 4320	CTEIG-CCC / Office Supplies
R97R0551	STAPLES	427.55	427.55	0138700105 4320	CTEIG-CCC / Office Supplies
R97R0552	AMERICAN EXPRESS	56.00	56.00	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0553	AMERICAN EXPRESS	60.31	60.31	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0554	AMAZON.COM	123.75	123.75	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0555	CDW GOVERNMENT	19,795.88	19,795.88	0174310001 4400	COVID-Instruction / NONCAPITALIZATION EQUIPMENT
R97R0556	AMAZON.COM	110.40	110.40	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0557	AMOUKHTEH, KATHERINE	29.96	29.96	0174310018 4310	COVID-MS / Instructional Supplies
R97R0558	AMAZON.COM	1,826.28	447.08	0138700105 4300	CTEIG-CCC / MATERIALS & SUPPLIES
			1,379.20	0138700105 4400	CTEIG-CCC / NONCAPITALIZATION EQUIPMENT
R97R0559	B&H PHOTO & VIDEO	56,441.49	11,296.71	0174310014 4310	COVID-SJHHS / Instructional Supplies
			34,909.61	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
			10,235.17	0174310014 6400	COVID-SJHHS / EQUIPMENT
R97R0560	B&H PHOTO & VIDEO	3,368.15	3,368.15	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
R97R0561	PACIFIC COAST ENTERTAINMENT	48,053.51	3,200.61	0174310014 4310	COVID-SJHHS / Instructional Supplies
			13,956.75	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
			30,896.15	0174310014 6400	COVID-SJHHS / EQUIPMENT
R97R0562	AMERICAN EXPRESS	75.18	75.18	0174310001 4310	COVID-Instruction / Instructional Supplies

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R97R0563	AMERICAN EXPRESS	28.98	28.98	017431000A 4310	COVID-Admin / Instructional Supplies
R97R0564	AMERICAN EXPRESS	333.75	333.75	0174310001 5220	COVID-Instruction / Conferences
R97R0565	AMERICAN EXPRESS	69.38	69.38	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0566	AMERICAN EXPRESS	19.73	19.73	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0567	STAPLES	158.34	158.34	0180290015 4300	WASC-Administration / MATERIALS & SUPPLIES
R97R0568	AMERICAN EXPRESS	11.00	11.00	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0569	AMAZON.COM	107.70	107.70	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0570	AMAZON.COM	118.50	118.50	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0571	UL-TRADENT PRODUCTS INC.	142.49	71.25	01163901 4310	Dental Assistant-Adult / Instructional Supplies
			71.24	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0572	STRONG TECHNICAL SERVICES	1,749.86	1,749.86	0174310004 4310	COVID-DHHS / Instructional Supplies
R97R0573	AMERICAN EXPRESS	388.65	388.65	0174310002 4310	COVID-ANHS / Instructional Supplies
R97R0574	STAPLES	138.84	138.84	0180290015 4300	WASC-Administration / MATERIALS & SUPPLIES
R97R0575	AMERICAN EXPRESS	6.73	6.73	0174310003 5220	COVID-CVHS / Conferences
R97R0576	AMERICAN EXPRESS	491.80	491.80	0174310003 5220	COVID-CVHS / Conferences
R97R0577	PATTERSON DENTAL SUPPLY INC.	203.50	203.50	01163901 5810	Dental Assistant-Adult / Professional Services
R97R0578	A-I AWARDS & ENGRAVING	104.95	104.95	0138700A05 4320	CTEIG-Admin / Office Supplies
R97R0579	SNAP-ON INDUSTRIAL	42,621.28	31,551.04	0174310005 4310	COVID-SCHS / Instructional Supplies
			11,070.24	0174310005 4400	COVID-SCHS / NONCAPITALIZATION EQUIPMENT
R97R0580	TOTAL COMPENSATION SYSTEMS INC	4,410.00	4,410.00	0110110215 5810	Administration/General / Professional Services
R97R0581	LIFECORE FITNESS INC	807.05	807.05	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT
R97R0582	AGATHOS LABORATORIES INC	6,620.55	6,620.55	01190901 6400	Pharmacy Technician-Adult / EQUIPMENT
R97R0583	AGATHOS LABORATORIES INC	20,624.20	514.51	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
			1,279.53	01190901 4400	Pharmacy Technician-Adult / NONCAPITALIZATION
			18,830.16	01190901 6400	Pharmacy Technician-Adult / EQUIPMENT
R97R0585	AMERICAN EXPRESS	99.00	99.00	017431000A 5810	COVID-Admin / Professional Services
R97R0586	ULINE	2,538.00	2,538.00	0174311001 4400	COVID-CCTC / NONCAPITALIZATION EQUIPMENT
R97R0587	HAAS FACTORY OUTLET	973.50	973.50	0138700305 5810	CTEIG-CVHS / Professional Services
R97R0588	FASTSPRING	4,082.67	4,082.67	0174310013 4310	COVID-THS / Instructional Supplies
R97R0589	AMERICAN EXPRESS	5,379.00	5,379.00	0174310014 5220	COVID-SJHHS / Conferences
R97R0590	AMERICAN EXPRESS	855.13	855.13	0174310001 4320	COVID-Instruction / Office Supplies
R97R0591	AMERICAN EXPRESS	60.64	60.64	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES

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R97R0592	AMERICAN EXPRESS	22.02	22.02	0174310001 5220	COVID-Instruction / Conferences
R97R0593	HERITAGE SIGNS & GRAPHICS	728.07	728.07	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0594	AMERICAN EXPRESS	240.00	240.00	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0595	PATCH SUPPLY INC	294.43	294.43	0174311001 4310	COVID-CCTC / Instructional Supplies
R97R0596	DEAN, JILLIAN	575.76	575.76	017431000A 5200	COVID-Admin / TRAVEL & CONFERENCES
R97R0597	LAW OFFICES OF MARGARET A. CH	163.50	163.50	0110110215 5810	Administration/General / Professional Services
R97R0598	STAPLES	131.34	131.34	0138700A05 4320	CTEIG-Admin / Office Supplies
R97R0599	LIFESAVER EDUCATION	611.00	130.00	0138700305 4310	CTEIG-CVHS / Instructional Supplies
			396.50	0138700405 4310	CTEIG-DHHS / Instructional Supplies
			84.50	0138701305 4310	CTEIG-THS / Instructional Supplies
R97R0600	LIFESAVER EDUCATION	275.00	275.00	0138700405 5810	CTEIG-DHHS / Professional Services
R97R0601	AMERICAN EXPRESS	2,299.99	2,299.99	0174310003 5220	COVID-CVHS / Conferences
R97R0602	AMERICAN EXPRESS	1,071.99	1,071.99	0174310018 5220	COVID-MS / Conferences
R97R0603	CAPISTRANO UNIFIED SCHOOL DIST	2,008,699.00	2,008,699.00	0191360001 7211	COVID-MS / Conferences
R97R0604	AMAZON.COM	1,292.99	1,292.99	0174310001 4400	Transfers Out-CTEIG / PASS THRU-REVENUE TO DISTRIC
R97R0605	AMAZON.COM	1,464.29	1,464.29	0174310001 4400	COVID-Instruction / NONCAPITALIZATION EQUIPMENT
R97R0606	HOME DEPOT CREDIT SERVICES	156.35	156.35	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0607	AMERICAN EXPRESS	111.52	111.52	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0608	AMERICAN EXPRESS	43.10	43.10	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0609	AMERICAN EXPRESS	549.00	549.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
R97R0610	AMERICAN EXPRESS	1,688.00	1,688.00	017431000A 4400	COVID-Admin / NONCAPITALIZATION EQUIPMENT
R97R0611	AMERICAN EXPRESS	1,094.69	1,094.69	0174310001 5220	COVID-Instruction / Conferences
R97R0612	AMERICAN EXPRESS	18.00	18.00	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0613	AMERICAN EXPRESS	1,134.07	1,134.07	0174310001 4320	COVID-Instruction / Office Supplies
R97R0614	AMERICAN EXPRESS	14.09	14.09	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0615	AMERICAN EXPRESS	465.68	465.68	0174310014 5220	COVID-SJHHS / Conferences
R97R0616	VEX ROBOTICS INC	160.84	160.84	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0617	VEX ROBOTICS INC	5,385.35	5,385.35	0174310018 4400	COVID-MS / NONCAPITALIZATION EQUIPMENT
R97R0618	AMAZON.COM	523.50	523.50	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0619	PEREZ, MARIA DEL CARMEN	33.35	33.35	0174310001 5200	COVID-Instruction / TRAVEL & CONFERENCES
R97R0620	THOMAS, KIMBERLEY	703.60	703.60	0174310001 5220	COVID-Instruction / Conferences
R97R0621	OBRIEN, SHAWN	481.02	481.02	0174310003 4310	COVID-CVHS / Instructional Supplies

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R97R0622	WOOTEN, JEREMEY	6,487.21	6,487.21	0174310014 5220	COVID-SJHHS / Conferences
R97R0624	BELANTO, JOSEPH	276.83	276.83	0174310002 4310	COVID-ANHS / Instructional Supplies
R97R0625	HAZAWAYTODAY.COM	1,977.30	1,977.30	0138755615 5810	Facility Repairs-Maint-CTEIG / Professional Services
R97R0626	STEINERT, STEVE	195.92	195.92	0174310018 4310	COVID-MS / Instructional Supplies
R97R0627	STEINERT, STEVE	148.36	148.36	0174310018 4310	COVID-MS / Instructional Supplies
R97R0628	BERKMAN, NICOLE	191.15	191.15	0174310001 5220	COVID-Instruction / Conferences
R97R0629	AMAZON.COM	236.73	236.73	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0630	STAPLES	23.68	23.68	0138710005 4310	CTEIG-Instruction / Instructional Supplies
R97R0631	AMERICAN EXPRESS	164.84	164.84	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0632	AMAZON.COM	153.46	153.46	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0633	AMERICAN EXPRESS	1,103.84	1,103.84	0174310001 5220	COVID-Instruction / Conferences
R97R0634	AMERICAN EXPRESS	1,202.32	1,202.32	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0635	STARFISH SIGNS AND GRAPHICS IN	1,205.18	1,205.18	017431000A 4320	COVID-Admin / Office Supplies
R97R0636	DANIS, ELIZABETH	636.47	636.47	0174310001 5220	COVID-Instruction / Conferences
R97R0637	AMERICAN EXPRESS	100.81	100.81	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0638	AMERICAN EXPRESS	242.85	242.85	017431000A 5220	COVID-Admin / Conferences
R97R0639	AMAZON.COM	445.93	445.93	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0640	AMERICAN EXPRESS	2,800.00	780.00	0174310005 4400	COVID-SCHS / NONCAPITALIZATION EQUIPMENT
			1,010.00	0174310013 4400	COVID-THS / NONCAPITALIZATION EQUIPMENT
			1,010.00	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
R97R0641	AMERICAN EXPRESS	5.35	5.35	0174310001 5220	COVID-Instruction / Conferences
R97R0642	AMERICAN EXPRESS	127.04	127.04	0174310002 4310	COVID-ANHS / Instructional Supplies
R97R0643	AMERICAN EXPRESS	91.50	91.50	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0644	AMERICAN EXPRESS	837.20	837.20	0174310003 5220	COVID-CVHS / Conferences
R97R0645	OFFICE DESIGN GROUP	14,840.68	14,840.68	017431000A 4400	COVID-Admin / NONCAPITALIZATION EQUIPMENT
R97R0646	A-1 AWARDS & ENGRAVING	382.68	382.68	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0647	AMERICAN EXPRESS	22.70	22.70	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0648	AMERICAN EXPRESS	152.80	152.80	0174310001 5220	COVID-Instruction / Conferences
R97R0649	AMERICAN EXPRESS	10.97	10.97	0174310001 5220	COVID-Instruction / Conferences
R97R0650	AMERICAN EXPRESS	747.50	747.50	0174310014 5220	COVID-SJHHS / Conferences
R97R0651	AMERICAN EXPRESS	29.85	29.85	0174310001 5220	COVID-Instruction / Conferences
R97R0652	AMERICAN EXPRESS	195.00	195.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS

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R97R0653	ANATOMAGE	252,778.63	296.31	0174310001 4310	COVID-Instruction / Instructional Supplies
			-1,698.02	0174310001 4400	COVID-Instruction / NONCAPITALIZATION EQUIPMENT
			296.31	0174310003 4310	COVID-CVHS / Instructional Supplies
			-1,698.02	0174310003 4400	COVID-CVHS / NONCAPITALIZATION EQUIPMENT
			85,661.25	0174310003 6400	COVID-CVHS / EQUIPMENT
			296.32	0174310004 4310	COVID-DHHS / Instructional Supplies
			-1,698.02	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT
			171,322.50	0190198815 6400	Bud/Inst Strong Wrkfrce Grant / EQUIPMENT
			32.33	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0654	A-1 AWARDS & ENGRAVING	32.33	698.27	0174310007 4310	COVID-LHBS / Instructional Supplies
R97R0655	CHRISTINA'S UNIFORMS CO.	698.27	1,194.95	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0656	PITSCO INC.	1,194.95	9,691.57	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0657	LEGO EDUCATION US	9,691.57	26.95	017431000A 4320	COVID-Admin / Office Supplies
R97R0658	AMERICAN EXPRESS	26.95	1,439.58	0174310001 4400	COVID-Instruction / NONCAPITALIZATION EQUIPMENT
R97R0659	AMERICAN EXPRESS	1,439.58	1,689.52	0174310001 4400	COVID-Instruction / NONCAPITALIZATION EQUIPMENT
R97R0660	APPLE COMPUTER INC.	1,689.52	242.44	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0662	ELB US INC.	1,336.76	1,094.32	0174310001 4400	COVID-Instruction / NONCAPITALIZATION EQUIPMENT
R97R0663	AMERICAN EXPRESS	964.36	964.36	0174310018 4310	COVID-MS / Instructional Supplies
R97R0664	CULVER-NEWLIN/MCMAHAN BUSINESS	3,762.09	3,762.09	0174310001 4400	COVID-Instruction / NONCAPITALIZATION EQUIPMENT
R97R0665	INSTA GRAPHIC SYSTEMS	4,956.89	4,956.89	0174310007 4400	COVID-LHBS / NONCAPITALIZATION EQUIPMENT
R97R0666	THE PATON GROUP	32,523.05	5,966.83	0174310007 4310	COVID-LHBS / Instructional Supplies
			5,705.36	0174310007 4400	COVID-LHBS / NONCAPITALIZATION EQUIPMENT
			20,850.86	0174310007 6400	COVID-LHBS / EQUIPMENT
R97R0667	CDW GOVERNMENT	2,602.60	2,602.60	0174310001 4400	COVID-Instruction / NONCAPITALIZATION EQUIPMENT
R97R0668	NEWARK CORPORATION	14,765.74	14,765.74	0174310005 4400	COVID-SCHS / NONCAPITALIZATION EQUIPMENT
R97R0669	HARVEY, LORA	257.07	257.07	0174310018 4310	COVID-MS / Instructional Supplies
R97R0670	VASTEX INTERNATIONAL INC	5,112.74	5,112.74	0174310007 4400	COVID-LHBS / NONCAPITALIZATION EQUIPMENT
R97R0671	RAISE 3D TECHNOLOGIES INC	7,871.61	1,168.96	0174310004 4310	COVID-DHHS / Instructional Supplies
			6,702.65	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT
R97R0672	AMAZON.COM	198.94	198.94	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0673	RAISE 3D TECHNOLOGIES INC	9,816.49	1,168.96	0174310004 4310	COVID-DHHS / Instructional Supplies
			1,227.27	0174310004 4400	COVID-DHHS / NONCAPITALIZATION EQUIPMENT

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R97R0673	*** CONTINUED ***				
R97R0674	RAISE 3D TECHNOLOGIES INC	7,871.61	7,420.26	0174310004 6400	COVID-DHHS / EQUIPMENT
			1,168.96	0174310005 4310	COVID-SCHS / Instructional Supplies
R97R0675	DALMATIAN FIRE EQUIPMENT INC	4,827.20	6,702.65	0174310005 4400	COVID-SCHS / NONCAPITALIZATION EQUIPMENT
R97R0676	B&H PHOTO & VIDEO	43,306.95	4,827.20	0174310001 4310	COVID-CCTC / Instructional Supplies
			5,227.26	0174310014 4310	COVID-SJHHS / Instructional Supplies
			32,156.73	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
R97R0677	RAISE 3D TECHNOLOGIES INC	7,871.61	5,922.96	0174310014 6400	COVID-SJHHS / EQUIPMENT
			1,168.96	0174310002 4310	COVID-ANHS / Instructional Supplies
R97R0678	B&H PHOTO & VIDEO	24,898.43	6,702.65	0174310002 4400	COVID-ANHS / NONCAPITALIZATION EQUIPMENT
			8,010.99	0174310005 4310	COVID-SCHS / Instructional Supplies
R97R0679	FORMLABS INC	8,655.10	16,887.44	0174310005 4400	COVID-SCHS / NONCAPITALIZATION EQUIPMENT
			3,436.15	0174310005 4310	COVID-SCHS / Instructional Supplies
			5,218.95	0174310005 4400	COVID-SCHS / NONCAPITALIZATION EQUIPMENT
R97R0680	AMERICAN EXPRESS	478.40	478.40	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
R97R0681	SWEETWATER SOUNDS HOLDINGS LLC	2,116.49	427.50	0174310013 4315	COVID-THS / Instr: Supplies-Software
R97R0683	ARROW RESTAURANT EQUIPMENT & S	774.35	1,688.99	0174310013 4400	COVID-THS / NONCAPITALIZATION EQUIPMENT
R97R0684	AMOUKHTEH, KATHERINE	53.46	774.35	0174310005 4310	COVID-SCHS / Instructional Supplies
R97R0685	STEINERT, STEVE	158.56	53.46	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0686	AMERICAN EXPRESS	505.95	158.56	0174310018 4310	COVID-MS / Instructional Supplies
R97R0687	CULVER-NEWLIN/MCMAHAN BUSINESS	24,745.60	505.95	0174310018 4310	COVID-MS / Instructional Supplies
R97R0688	VEX ROBOTICS INC	5,265.71	24,745.60	017431001 4400	COVID-CCTC / NONCAPITALIZATION EQUIPMENT
			1,228.32	0174310018 4310	COVID-MS / Instructional Supplies
			4,037.39	0174310018 4400	COVID-MS / NONCAPITALIZATION EQUIPMENT
R97R0689	AMAZON.COM	51.70	51.70	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0690	AMAZON.COM	36.62	36.62	0174310004 4310	COVID-DHHS / Instructional Supplies
R97R0691	GARMENT PRINTER	27,251.28	829.90	0174310014 4310	COVID-SJHHS / Instructional Supplies
			22.63	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
R97R0692	RAISE 3D TECHNOLOGIES INC	7,871.61	26,398.75	0174310014 6400	COVID-SJHHS / EQUIPMENT
			1,168.96	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0693	REID, MARK	5,778.75	6,702.65	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
			5,778.75	0174310001 5810	COVID-Instruction / Professional Services

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R97R0694	DENTAL BOARD OF CALIFORNIA	300.00	300.00	01163901 5300	Dental Assistant-Adult / DUES & MEMBERSHIPS
R97R0695	AMERICAN EXPRESS	54.26	54.26	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
R97R0696	AMERICAN EXPRESS	1,853.47	1,853.47	0174310001 5220	COVID-Instruction / Conferences
R97R0697	AMERICAN EXPRESS	274.27	274.27	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES
R97R0698	CAROCP	1,750.00	1,750.00	017431000A 5220	COVID-Admin / Conferences
R97R0699	LAW OFFICES OF MARGARET A. CH	32.50	32.50	0110110215 5810	Administration/General / Professional Services
R97R0700	KUHN, STEVE	150.00	150.00	0174310018 5810	COVID-MS / Professional Services
R97R0701	CAPISTRANO UNIFIED SCHOOL DIST	99.00	99.00	0138700A05 4310	CTEIG-Admin / Instructional Supplies
R97R0702	AMERICAN EXPRESS	54.37	54.37	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0703	AMERICAN EXPRESS	67.01	67.01	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0704	AMERICAN EXPRESS	97.02	97.02	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
R97R0705	AMERICAN EXPRESS	350.00	350.00	017431000A 5220	COVID-Admin / Conferences
R97R0706	AMERICAN EXPRESS	230.00	230.00	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0707	MICHAELS PRO EDUCATION	839.60	839.60	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0708	AMERICAN EXPRESS	302.30	302.30	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0709	AMERICAN EXPRESS	81.00	81.00	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0710	LAGUNA BEACH UNIFIED SCHOOL DI	150,000.00	150,000.00	0191338801 7211	Transfers Out-SWP / PASS THRU-REVENUE TO DISTRICT
R97R0711	AMAZON.COM	315.81	315.81	0174310018 4310	COVID-MS / Instructional Supplies
R97R0712	AMERICAN EXPRESS	530.91	530.91	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0713	AMERICAN EXPRESS	12,596.14	12,596.14	0174310003 5220	COVID-CVHS / Conferences
R97R0714	DEWEY'S	2,260.32	105.43	0174310004 4310	COVID-DHHS / Instructional Supplies
R97R0715	MEDCO SUPPLY COMPANY	8,754.21	2,154.89	0174310004 4400	COVID-DHHS / Noncapitalization Equipment
R97R0717	LAGUNA BEACH UNIFIED SCHOOL DI	334,783.00	5,165.09	0174310004 4400	COVID-DHHS / Instructional Supplies
R97R0718	PEREZ, MARIA DEL CARMEN	29.25	3,589.12	0191360001 7211	COVID-DHHS / Noncapitalization Equipment
R97R0719	AMOUKHTEH, KATHERINE	23.00	334,783.00	0174310001 5200	Transfers Out-CTEIG / PASS THRU-REVENUE TO DISTRICT
R97R0720	CLEEK, KATHRYN	305.21	29.25	0174310001 4300	COVID-Instruction / TRAVEL & CONFERENCES
R97R0721	BULLOCKUS, TEDDY	620.20	23.00	0174310001 5220	COVID-Instruction / MATERIALS & SUPPLIES
R97R0722	AMERICAN EXPRESS	29.59	305.21	0174310001 5220	COVID-Instruction / Conferences
R97R0723	AMERICAN EXPRESS	689.00	620.20	0174310003 5220	COVID-CVHS / Conferences
			29.59	0174310014 5220	COVID-SJHHS / Conferences
			52.00	01190901 4310	Pharmacy Technician-Adult / Instructional Supplies
			65.00	0138700105 4310	CTEIG-CCC / Instructional Supplies

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PURCHASE ORDER DETAIL REPORT BY FUND

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PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
R97R0723	*** CONTINUED ***				
R97R0724	AMERICAN EXPRESS	3,655.86	325.00	0138701305 4310	CTEIG-THS / Instructional Supplies
R97R0725	AMERICAN EXPRESS	23,714.49	247.00	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
R97R0726	AMERICAN EXPRESS	1,000.00	3,655.86	0174310003 5220	COVID-CVHS / Conferences
R97R0727	AMERICAN EXPRESS	77.15	23,714.49	0174310003 5220	COVID-CVHS / Conferences
R97R0728	AMERICAN EXPRESS	373.65	1,000.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
R97R0729	AMERICAN EXPRESS	244.89	77.15	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0730	AMERICAN EXPRESS	3,239.76	373.65	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0731	AMERICAN EXPRESS	4,421.77	244.89	0110110215 5300	Administration/General / DUES & MEMBERSHIPS
R97R0732	AMERICAN EXPRESS	8.61	3,239.76	0174310014 4310	COVID-SJHHS / Instructional Supplies
R97R0733	OFFICE DESIGN GROUP	600.19	4,421.77	0174310003 5220	COVID-CVHS / Conferences
R97R0734	AMERICAN EXPRESS	560.70	8.61	0138700105 4300	CTEIG-CCC / MATERIALS & SUPPLIES
R97R0735	AMERICAN EXPRESS	44.80	600.19	017431000A 4310	COVID-Admin / Instructional Supplies
R97R0736	AMERICAN EXPRESS	183.06	560.70	017431000A 4300	COVID-Admin / MATERIALS & SUPPLIES
R97R0737	AMAZON.COM	313.14	44.80	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0738	AMERICAN EXPRESS	54.76	183.06	0174310001 5220	COVID-Instruction / Conferences
R97R0739	AMERICAN EXPRESS	321.60	313.14	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0740	SOUTHWEST SCHOOL & OFFICE SUPP	512.80	54.76	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0741	AMERICAN EXPRESS	54.43	321.60	0174310001 5220	COVID-Instruction / Conferences
R97R0742	AMAZON.COM	402.66	512.80	0138700105 4311	CTEIG-CCC / Copier Paper-Instructional Use
R97R0743	B&H PHOTO & VIDEO	18,651.27	54.43	0174310014 5220	COVID-SJHHS / Conferences
R97R0744	AMERICAN EXPRESS	105.51	402.66	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0745	ANATOMY WAREHOUSE	1,339.46	6,850.93	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0746	BAILEIGH INDUSTRIAL HOLDINGS L	5,106.28	11,800.34	0174310003 4400	COVID-CVHS / NONCAPITALIZATION EQUIPMENT
R97R0747	AMERICAN EXPRESS	4,000.00	105.51	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0748	AMERICAN EXPRESS	1,179.87	1,339.46	0174310004 4310	COVID-DHHS / Instructional Supplies
R97R0749	AMERICAN EXPRESS	90.00	5,106.28	0174310003 4400	COVID-CVHS / NONCAPITALIZATION EQUIPMENT
R97R0750	BERKMAN, NICOLE	269.29	4,000.00	017431000A 5220	COVID-Admin / Conferences
R97R0751	CAPISTRANO FORD	55,642.10	1,179.87	0174310014 4310	COVID-SJHHS / Instructional Supplies
			90.00	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
			269.29	0138700A05 5600	CTEIG-Admin / RENTALS,LEASES & REPAIRS
			55,642.10	017431000A 6400	COVID-Admin / EQUIPMENT

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BOARD OF TRUSTEES MEETING 06/29/2022

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PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
R97R0752	LIGHT, KIMBERLY	33.94	33.94	0174310001 5220	COVID-Instruction / Conferences
R97R0753	DIFRANCESCO, ROCCO	459.81	459.81	0174311001 4310	COVID-CCCTC / Instructional Supplies
R97R0754	CAPISTRANO UNIFIED SCHOOL DIST	500,000.00	500,000.00	0191338801 7211	Transfers Out-SWP / PASS THRU-REVENUE TO DISTRICT
R97R0755	STAPLES	60.30	60.30	0138700305 4310	CTEIG-CVHS / Instructional Supplies
R97R0756	AMERICAN EXPRESS	207.70	207.70	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0757	FIREFIGHTERS' SAFETY CENTER	460.10	460.10	0174311001 4310	COVID-CCCTC / Instructional Supplies
R97R0758	AMERICAN EXPRESS	26.95	26.95	0138700A05 4320	CTEIG-Admin / Office Supplies
R97R0759	AMERICAN EXPRESS	145.35	145.35	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0760	B&H PHOTO & VIDEO	4,776.57	3,593.47	0174310014 4310	COVID-SJHHS / Instructional Supplies
			1,183.10	0174310014 4400	COVID-SJHHS / NONCAPITALIZATION EQUIPMENT
R97R0761	AMERICAN EXPRESS	121.35	121.35	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0762	AMAZON.COM	44.10	44.10	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0763	AMAZON.COM	25.04	25.04	0174310001 4310	COVID-Instruction / Instructional Supplies
R97R0764	AMERICAN EXPRESS	241.49	241.49	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0765	AMERICAN EXPRESS	128.48	128.48	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0766	THE PATON GROUP	32,323.12	9,631.94	0174310007 4310	COVID-LHBS / Instructional Supplies
			6,103.07	0174310007 4400	COVID-LHBS / NONCAPITALIZATION EQUIPMENT
			16,588.11	0174310007 6400	COVID-LHBS / EQUIPMENT
R97R0767	STEINERT, STEVE	373.59	373.59	0174310018 4310	COVID-MS / Instructional Supplies
R97R0768	AMAZON.COM	1,291.93	1,291.93	0174310018 4310	COVID-MS / Instructional Supplies
R97R0769	AMAZON.COM	595.67	595.67	0174310005 4310	COVID-MS / Instructional Supplies
R97R0770	AMERICAN EXPRESS	56.82	56.82	017431000A 4310	COVID-Admin / Instructional Supplies
R97R0771	AMERICAN EXPRESS	35.66	35.66	017431000A 4310	COVID-Admin / Instructional Supplies
R97R0772	PITSCO INC.	43,018.10	43,018.10	0174310018 4310	COVID-MS / Instructional Supplies
R97R0773	ELB US INC.	43,155.53	38,199.03	0174310018 4400	COVID-MS / NONCAPITALIZATION EQUIPMENT
			4,956.50	0174310018 5810	COVID-MS / Professional Services
R97R0774	AMAZON.COM	1,573.06	1,573.06	0174310018 4310	COVID-MS / Instructional Supplies
R97R0775	AMERICAN EXPRESS	109.90	109.90	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0776	LEGO EDUCATION US	116,544.56	116,544.56	0174310018 4310	COVID-MS / Instructional Supplies
R97R0777	SPHERO INC.	112,127.64	112,127.64	0174310018 4310	COVID-MS / Instructional Supplies
R97R0779	AMERICAN EXPRESS	160.69	160.69	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0780	CASBO PROFESSIONAL DEVELOPMENT	5,500.00	5,500.00	0138700A05 5220	CTEIG-Admin / Conferences

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R97R0781	YBARRA, YVONNE	1,725.00	1,725.00	0138710005 5810	CTEIG-Instruction / Professional Services
R97R0782	AMAZON.COM	728.53	728.53	017431000A 4310	COVID-Admin / Instructional Supplies
R97R0783	AMERICAN EXPRESS	856.30	856.30	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
R97R0784	AMERICAN EXPRESS	89.83	89.83	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0785	HENRY SCHEIN INC.	118.90	118.90	01163901 5810	Dental Assistant-Adult / Professional Services
R97R0786	STAPLES	1,101.67	1,101.67	0138700A05 4320	CTEIG-Admin / Office Supplies
R97R0787	CCCCD / DIABLO VALLEY COLLEGE	600.00	600.00	0138700505 5810	CTEIG-SCHS / Professional Services
R97R0788	THE P CUSTOMENTERPRISE	775.00	775.00	0174310003 5810	COVID-CVHS / Professional Services
R97R0789	CHRISTY WHITE INC.	4,025.25	4,025.25	0110810915 5810	Board-Audit Activities / Professional Services
R97R0790	AMAZON.COM	242.34	242.34	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0791	AMERICAN EXPRESS	45.00	45.00	0138700A05 5810	CTEIG-Admin / Professional Services
R97R0792	AMERICAN EXPRESS	166.96	166.96	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0793	AMAZON.COM	39.84	39.84	0138710005 4310	CTEIG-Instruction / Instructional Supplies
R97R0794	DEWEY'S	1,937.08	75.43	0174310002 4310	COVID-ANHS / Instructional Supplies
R97R0795	MCCLEARY, KIRSTEN	1,124.00	1,861.65	0174310002 4400	COVID-ANHS / NONCAPITALIZATION EQUIPMENT
R97R0796	ANDRE, JAQUES	525.92	1,124.00	0174310005 5220	COVID-SCHS / Conferences
R97R0797	ARSLAN, ALAN	412.85	525.92	0174310005 4310	COVID-SCHS / Instructional Supplies
R97R0798	AMERICAN EXPRESS	260.72	412.85	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0799	NORTH ORANGE COUNTY ROP	6,000.00	260.72	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0800	AMERICAN EXPRESS	67.97	6,000.00	0138710005 5810	CTEIG-Instruction / Professional Services
R97R0801	A-1 AWARDS & ENGRAVING	1,389.01	67.97	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0802	AMERICAN EXPRESS	1,115.94	1,389.01	0138701405 4300	CTEIG-SJHHS / MATERIALS & SUPPLIES
R97R0803	AMERICAN EXPRESS	163.70	1,115.94	0174310003 5220	COVID-CVHS / Conferences
R97R0804	LIFESAVER EDUCATION	357.50	163.70	0138700A05 4320	CTEIG-Admin / Office Supplies
R97R0805	AMERICAN EXPRESS	423.32	130.00	01191901 4310	Medical Assistant-Adult / Instructional Supplies
R97R0806	AMERICAN EXPRESS	445.74	221.00	0138700205 4310	CTEIG-ANHS / Instructional Supplies
R97R0807	AMERICAN EXPRESS	25.59	6.50	0138701405 4310	CTEIG-SJHHS / Instructional Supplies
R97R0808	AMERICAN EXPRESS	83.37	423.32	0138700A05 5200	CTEIG-Admin / TRAVEL & CONFERENCES
R97R0809	AMERICAN EXPRESS	90.40	445.74	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
			25.59	0138710005 4320	CTEIG-Instruction / Office Supplies
			83.37	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
			90.40	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES

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R97R0810	SUN PAC CONTAINERS INC.	6,482.88	6,482.88	0174311001 6400	COVID-CCTC / EQUIPMENT
R97R0811	AMERICAN EXPRESS	3,756.60	3,756.60	0174310001 5220	COVID-Instruction / Conferences
R97R0812	AMAZON.COM	48.46	48.46	0174310003 4310	COVID-CVHS / Instructional Supplies
R97R0813	AMAZON.COM	113.07	113.07	0138700305 4310	CTEIG-CVHS / Instructional Supplies
R97R0814	AMERICAN EXPRESS	12.90	12.90	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0815	AMERICAN EXPRESS	550.00	550.00	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0816	AMERICAN EXPRESS	12.85	12.85	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0817	AMERICAN EXPRESS	112.51	112.51	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0818	AMERICAN EXPRESS	384.00	384.00	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
R97R0819	JONES, SCOTT	53.10	53.10	01125901 4310	Surgical Technician-Adult / Instructional Supplies
R97R0820	PEREZ, MARIA DEL CARMEN	14.64	14.64	0138700A05 5200	CTEIG-Admin / TRAVEL & CONFERENCES
R97R0821	AMAZON.COM	25.04	25.04	0138700A05 4320	CTEIG-Admin / Office Supplies
R97R0822	AMERICAN EXPRESS	495.00	495.00	0138710005 5220	CTEIG-Instruction / Conferences
R97R0823	STAPLES	291.50	291.50	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0824	STAPLES	7.85	7.85	0138710005 4310	CTEIG-Instruction / Instructional Supplies
R97R0825	AMERICAN EXPRESS	46.15	46.15	0138700A05 4320	CTEIG-Admin / Office Supplies
R97R0826	STAPLES	144.36	144.36	0138700A05 4320	CTEIG-Admin / Office Supplies
R97R0827	DEAN, JILLIAN	58.85	58.85	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
R97R0828	DEAN, JILLIAN	297.06	297.06	0138710005 5200	CTEIG-Instruction / TRAVEL & CONFERENCES
R97R0829	AMERICAN EXPRESS	734.42	734.42	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
R97R0830	LAGUNA BEACH UNIFIED SCHOOL DI	163,000.00	35,122.61	0119300705 5810	Multimedia Design-LBHS / Professional Services
			35,122.62	0119400705 5810	Multimedia Production-LBHS / Professional Services
			35,122.61	0119600705 5810	3D Media Design-LBHS / Professional Services
			28,816.08	0123000705 5810	Dance Company-LB / Professional Services
			28,816.08	0125100705 5810	Dance Production/Class/LBHS / Professional Services
R97R0831	CAPISTRANO UNIFIED SCHOOL DIST	190,882.75	190,882.75	0110010015 5810	Instruction / Professional Services
R97R0832	CAPISTRANO UNIFIED SCHOOL DIST	209,597.79	-100,000.00	0110501805 5810	Woodworking-MS / Professional Services
			31,894.70	0112111305 5810	Accounting I-THS / Professional Services
			31,894.70	0114714905 5810	Small Bus Mgmt Entrep/THS / Professional Services
			-9,944.68	0117200405 5810	Theater Technology-DHHS / Professional Services
			-9,850.88	0117210405 5810	Theater Performer-DHHS / Professional Services
			-13,863.76	0117240405 5810	Drama-DHHS / Professional Services

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R97R0832	*** CONTINUED ***				
			-13,863.76	0117250405 5810	Actors Reportory-DHHS / Professional Services
			19,917.62	0117431405 5810	Building/Industrial Trades-SJH / Professional Services
			53,860.46	0117500505 5810	Digital Video Prod-SCHS / Professional Services
			-24,091.40	0117501405 5810	Digital Video Production/SJHHS / Professional Services
			53,846.90	0117560305 5810	Adv Video Production-CVHS / Professional Services
			-13,308.63	0117571405 5810	TV Broadcast Journalism-SJHHS / Professional Services
			21,516.00	0118900205 5810	Biotechnology ANHS / Professional Services
			47,664.24	0118900405 5810	Biotechnology DHHS / Professional Services
			19,917.62	0118901405 5810	Biotechnology SJHHS / Professional Services
			23,832.12	0120200405 5810	Hotel & Hospitality Careers-DH / Professional Services
			-73,767.56	0120300205 5810	Culinary Arts-ANHS / Professional Services
			-100,000.00	0123500505 5810	Auto Academy/Auto Tech-SCHS / Professional Services
			26,930.23	0126010505 5810	CISCO IT Essentials-SCHS / Professional Services
			19,917.62	0126101405 5810	Virtual Enterprise-SJHHS / Professional Services
			31,894.70	0129701305 5810	Careers In Teaching-THS / Professional Services
			26,923.45	0131500305 5810	Art of Animation-CVHS / Professional Services
			47,664.24	0133900405 5810	Medical Core-DHHS / Professional Services
			43,032.00	0145220025 5810	Forensic Science-ANHS / Professional Services
			47,664.24	0145220045 5810	Forensic Science-DHHS / Professional Services
			19,917.62	0145220145 5810	Forensic Science SJHHS / Professional Services
			91.59	0138700A05 4300	CTEIG-Admin / MATERIALS & SUPPLIES
R97R0833	AWARDS 'N MORE	91.59			COVID-Instruction / Instructional Supplies
R97R0834	AMERICAN EXPRESS	3,042.85			COVID-Middle School / Instructional Supplies
R97R0835	AMERICAN EXPRESS	154.23			COVID-Admin / RENTALS,LEASES & REPAIRS
R97X0011	A-1 SELF STORAGE	2,655.70			Dental Assistant-Adult / Professional Services
R97X0012	PATTERSON DENTAL SUPPLY INC.	1,705.63			
	Fund 01 Total:	5,145,420.51	5,145,420.51		

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<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
R97R0832	*** CONTINUED ***				
			-13,863.76	0117250405 5810	Actors Repertory-DHHS / Professional Services
			19,917.62	0117431405 5810	Building/Industrial Trades-SJH / Professional Services
			53,860.46	0117500505 5810	Digital Video Prod-SCHS / Professional Services
			-24,091.40	0117501405 5810	Digital Video Production/SJHHS / Professional Services
			53,846.90	0117560305 5810	Adv Video Production-CVHS / Professional Services
			-13,308.63	0117571405 5810	TV Broadcast Journalism-SJHHS / Professional Services
			21,516.00	0118900205 5810	Biotechnology ANHS / Professional Services
			47,664.24	0118900405 5810	Biotechnology DHHS / Professional Services
			19,917.62	0118901405 5810	Biotechnology SJHHS / Professional Services
			23,832.12	0120200405 5810	Hotel & Hospitality Careers-DH / Professional Services
			-73,767.56	0120300205 5810	Culinary Arts-ANHS / Professional Services
			-100,000.00	0123500505 5810	Auto Academy/Auto Tech-SCHS / Professional Services
			26,930.23	0126010505 5810	CISCO IT Essentials-SCHS / Professional Services
			19,917.62	0126101405 5810	Virtual Enterprise-SJHHS / Professional Services
			31,894.70	0129701305 5810	Careers In Teaching-THS / Professional Services
			26,923.45	0131500305 5810	Art of Animation-CVHS / Professional Services
			47,664.24	0133900405 5810	Medical Core-DHHS / Professional Services
			43,032.00	0145220025 5810	Forensic Science-ANHS / Professional Services
			47,664.24	0145220045 5810	Forensic Science-DHHS / Professional Services
			19,917.62	0145220145 5810	Forensic Science SJHHS / Professional Services
R97R0833	AWARDS 'N MORE	91.59			
R97R0834	AMERICAN EXPRESS	3,042.85			
R97R0835	AMERICAN EXPRESS	154.23			
R97X0011	A-1 SELF STORAGE	2,655.70			
R97X0012	PATTERSON DENTAL SUPPLY INC.	1,705.63			
	Fund 01 Total:	5,145,420.51	5,145,420.51		
	Total Account Amount:		5,145,420.51		

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Consolidated Check Register
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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00015582	V9701684	CSEBA	EAP MAR22	OH	03/03/2022		MW	IS	2,910.32
97 00015583	V9701846	METLIFE SMALL MARKET	LIFE MAR22	OH	03/03/2022		MW	IS	202.80
97 00015584	V9701658	BIO-RAD LABORATORIES INC.	905350741	OH	03/07/2022		MW	IS	1,806.33
97 00015585	V9701739	CLUTTEY, TANIA	CCAWEBSEITEMA	OH	03/07/2022		MW	IS	250.00
97 00015586	V9702035	Gardner, Erika	REIM 3222B	OH	03/07/2022		MW	IS	61.77
97 00015587	V9702025	KBC Tools Inc	5234326	OH	03/07/2022		MW	IS	1,303.77
97 00015588	V9701738	MCKESSON MEDICAL SURGICAL	39484923	OH	03/07/2022		MW	IS	12,536.80
97 00015589	V9702034	PEREZ, MARIA DEL CARMEN	MILEAGE FEB2022	OH	03/07/2022		MW	IS	21.06
97 00015590	V9702023	School Outfitters LLC	INV13738370	OH	03/07/2022		MW	IS	5,353.44
97 00015591	V9702010	STEINERT, STEVE	REIM 2322B	OH	03/07/2022		MW	IS	418.14
97 00015592	V9701852	THOMAS, KIMBERLEY	REIM 3222A	OH	03/07/2022		MW	IS	50.00
97 00015593	V9701780	ULINE	145118021	OH	03/07/2022		MW	IS	105.82
97 00015594	V9702038	Aliso Viejo Chamber of Commerc	190	OH	03/15/2022		MW	RV	195.00
97 00015595	V9701863	BERKMAN, NICOLE	REIM 3422	OH	03/15/2022		MW	IS	102.67
97 00015596	V9701880	CAL-HOSA Inc	99514046	OH	03/15/2022		MW	IS	2,100.00
97 00015597	V9701799	DEAN, JILLIAN	REIM 3422	OH	03/15/2022		MW	IS	43.20
97 00015598	V9701611	FLINN SCIENTIFIC INC.	2684117	OH	03/15/2022		MW	IS	198.26
97 00015599	V9702043	JUAN CARLOS ALVAREZ	REIM 3222	OH	03/15/2022		MW	IS	50.00
97 00015600	V9702042	MICHAEL BRANNON	REIM 2322	OH	03/15/2022		MW	IS	50.00
97 00015601	V9701895	REDBIRD FLIGHT SIMULATIONS INC	15068	OH	03/15/2022		MW	IS	10,242.00
97 00015602	V9700102	SAN JUAN CAPISTRANO	3630	OH	03/15/2022		MW	IS	125.00
97 00015603	V9700119	SPARKLETTIS	21920686	OH	03/15/2022		MW	IS	17.68
97 00015604	V9702030	Switch Vehicles, Inc	ICUSD220217	OH	03/15/2022		MW	RV	6,807.65
97 00015605	V9702041	THETRAILERZONE.COM	2323	OH	03/15/2022		MW	IS	5,879.95
97 00015606	V9701780	ULINE	145657525	OH	03/15/2022		MW	IS	2,599.47
97 00015607	VOID	CONTIVoid - Continued Stub	CONTINUE	OH	03/18/2022		VM	VD	0.00
97 00015608	V9701672	AMERICAN EXPRESS	92165 FEB2022	OH	03/18/2022		MW	IS	63,157.62
97 00015609	V9701756	AMOUKHTEH, KATHERINE	REIM 31822	OH	03/23/2022		MW	IS	34.41
97 00015610	V9700109	Gutierrez, Alfonso	REIM 32122	OH	03/23/2022		MW	IS	150.00
97 00015611	V9700948	HENRY SCHEIN INC.	21534905	OH	03/23/2022		MW	IS	4,607.58
97 00015612	V9700066	HOME DEPOT CREDIT SERVICES	902363	OH	03/23/2022		MW	IS	2,129.60
97 00015613	V9701738	MCKESSON MEDICAL SURGICAL	39190945	OH	03/23/2022		MW	IS	39.47
97 00015614	V9700254	NORTH ORANGE COUNTY ROP	9836	OH	03/23/2022		MW	IS	6,000.00
97 00015615	V9702034	PEREZ, MARIA DEL CARMEN	REIM 31622	OH	03/23/2022		MW	IS	15.36

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COLLEGE & CAREER ADV
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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97	00015616	SELFF, SEAN	REIM 31722	OH	03/23/2022		MW	IS	289.59
97	00015617	STAPLES	38050	OH	03/23/2022		MW	IS	576.22
97	00015618	SUN PAC CONTAINERS INC.	3660728	OH	03/23/2022		MW	IS	6,321.25
97	00015619	ULINE	145844900	OH	03/23/2022		MW	IS	197.17
97	00015620	AMOUKHEH, KATHERINE	REIM 32822	OH	03/29/2022		MW	IS	29.96
97	00015621	MATTERHACKERS INC	MH216904	OH	03/29/2022		MW	IS	585.35
97	00015622	McLogan Supply Co Inc	INCH0033839	OH	03/29/2022		MW	IS	91.38
97	00015623	OFFICE DESIGN GROUP	2022-1036	OH	03/29/2022		MW	IS	4,253.25
97	00015624	Swyft Robotics	1041	OH	03/29/2022		MW	IS	3,999.98
97	00015625	THOMAS, KIMBERLEY	REIM 32422	OH	03/29/2022		MW	IS	64.33
97	00015626	ULINE	146241886	OH	03/29/2022		MW	IS	5,448.69
97	00015627	WINDY NATION INC	255694	OH	03/29/2022		MW	IS	1,088.79
97	00015628	WOOTEN, JEREMEY	REIM 32422	OH	03/29/2022		MW	IS	1,400.00
97	00015629	A-1 AWARDS & ENGRAVING	AA 222049	OH	04/05/2022		MW	IS	104.95
97	00015630	CLUTTEY, TANIA	WEBSITE APR2022	OH	04/05/2022		MW	IS	250.00
97	00015631	COLLEGE AND CAREER ADVANTAGE	1577	OH	04/05/2022		MW	IS	283.10
97	00015632	HAAS FACTORY OUTLET	SIN014405	OH	04/05/2022		MW	IS	2,395.83
97	00015633	MCKESSON MEDICAL SURGICAL	40630012	OH	04/05/2022		MW	IS	12,071.49
97	00015634	CSEBA	EAP APR22	OH	04/08/2022		MW	IS	2,910.32
97	00015635	METLIFE SMALL MARKET	LIFE APR22	OH	04/08/2022		MW	IS	202.80
97	00015636	B&H PHOTO & VIDEO	200505883	OH	04/13/2022		MW	IS	2,034.06
97	00015637	CAPISTRANO UNIFIED SCHOOL DIST	68RJ0778	OH	04/13/2022		MW	IS	2,008,699.00
97	00015638	CHEFS TOYS LLC	3677036	OH	04/13/2022		MW	IS	999.64
97	00015639	DEAN, JILLIAN	REIM 4622	OH	04/13/2022		MW	IS	575.76
97	00015640	Gold Coast Tours	2022000548	OH	04/13/2022		MW	IS	1,143.45
97	00015641	LAW OFFICES OF MARGARET A. CH	9835	OH	04/13/2022		MW	IS	163.50
97	00015642	MR M's WORLD LLC	1316	OH	04/13/2022		MW	IS	3,713.00
97	00015643	PATCH SUPPLY INC	78173	OH	04/13/2022		MW	IS	294.43
97	00015644	TOTAL COMPENSATION SYSTEMS INC	10228	OH	04/13/2022		MW	IS	2,205.00
97	00015645	BELANTO, JOSEPH	REIM 41822	OH	04/20/2022		MW	IS	276.83
97	00015646	BERKMAN, NICOLE	REIM 41522	OH	04/20/2022		MW	IS	191.15
97	00015647	CDTFA	92165 JAN2022	OH	04/20/2022		MW	IS	1,482.08
97	00015648	DANIS, ELIZABETH	REIM 41822	OH	04/20/2022		MW	IS	636.47
97	00015649	DISPLAYS2GO	PSI1967066	OH	04/20/2022		MW	IS	11,504.69

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00015650	V9701959	O BRIEN, SHAWN	REIM 4122	OH	04/20/2022		MW	IS	481.02
97 00015651	V9702034	PEREZ, MARIA DEL CARMEN	REIM 41122	OH	04/20/2022		MW	IS	33.35
97 00015652	V9700119	SPARKLETTIS	21920686 040122	OH	04/20/2022		MW	IS	14.04
97 00015653	V9702010	STEINERT, STEVE	REIM 41522B	OH	04/20/2022		MW	IS	344.43
97 00015654	V9701852	THOMAS, KIMBERLEY	REIM 41122	OH	04/20/2022		MW	IS	703.60
97 00015655	V9701639	ULTRADENT PRODUCTS INC.	14826342	OH	04/20/2022		MW	IS	142.48
97 00015656	V9701970	WITMER PUBLIC SAFETY GROUP INC	INV3115	OH	04/20/2022		MW	IS	3,248.15
97 00015657	V9701858	WOOTEN, JEREMEY	REIM 41422	OH	04/20/2022		MW	IS	6,487.21
97 00015658	VOID:CONTI	VOID - Continued Stub	CONTINUE	OH	04/22/2022		VM	VD	0.00
97 00015659	VOID:CONTI	VOID - Continued Stub	CONTINUE	OH	04/22/2022		VM	VD	0.00
97 00015660	V9701672	AMERICAN EXPRESS	92165 MAR2022	OH	04/22/2022		MW	IS	51,341.61
97 00015661	V9701693	A-1 AWARDS & ENGRAVING	AA 222108	OH	04/25/2022		MW	IS	32.33
97 00015662	V9701825	CHRISTINA'S UNIFORMS CO.	50173	OH	04/25/2022		MW	IS	698.27
97 00015663	V9702058	HAZAWAYTODAY.COM	12902	OH	04/25/2022		MW	IS	1,977.30
97 00015664	V9700433	HERITAGE SIGNS & GRAPHICS	26405	OH	04/25/2022		MW	IS	728.07
97 00015665	V9701553	PATTERSON DENTAL SUPPLY INC.	4225380936	OH	04/25/2022		MW	IS	217.10
97 00015666	V9702030	SWITCH VEHICLES INC	ICUSD220217 A	OH	04/25/2022		MW	IS	6,807.65
97 00015667	V9701756	AMOUKHEH, KATHERINE	REIM 42622	OH	05/02/2022		MW	IS	53.46
97 00015668	V9701172	B&H PHOTO & VIDEO	201101631	OH	05/02/2022		MW	IS	54,780.44
97 00015669	V9702010	STEINERT, STEVE	REIM 41822	OH	05/02/2022		MW	IS	158.56
97 00015670	V9701739	CLUTTEY, TANIA	WEBSITE	OH	05/04/2022		MW	IS	250.00
97 00015671	V9701633	DENTAL BOARD OF CALIFORNIA	DBOC MAY 2022	OH	05/04/2022		MW	IS	300.00
97 00015672	V9701943	HARVEY, LORA	REIM 40622	OH	05/04/2022		MW	IS	257.07
97 00015673	V9700948	HENRY SCHEIN INC.	17433491	OH	05/04/2022		MW	IS	236.16
97 00015674	V9700066	HOME DEPOT CREDIT SERVICES	9970055	OH	05/04/2022		MW	IS	20,608.88
97 00015675	V9700471	REID, MARK	CUSD220408	OH	05/04/2022		MW	IS	5,778.75
97 00015676	V9701970	WITMER PUBLIC SAFETY GROUP INC	INV19988	OH	05/04/2022		MW	IS	1,923.34
97 00015677	V9701756	AMOUKHEH, KATHERINE	REIM 050322	OH	05/06/2022		MW	IS	23.00
97 00015678	V9701172	B&H PHOTO & VIDEO	201384731	OH	05/06/2022		MW	IS	2,500.24
97 00015679	V9702071	BULLOCKUS, TEDDY	REIM 050322	OH	05/06/2022		MW	IS	620.20
97 00015680	V9701887	CLEEK, KATHRYN	REIM 050322	OH	05/06/2022		MW	IS	305.21
97 00015681	V9700003	Laguna Beach Unified School Di	76220413	OH	05/06/2022		MW	IS	334,783.00
97 00015682	V9702034	PEREZ, MARIA DEL CARMEN	MILEAGE 050322	OH	05/06/2022		MW	IS	29.25
97 00015683	V9701684	CSEBA	EAP MAY22	OH	05/11/2022		MW	IS	2,908.74

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COLLEGE & CAREER ADV
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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97	00015684	V9701846 METLIFE SMALL MARKET	LIFE MAY22	OH	05/11/2022		MW	IS	202.80
97	00015685	VOID.CONTIVoid - Continued Stub	CONTINUE	OH	05/19/2022		VM	VD	0.00
97	00015686	V9701672 AMERICAN EXPRESS	92165 APR2022	OH	05/19/2022		MW	IS	74,611.31
97	00015687	V9701863 BERKMAN, NICOLE	REIM 51722	OH	05/20/2022		MW	IS	269.29
97	00015688	V9700170 CAROCP	CAROCP JUNE	OH	05/20/2022		MW	IS	1,750.00
97	00015689	V9701217 CDW GOVERNMENT	V020511	OH	05/20/2022		MW	IS	19,795.88
97	00015690	V9702005 KUHN, STEVE	APRIL 2022	OH	05/20/2022		MW	IS	150.00
97	00015691	V9701950 LAW OFFICES OF MARGARET A. CH	9593	OH	05/20/2022		MW	IS	32.50
97	00015692	V9701932 LIFESAVER EDUCATION	0001234	OH	05/20/2022		MW	IS	275.00
97	00015693	V9701895 REDBIRD FLIGHT SIMULATIONS INC	15069A	OH	05/20/2022		MW	IS	11,242.00
97	00015694	V9701736 THE PATON GROUP	216538	OH	05/20/2022		MW	IS	16,725.58
97	00015695	V9701693 A-1 AWARDS & ENGRAVING	AA-222129	OH	05/23/2022		MW	IS	381.33
97	00015696	V9701172 B&H PHOTO & VIDEO	201832252	OH	05/23/2022		MW	IS	68,525.50
97	00015697	V9702059 DALMATIAN FIRE EQUIPMENT INC	407113	OH	05/23/2022		MW	IS	4,325.59
97	00015698	V9701894 DIFRANCESCO, ROCCO	REIM 051622	OH	05/23/2022		MW	IS	459.81
97	00015699	V9701094 LIGHT, KIMBERLY	REIMB 050522	OH	05/23/2022		MW	IS	33.94
97	00015700	V9702064 NEWARK CORPORATION	35029787	OH	05/23/2022		MW	IS	13,598.92
97	00015701	V9700119 SPARKLETTS	21920686050122	OH	05/23/2022		MW	IS	22.88
97	00015702	V9701780 ULINE	147509684	OH	05/23/2022		MW	IS	2,538.12
97	00015703	V9702057 VEX ROBOTICS INC	573050	OH	05/23/2022		MW	IS	160.84
97	00015704	V9702010 STEINERT, STEVE	REIM 051822	OH	05/25/2022		MW	IS	373.59
97	00015705	V9702055 ANATOMY WAREHOUSE	INV-2209805	OH	06/02/2022		MW	IS	1,260.46
97	00015706	V9701172 B&H PHOTO & VIDEO	201942564	OH	06/02/2022		MW	IS	23,180.02
97	00015707	V9700897 CASBO PROFESSIONAL DEVELOPMENT	000187509	OH	06/02/2022		MW	IS	5,500.00
97	00015708	V9702069 GARMENT PRINTER	14812	OH	06/02/2022		MW	IS	27,251.27
97	00015709	V9702063 INSTA GRAPHIC SYSTEMS	291946	OH	06/02/2022		MW	IS	4,956.90
97	00015710	V9701931 MISSION EQUIPMENT AND LIFTS IN	499038	OH	06/02/2022		MW	IS	250.00
97	00015711	V9700633 OFFICE DESIGN GROUP	2022-1088	OH	06/02/2022		MW	IS	14,840.66
97	00015712	V9702018 SWEETWATER SOUNDS HOLDINGS LLC	31911898	OH	06/02/2022		MW	IS	9,983.04
97	00015713	V9702066 VASTEX INTERNATIONAL INC	59472	OH	06/02/2022		MW	IS	4,745.00
97	00015714	V9701877 ANDRE, JAQUES	REIM 060622	OH	06/08/2022		MW	IS	525.92
97	00015715	V9702016 ARSLAN, ALAN	REIM 060622	OH	06/08/2022		MW	IS	412.85
97	00015716	V9701172 B&H PHOTO & VIDEO	202443507	OH	06/08/2022		MW	IS	20,518.69
97	00015717	V9701973 BAILEIGH INDUSTRIAL HOLDINGS L	INV0181459	OH	06/08/2022		MW	IS	5,106.28

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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount		
97	00015718	V9701967	FIREFIGHTERS' SAFETY CENTER	28902		OH	06/08/2022	MW	IS	471.84
97	00015719	V9702068	FORMLABS INC	US 007178213		OH	06/08/2022	MW	IS	8,616.45
97	00015720	V9701982	McCLEARY, KIRSTEN	REIM 060122		OH	06/08/2022	MW	IS	1,124.00
97	00015721	V9702027	MUSTANG DYNAMOMETER	32022		OH	06/08/2022	MW	IS	72,773.28
97	00015722	V9702051	STRONG TECHNICAL SERVICES	SIN138731		OH	06/08/2022	MW	IS	1,749.87
97	00015723	V9701790	CCCCD / DIABLO VALLEY COLLEGE	0003919		OH	06/09/2022	MW	IS	600.00
97	00015724	V9702074	CHRISTY WHITE INC.	17891		OH	06/09/2022	MW	IS	4,025.25
97	00015725	V9701684	CSEBA	EAP JUN22		OH	06/09/2022	MW	IS	2,908.74
97	00015726	V9702062	ELB US INC.	JC117420		OH	06/09/2022	MW	IS	1,336.76
97	00015727	V9701738	MCKESSON MEDICAL SURGICAL	43127581		OH	06/09/2022	MW	IS	9,358.49
97	00015728	V9701846	METLIFE SMALL MARKET	LIFE JUN22		OH	06/09/2022	MW	IS	202.80
97	00015729	V9700254	NORTH ORANGE COUNTY ROP	9884		OH	06/09/2022	MW	IS	6,000.00
97	00015730	V9700119	SPARKLETTES	21920686 060122		OH	06/09/2022	MW	IS	25.48
97	00015731	V9702013	THE P CUSTOM ENTERPRISE	11173		OH	06/09/2022	MW	IS	775.00
97	00015732	V9701116	YBARRA, YVONNE	16		OH	06/09/2022	MW	IS	1,725.00
97	00015733	V9701693	A-1 AWARDS & ENGRAVING	AA 222187		OH	06/15/2022	MW	IS	1,389.01
97	00015734	V9702054	AGATHOS LABORATORIES INC	26747841		OH	06/15/2022	MW	IS	25,332.98
97	00015735	VOID.CONTIVoid - Continued Stub		CONTINUE		OH	06/15/2022	VM	VD	0.00
97	00015736	V9701672	AMERICAN EXPRESS	92165 MAY2022		OH	06/15/2022	MW	IS	19,816.22
97	00015737	V9701739	CLUTTEY, TANIA	WEBSITE JUN2022		OH	06/15/2022	MW	IS	250.00
97	00015738	V9700060	EMPLOYMENT DEVELOPMENT DEPT	94253051 LEC1 22		OH	06/15/2022	MW	IS	1,062.45
97	00015739	V9702037	GRIZZLY INDUSTRIAL INC	10965710		OH	06/15/2022	MW	IS	10,575.48
97	00015740	V9701701	JONES, SCOTT	REIMB 060822		OH	06/15/2022	MW	IS	53.10
97	00015741	V9700633	OFFICE DESIGN GROUP	2022 1089		OH	06/15/2022	MW	IS	600.19
97	00015742	V9701553	PATTERSON DENTAL SUPPLY INC.	4225390165		OH	06/15/2022	MW	IS	217.10
97	00015743	V9702034	PEREZ, MARIA DEL CARMEN	MILEAGE 61322		OH	06/15/2022	MW	IS	14.63
97	00015744	V9701620	ROMO, PATI	5292022		OH	06/15/2022	MW	IS	10.49
97	00015745	V9700162	STAPLES	8265		OH	06/15/2022	MW	IS	1,867.46
97	00015746	V9702057	VEX ROBOTICS INC	577264		OH	06/15/2022	MW	IS	5,265.72

Issued: 3,209,972.70
Reversed: 7,002.65
97 Bank Total: 3,216,975.35
Grand Total: 3,216,975.35

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PERSONNEL ASSIGNMENT ORDER

CLASSIFIED NEW HIRE

Name:	Milosz Andre
Effective Date:	June 13, 2022 – July 20, 2022
Job Title:	Skills Assistant
Salary:	Range 22, Step B - \$20.11 – classified salary schedule
Assignment:	Summer School
Name:	Marc Berkman
Effective Date:	June 13, 2022 – July 20, 2022
Job Title:	Skills Assistant
Salary:	Range 22, Step B - \$20.11 – classified salary schedule
Assignment:	Summer School
Name:	Teddy Bullockus
Effective Date:	June 13, 2022 – July 20, 2022
Job Title:	Skills Assistant
Salary:	Range 22, Step B - \$20.11 – classified salary schedule
Assignment:	Summer School
Name:	Rue Lake
Effective Date:	June 13, 2022 – July 20, 2022
Job Title:	Skills Assistant
Salary:	Range 22, Step B - \$20.11 – classified salary schedule
Assignment:	Summer School
Name:	Tyler Self
Effective Date:	June 13, 2022 – July 20, 2022
Job Title:	Skills Assistant
Salary:	Range 22, Step B - \$20.11 – classified salary schedule
Assignment:	Summer School
Name:	Kyle Vallone
Effective Date:	June 13, 2022 – July 20, 2022
Job Title:	Skills Assistant
Salary:	Range 22, Step B - \$20.11 – classified salary schedule
Assignment:	Summer School
Name:	Amanda Zidron
Effective Date:	June 13, 2022 – June 17, 2022
Job Title:	Skills Assistant
Salary:	Range 22, Step B - \$20.11 – classified salary schedule
Assignment:	Summer School

CERTIFICATED PERSONNEL RESIGNATION/SEPARATION

NAME	TITLE	EFFECTIVE DATE	LOCATION
Brenden Bennett	Sports Medicine Instructor	06/02/2022	San Juan Hills High School

CONSENT CALENDAR



June 15, 2022

Northern Orange County Liability and Property Self-Insurance Authority
c/o Keenan & Associates
901 Calle Amanecer, Suite 200
San Clemente, CA 92673

Dear Ms. Atizmba Morales,

We have recently had staffing changes and effective July 1, 2022, the representatives from College and Career Advantage will be as follows:

Representative: Dr. Paul Weir, Executive Director
Alternate: Melanie Inskeep, Accountant

These representatives will be representing both:

- Northern Orange County Liability and Property Self-Insurance Authority, and the Orange County Fringe Benefits Joint Power Authority
- Northern Orange County Self-Funded Worker's Compensation Agency

Please do not hesitate to call me if you have any questions.

Sincerely,

Patricia Romo
Executive Director



PRESIDENT
 Tim McLellan
 Cypress SD
 16700 Norwalk Blvd
 Cerritos, CA 90703
 (714) 220-6900

VICE PRESIDENT
 Sandy Poteet
 Buena Park SD
 6885 Orangehorpe Ave
 Buena Park, CA 90620
 (714) 522-8412

TREASURER
 Tonia Watkins
 North Orange County ROP
 385 Muller St
 Anaheim, CA 92801
 (714) 502-5806

MEMBER DISTRICTS

ABC Unified SD

NOC L&P SIA Board Representative & Alternate Designation

Buena Park SD

OFFICIAL REPRESENTATIVE

Centralia SD

Name: Dr. Paul Weir

Title: Executive Director

JPA/District: College and Career Advantage

Coastline ROP

Address: 33122 Valle Road

San Juan Capistrano, CA 92675

College and Career Advantage

Telephone #: 949-234-9477

Fax #: 949-248-9718

Cypress SD

Email: PPWeir@capousd.org

OFFICIAL ALTERNATE

GASELPA

Name: Melanie Inskeep

Title: Accountant

JPA/District: College and Career Advantage

La Habra City SD

Address: 33122 Valle Road

San Juan Capistrano, CA 92675

Los Alamitos Unified SD

Telephone #: 949-234-9459

Fax #: 949-248-9718

Magnolia SD

Email: MEInskeep@capousd.org

North Orange County ROP

Representative Signature: Patricia Rendo

Date: June 15, 2022

Savanna SD

Would you like "Official Alternate" to receive agenda packets? Yes

Westminster SD





NOCSFWCA
Northern Orange County
Self-Funded
Workers' Compensation Agency

PRESIDENT
Elvia Galicia
Los Alamitos Unified SD
10293 Bloomfield St
Los Alamitos, CA 90720
(562) 799-4700

VICE PRESIDENT
Scott Martin
Centralia SD
6625 La Palma Ave
Buena Park, CA 90620
(714) 228-3100

TREASURER
Tonia Watkins
North Orange County R.O.P.
385 North Muller St
Anaheim, CA 92801
(714) 502-5806

MEMBER DISTRICTS:

Buena Park SD

NOC SF WCA Board Representative & Alternate Designation

Centralia SD

OFFICIAL REPRESENTATIVE

Coastline ROP

Name: Dr. Paul Weir

Title: Executive Director

JPA/District: College and Career Advantage

College and Career
Advantage

Address: 33122 Valle Road

San Juan Capistrano, CA 92675

Cypress SD

Telephone #: 949-234-9477

Fax #: 949-248-9718

Email: PPWeir@capousd.org

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North Orange County ROP

Savanna SD

Representative Signature:

Patricia Romo

Date: June 15, 2022

Westminster SD

Would you like "Official Alternate" to receive agenda packets? Yes



LAW OFFICES OF
MARGARET A. CHIDESTER & ASSOCIATES

17762 COWAN, FIRST FLOOR
IRVINE, CALIFORNIA 92614-6096

MARGARET A. CHIDESTER*
STEVEN R. CHIDESTER
ALEXANDRA T. REYNOSO
ALEXANDRA L. CARUBIS

TELEPHONE: (949) 474-5040
TELECOPIER: (949) 474-8540
m.chidester@californiaschoollaw.net
*A PROFESSIONAL CORPORATION

April 25, 2022

REF. OUR FILE

MAC-26

VIA U.S. MAIL

College & Career Advantage
33122 Valle Road
San Juan Capistrano, CA 92675

Attention: Ms. Pati Romo
Executive Director

Re: Retainer Agreement for Legal Services in 2022-2023 School Year

Dear Ms. Romo:

We value our relationship with the College & Career Advantage and the Board's confidence in the quality of our services.

Enclosed for your consideration is a retainer agreement for legal services for the 2022-2023 school year. We are requesting a modest increase for 2022-2023.

Early identification and resolution of legal issues preserves client options and limits legal costs so more resources may be directed to students. Accordingly, we periodically provide legal opinions on selected recent legislation and certain court decisions to our clients at no charge. Our preventive school law workshops on evaluation, bargaining, unlawful harassment, reference checking, pupil discipline, pupil records, other employee legal issues, charter schools, Brown Act, conflicts of interest, and other topics are available to your organization on request and are designed to help educators timely spot and address legal issues. Please contact us if we can provide these to the College & Career Advantage.

By proposing modest increases and by our continued vigilant review of client costs, we strive to avoid some of the billing practices of certain of our competitors who may charge a flat minimum of .3 of an hour for critical telephone advice that is resolved in six (6) minutes or less, or who may charge an additional "monthly service charge" based on a percentage of attorney time costs. We do not pass on to our clients our costs of the digital research library that we maintain at our own expense for the purpose of providing your organization with up-to-the-minute legal authority addressing your critical legal needs.

Ms. Romo
April 25, 2022
Page 2

We will continue to provide no-charge updates on recent challenging legal issues as we have done regarding the current COVID-19 crisis.

We value our long-standing relationship with the College & Career Advantage, and look forward to serving you in school year 2022-2023.

Kindly return a signed copy of the approved enclosed retainer agreement in the enclosed, prepaid self-addressed envelope.

Please do not hesitate to contact the undersigned with any questions. It is our pleasure to provide legal support to your organization.

Very truly yours,



Margaret A. Chidester

MAC:tg

Enclosures

- Proposed Retainer Agreement
- Firm Summary

**RETAINER AGREEMENT
BETWEEN COLLEGE & CAREER ADVANTAGE
AND THE LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES**

THIS AGREEMENT is made and entered into effective July 1, 2022 by and between the COLLEGE & CAREER ADVANTAGE of San Juan Capistrano, California, "CCA," and the LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES, "Attorneys."

W I T N E S S E T H

WHEREAS, the CCA desires to obtain from Attorneys certain legal services; and

WHEREAS, the governing Board has determined that it is in the best interest of the CCA to appoint Attorneys to represent the CCA in the matters specified herein;

In consideration of these mutual promises, the parties agree as follows:

1. **Services**: The CCA retains Attorneys for the purpose of providing legal services pertaining to CCA business and related matters as may be specifically directed by the governing Board, the Superintendent, or by their designees, including, but not limited to, labor negotiations, employment, personnel, pupil personnel, investigation of complaints, instructional compliance, contractual, business, finance, transactional, real property, governance and litigation issues, or such other legal issues as may be specifically assigned by the Superintendent/designee.

Upon specific direction of the Board, the Superintendent, or designees, Attorneys will interpret relevant statutes, constitutional provisions and case law as deemed necessary by the CCA; prepare, review, and comment on legal documents in correspondence; render legal opinions as appropriate and

requested; advise and represent the CCA in any court or administrative proceeding, provide other legal advice and legal services as requested; work with the CCA staff and Board in the development of policy; and attend meetings in person or telephonically as necessary and requested.

In rendering services, Attorneys shall comply with all federal, state, and local laws, regulations, and rulings to the extent that such laws are applicable to the Firm in its capacity as a CCA's legal representative.

2. **Rates and Payment:** The CCA shall not be required to pay in advance for any retained services. The CCA shall pay Attorneys for services at the rates set forth in Exhibit "A", attached and incorporated by this reference. *Billing shall be reported in increments of 1/10 of one hour.* Billing shall separately specify related costs including authorized consultants providing services on behalf of CCA.

3. **Costs:** The CCA shall pay and reimburse Attorneys for any actual and necessary costs and expenses incurred in the course of providing services, including actual charges that Attorneys directly incur such as filing fees, reproduction of documents, messenger and delivery services, postage, travel expenses, mileage for travel at the fixed IRS rate, lodging, court reporting costs, hearing officer and arbitrator fees, and consultant services.

Attorneys will supply all necessary equipment, tools, supplies, offices, personnel, transportation, support services, and insurance required to perform legal services under this Agreement.

4. **Statements:** Attorneys shall present statements for services rendered during the preceding month. The CCA shall pay

upon presentation or within forty-five (45) days thereafter. Invoices not paid within 60 days of the date issued may be assessed a late charge of 1.0% per month. Statement shall include (1) a detailed, confidential account of the legal matters, strategies, and work on behalf of the CCA, and (2) a summary invoice containing only amounts, dates, and general descriptions of legal services provided that is suitable for the Superintendent to transmit to the CCA's accounts payable staff or, if required, to present in response to a Public Records Act request. Invoices shall be sent directly to the attention of the Superintendent unless we are otherwise directed in writing by the Superintendent or the governing Board.

5. **Conflicts**: The CCA acknowledges that Attorneys presently represent and in the future will represent other districts, charter schools, and education agencies that may, from time to time, have transactions with the CCA. The CCA consents to such continued and future representation without the need for any further consent from the CCA, provided that Attorneys shall promptly notify the CCA in writing of any direct conflict and of the CCA's options in such case.

Attorneys shall not represent any person or entity in any action against the CCA or in any investment matter before the CCA.

6. **Related Post-Investigation Services**: If an attorney who conducted an investigation for the CCA is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration, or any other administrative or judicial proceeding, because of services rendered under this Agreement, and/or if the investigating attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to any matter relating to

or arising out of services performed for the CCA, the CCA agrees to pay Attorneys for time expended, including preparation time, at the investigating attorney's then current hourly rate and to reimburse Attorneys for reasonable costs and expenses incurred.

7. Indemnification: Except as provided below, the CCA will indemnify, defend and hold harmless Attorneys from and against all claims, suits or causes of action arising out of the services rendered herein. The CCA will provide legal representation for Attorneys in any litigation relating to such services if Attorneys are sued, deposed, or otherwise required to provide information or testimony concerning services provided under this contract. ***This provision does not apply to any actions resulting from Attorneys' negligence or willful and/or malicious conduct in the course of rendering services.***

The indemnity provisions of this section shall survive the expiration or termination of this Agreement.

8. Electronic Communication, Confidentiality & Publicity:
The CCA authorizes Attorneys to communicate with the CCA and the CCA's authorized representatives via electronic mail when such communication is desirable for timely communications, efficiency of transmission, or to avoid the need for re-creating documents.

Attorneys shall make reasonable efforts to label electronic communications as confidential and privileged. The CCA acknowledges that electronic communications may be intercepted and that confidentiality cannot be guaranteed. If e-mail is intercepted or confidentiality is otherwise compromised, the CCA will hold Attorneys harmless for any resulting injury.

The CCA will not modify any document transmitted to the CCA electronically by Attorneys, except as expressly authorized by Attorneys.

Both parties agree not to knowingly transmit any materials to the other party in violation of the copyright of another or of any other applicable law.

Attorneys shall retain all CCA confidential information in the strictest confidence and shall neither use it nor disclose it to anyone without prior written consent of the CCA. The CCA may seek to enjoin any unauthorized disclosure. Attorneys shall not issue public announcements on behalf of the CCA without the CCA's prior written consent.

9. **No Guarantee of Outcome.** Attorneys do not promise or guarantee an outcome for any particular legal matter. Attorneys shall provide periodic reports and opportunities for CCA input and direction. Actual fees will vary from initial estimates and may be higher or lower based upon CCA direction for legal work and legal options selected by CCA.

10. **Files and Ownership of Documents.** When legal services conclude, and periodically as individual matters conclude, Attorneys will, upon the CCA's request, deliver closed files to the CCA at the CCA's cost, along with any funds or property of the CCA's in Attorneys' possession. Attorneys will retain closed files for a period of up to one (1) year. If the CCA does not request delivery of the file before the end of the one (1) year period from closure of the file, Attorneys shall have no further obligation to retain files and may, at Attorneys' discretion, destroy them without further notice.

11. **Assignment.** This Agreement is not assignable without the written consent of the CCA.

12. **Independent Contractor.** Attorneys, while engaged in performing the terms of this Agreement, are an independent contractor and are not employees of the CCA.

13. **Insurance.** Attorneys shall maintain workers' compensation insurance, general liability insurance, and legal malpractice coverage in force at all times at their sole expense in amounts deemed sufficient under current industry standards to protect the interests of the CCA under this Agreement. Attorneys shall, on request, provide the CCA with certificates of insurance evidencing compliance with coverage requirements of this Agreement.

14. **Nondiscrimination.** Attorneys shall not, in the performance of this Agreement, unlawfully discriminate against any employee, applicant for employment, or CCA student or employee because of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age (over 40), immigration status, sex, gender, gender identity or sexual orientation.

15. **Audit.** The CCA shall have audit access to its accounts with Attorneys on request during the term of this Agreement. Attorneys shall cooperate with such auditors or investigators authorized to audit CCA activities and provide information regarding CCA legal matters that the CCA may need to defend itself against legal challenges.

16. **Governing Law.** This Agreement shall be governed by the laws of the state of California.

17. **Authority.** The parties hold the positions set forth below their signatures and are authorized to execute this Agreement on behalf of their respective parties and to bind their respective parties hereto.

18. **Term.** This Agreement is effective July 1, 2022. It may be extended or modified by mutual agreement.

This Agreement is terminable by either party upon thirty (30) days written notice.

19. **Entire Agreement.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

COLLEGE & CAREER ADVANTAGE

Date: May 5, 2022

BY: Patricia Romo

LAW OFFICES OF MARGARET A.
CHIDESTER & ASSOCIATES

Date: April 22, 2022

BY: Margaret A. Chidester
Margaret A. Chidester

EXHIBIT "A"

Rates are guaranteed through June 30, 2023.

PARTNERS	\$335 per hour
SENIOR ATTORNEYS	\$305 per hour
OTHER ATTORNEYS	\$295 per hour
LAW CLERKS/PARALEGALS	\$185 per hour

COSTS

PHOTOCOPIES AND FAXES	\$0.25 per page
COLOR COPIES	\$0.50 per page
POSTAGE	Actual Charges
MILEAGE	IRS Authorized Rate
TELEPHONE CALLS AND TEXT MESSAGES	No Charge
DIGITAL LEGAL RESEARCH LIBRARY SERVICES	No Charge

AMENDMENT #1
COLLEGE AND CAREER ADVANTAGE
BUSINESS-PLUS SYSTEM SUPPORT
AND SOFTWARE SUPPORT SERVICE AGREEMENT

The AGREEMENT entered into July 1, 2022, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92626, hereinafter referred to as SUPERINTENDENT, and College And Career Advantage, 33122 Valle Road, San Juan Capistrano, California 92675, hereinafter referred to as DISTRICT, is hereby further amended as follows:

1.0 Section 5.0 PAYMENT shall be amended to read: DISTRICT agrees to pay SUPERINTENDENT the sum of Twenty-seven thousand five hundred dollars (\$27,500.00) for annual software support service fees for fiscal year 2022-2023. Annual software support service fees due for each fiscal year shall be paid by DISTRICT on or before August 1st of that fiscal year upon receipt of an itemized invoice from SUPERINTENDENT. SUPERINTENDENT shall evaluate software support service charges annually, for possible upward or downward adjustments, based on SUPERINTENDENT'S actual costs to support Business-Plus software. SUPERINTENDENT will provide DISTRICT written notice of the annual software support service fees due for the renewal period ninety (90) days prior to the end of each renewal period.

2.0 Except as expressly herein amended, including any amendments thereto, said AGREEMENT shall in all respects be and remain in full force and effect.

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IN WITNESS WHEREOF, the Parties hereto set their hands.

DISTRICT: COLLEGE AND CAREER
ADVANTAGE

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

BY: Patricia Romo
Authorized Signature

BY: Patricia McCaughey
Authorized Signature

PRINTED NAME: Patricia Romo
Executive Director,
TITLE: College and Career Advantage

PRINTED NAME: Patricia McCaughey
TITLE: Administrator

DATE: May 12, 2022

DATE: May 11, 2022

College&Career Advantage-Financial-BusinessPlus-Amendment #1(51647)23
ZIP5

2 AMENDMENT #4
3 COLLEGE AND CAREER ADVANTAGE
4 HUMAN RESOURCES APPLICATION
5 SOFTWARE SUPPORT SERVICE AGREEMENT

6 The AGREEMENT entered into July 1, 2022, by and between the Orange
7 County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa,
8 California 92628, hereinafter referred to as SUPERINTENDENT, and
9 College And Career Advantage, 33122 Valle Road, San Juan Capistrano,
10 California 92675, hereinafter referred to as DISTRICT, is hereby
11 further amended as follows:

12 1.0 Section 5.0 PAYMENT shall be amended to read: DISTRICT agrees to
13 pay SUPERINTENDENT the sum of Eleven thousand dollars (\$11,000.00) for
14 SUPERINTENDENT'S Human Resources Application annual software support
15 service fees for fiscal year 2022-2023. Annual software support service
16 fees due for each fiscal year shall be paid by DISTRICT on or before
17 August 1st of that fiscal year upon receipt of an itemized invoice from
18 SUPERINTENDENT. Annual Human Resources Application software support
19 service fees will be evaluated annually for possible upward or downward
20 adjustments. SUPERINTENDENT will provide DISTRICT written notice of
21 the annual Human Resources Application software support service fees
22 due for the renewal period ninety (90) days prior to the end of each
23 renewal period. Renewal fees shall be based on the actual costs
24 incurred by SUPERINTENDENT to support the Human Resources Application
25 software.

1 2.0 Except as expressly herein amended, including any amendments
2 thereto, said AGREEMENT shall in all respects be and remain in full
3 force and effect.

4 IN WITNESS WHEREOF, the Parties hereto set their hands.

5 DISTRICT: COLLEGE AND CAREER
ADVANTAGE

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

6 BY: Patricia Romo
7 Authorized Signature

BY: Patricia McCaughey
Authorized Signature

8 PRINT NAME: Patricia Romo

PRINT NAME: Patricia McCaughey

9 TITLE: Executive Director

TITLE: Administrator

10 DATE: 5/13/22

DATE: May 12, 2022

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College&Career Advantage-Human Resources Application-Amendment #4(46314)23
ZIP5

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
COLLEGE AND CAREER ADVANTAGE**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 14th of March, 2022, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **College and Career Advantage** (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the K12 Strong Workforce Program for Orange County, (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division (hereinafter “Prime Sponsor”), to sub-grant and contract with Local Educational Agencies to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work in the Scope of Work (*Exhibit A*) approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from January 1, 2022 through June 30, 2024.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$1,000,000 USD.

4. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and

approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advance payment of 70% (seventy percent) after the Agreement is fully executed, up to 20% (twenty percent) in progress payment upon submission of an invoice and accompanying documentation as required by the Regional Consortium and completion of all reports due at the time the invoice is submitted. The final 10% (ten percent) payment is contingent upon successful performance of the work, as approved by the PRIME SPONSOR. Payment shall not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment to RSCCD via e-mail to Sarah Santoyo (Santoyo_Sarah@rscdd.edu) and Vanessa Palomares (Palomares_Vanessa@rscdd.edu). The subject line of the invoice should be as follows: "INVOICE_K12SWP_PIF_Subcontractor Name."

Refer to the Invoice Form and Instructions (Exhibit B) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

K12 Strong Workforce Program funding is project based with project submissions and reporting expenditures in NOVA. The SUBCONTRACTOR agrees to adhere to the reporting frequency as identified in Exhibit D: K12 Strong Workforce Program RFA-Appendix A: Grantee Requirements and Guidelines, p.31-32. Periodic fiscal and narrative progress reports of project progress may be requested by Rancho Santiago Community College District at any time.

SUBCONTRACTOR shall prepare and submit outcomes data as required by the legislation, Education Code §88828 (d)(8), and as referenced in Exhibit D: K12 Strong Workforce Program RFA –Appendix A: Grantee Requirements and Guidelines, p. 31. As per the legislation, failure to provide this data may result in termination of the grant.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications

SUBCONTRACTOR may make changes to any budget categories up to 10% (ten percent) of the total award amount per line item without the approval of RSCCD so long as budget categories are not added or deleted, the total dollar amount of the Agreement is not affected, and the outcomes of the Agreement will not be materially affected. SUBCONTRACTOR may add or delete budget categories subject to the prior approval of RSCCD.

If the SUBCONTRACTOR wishes to make substantial changes to the scope of work, then a revised scope of work that describes the requested changes and their impact to the budget and outcomes must be submitted to RSCCD and approved by the PRIME SPONSOR. Substantial changes are those that would represent a significant deviation from the approved scope of work and would lead to different outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in methods of implementation (i.e., the means by which the approved scope of work is implemented) or movement between budget line items would not be considered substantial changes, and would not require prior approval.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees

who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused by the sole negligence or the willful misconduct of the non-indemnifying party or any of its agents or employees.

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of

criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo, Assistant Vice Chancellor, Educational Services
2323 N. Broadway, Suite 201
Santa Ana, CA 92706
(714) 480-7466; Santoyo_Sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Iris I. Ingram, Vice Chancellor, Business Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, Ingram_Iris@rsccd.edu

SUBCONTRACTOR:

Primary Contact:
Name: Patricia Romo
Title: Executive Director
Address: 33122 Valle Road
San Juan Capistrano, CA 92675
Phone: 949-234-9477
Email: PJRomo@capousd.org

Fiscal Representative:
Name: Melanie Inskip
Title: Accountant
Address: 33122 Valle Road
San Juan Capistrano, CA 92675
Phone: 949-234-9459
Email: MEInskip@capousd.org

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms

and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Education Code Title 3, Division 7, Part 54.5 Strong Workforce Program Section 88827-88833) as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances


By signing this Agreement the Parties certify that they comply with the legal requirements regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

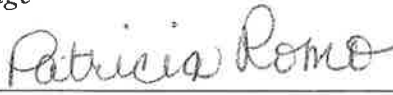
This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *College and Career
Advantage*

By: 
Name: Iris I. Ingram
Title: Vice Chancellor
Business Services
Date: Mar 21, 2022

By: 
Name: Patricia Romo
Title: Executive Director
Date: April 5, 2022

Board Approval Date: March 14, 2022

95-2661408
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

- Exhibit A: Scope of Work (K12 Strong Workforce Program Project Plan – Certified)
- Exhibit B: Invoice Form and Instructions
- Exhibit C: Intent to Award Memorandum from the Chancellor’s Office (02/14/2022)
- Exhibit D: K-12 SWP Request for Applications (RFA) and Program Specifications
- Exhibit E: K-12 SWP Legislation (Ed. Code Title 3, Division 7, Part 54.5 [88827-88833])

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
COLLEGE AND CAREER ADVANTAGE**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 14th of March, 2022, between Rancho Santiago Community College District (hereinafter "RSCCD") and **College and Career Advantage** (hereinafter "SUBCONTRACTOR"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the K12 Strong Workforce Program for Orange County, (hereinafter "Grant") from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division (hereinafter "Prime Sponsor"), to sub-grant and contract with Local Educational Agencies to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work in the Scope of Work (*Exhibit A*) approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from January 1, 2022 through June 30, 2024.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$315,000 USD.

4. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is

incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advance payment of 70% (seventy percent) after the Agreement is fully executed, up to 20% (twenty percent) in progress payment upon submission of an invoice and accompanying documentation as required by the Regional Consortium and completion of all reports due at the time the invoice is submitted. The final 10% (ten percent) payment is contingent upon successful performance of the work, as approved by the PRIME SPONSOR. Payment shall not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment to RSCCD via e-mail to Sarah Santoyo (Santoyo_Sarah@rsccd.edu) and Vanessa Palomares (Palomares_Vanessa@rsccd.edu). The subject line of the invoice should be as follows: "INVOICE_K12SWP_PIF_Subcontractor Name."

Refer to the Invoice Form and Instructions (Exhibit B) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

K12 Strong Workforce Program funding is project based with project submissions and reporting expenditures in NOVA. The SUBCONTRACTOR agrees to adhere to the reporting frequency as identified in Exhibit D: K12 Strong Workforce Program RFA-Appendix A: Grantee Requirements and Guidelines, p.31-32. Periodic fiscal and narrative progress reports of project progress may be requested by Rancho Santiago Community College District at any time.

SUBCONTRACTOR shall prepare and submit outcomes data as required by the legislation, Education Code §88828 (d)(8), and as referenced in Exhibit D: K12 Strong Workforce Program RFA –Appendix A: Grantee Requirements and Guidelines, p. 31. As per the legislation, failure to provide this data may result in termination of the grant.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications

SUBCONTRACTOR may make changes to any budget categories up to 10% (ten percent) of

the total award amount per line item without the approval of RSCCD so long as budget categories are not added or deleted, the total dollar amount of the Agreement is not affected, and the outcomes of the Agreement will not be materially affected. SUBCONTRACTOR may add or delete budget categories subject to the prior approval of RSCCD.

If the SUBCONTRACTOR wishes to make substantial changes to the scope of work, then a revised scope of work that describes the requested changes and their impact to the budget and outcomes must be submitted to RSCCD and approved by the PRIME SPONSOR. Substantial changes are those that would represent a significant deviation from the approved scope of work and would lead to different outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in methods of implementation (i.e., the means by which the approved scope of work is implemented) or movement between budget line items would not be considered substantial changes, and would not require prior approval.

9. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR

agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused by the sole negligence or the willful misconduct of the non-indemnifying party or any of its agents or employees.

15. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the

PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo, Assistant Vice Chancellor, Educational Services
2323 N. Broadway, Suite 201
Santa Ana, CA 92706
(714) 480-7466; Santoyo_Sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Iris I. Ingram, Vice Chancellor, Business Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, Ingram_Iris@rsccd.edu

SUBCONTRACTOR:

Primary Contact:
Name: Patricia Romo
Title: Executive Director
Address: 33122 Valle Road
San Juan Capistrano, CA 92675
Phone: 949-234-9477
Email: PJRomo@capousd.org

Fiscal Representative:
Name: Melanie Inskeep
Title: Accountant
Address: 33122 Valle Road
San Juan Capistrano, CA 92675
Phone: 949-234-9477
Email: MEInskeep@capousd.org

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Education Code Title 3, Division 7, Part 54.5 Strong Workforce Program Section 88827-88833) as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances


By signing this Agreement the Parties certify that they comply with the legal requirements regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.


This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *College and Career
Advantage*

By: 
Name: Iris I. Ingram
Title: Vice Chancellor
Business Services
Date: Mar 21, 2022

By: 
Name: Patricia Romo
Title: Executive Director
Date: April 12, 2022

Board Approval Date: March 14, 2022

95-2661408
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

- Exhibit A: Scope of Work (K12 Strong Workforce Program Project Plan – Certified)
- Exhibit B: Invoice Form and Instructions
- Exhibit C: Intent to Award Memorandum from the Chancellor's Office (02/14/2022)
- Exhibit D: K-12 SWP Request for Applications (RFA) and Program Specifications
- Exhibit E: K-12 SWP Legislation (Ed. Code Title 3, Division 7, Part 54.5 [88827-88833])

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: June 29, 2022

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN COLLEGE AND CAREER ADVANTAGE AND LAGUNA BEACH UNIFIED SCHOOL DISTRICT

BACKGROUND INFORMATION

CCA belongs to a Joint Powers Authority that employs Schools Services, Inc. as a legislative analyst group. Through the efforts of Schools Services, Inc. JPA ROPs in the state received approximately \$84 million in COVID Emergency Funds from the approved state budget. CCA received approximately \$9.7 million of these funds to offset additional expenses due to COVID. The funds are earmarked for JPA ROPs and are based on enrollment in courses taught by ROP employed teachers.

CURRENT SITUATION

As stated in the MOU, there will be a reduction of the annual amount of funding provided to CCA from LBUSD from \$209,000 to \$69,830 for a period of two years. The MOU is effective July 1, 2022 through June 30, 2024. If CCA continues to receive direct state funding, LBUSD's allocation of \$69,830 would be made permanent.

FISCAL IMPLICATIONS

Through the MOU, CCA will experience a reduction of \$278,340 over the two-year period of the MOU. If CCA does not continue to receive direct state funding, the MOU will terminate June 30, 2024 and LBUSD's pass through allocation will revert to the amount prior to the adoption of this MOU.

RECOMMENDATION

It is recommended the Board ratify/approve the Memorandum of Understanding with Laguna Beach Unified School District.

CONSENT CALENDAR

**Agenda Item 11
June 29, 2022**

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COLLEGE AND CAREER ADVANTAGE
AND
LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

1. **PARTIES.** This is a Memorandum of Understanding (MOU) between College and Career Advantage (CCA), a Joint Powers Authority (JPA) Regional Occupational Program (ROP) and Laguna Beach Unified School District (LBUSD). CCA and LBUSD are referred to in this MOU collectively as the "Parties."

2. **AGREEMENT.** It is hereby agreed to reduce the annual amount of funding that is provided to CCA by LBUSD annually from \$209,000 to \$69,830 for a period of two years commencing on July 1, 2022 and ending on June 30, 2024. If by June 30, 2024 CCA has secured direct state funding, the amount of \$69,830 will become a permanent funding allocation from LBUSD to CCA or a new amount will be determined. The purpose of this funding is to provide students of LBUSD with high-quality career and technical education (CTE) courses and programs that meet the California Department of Education's defined elements of a high-quality CTE program. The reduction in funds is a result of temporary state funding received by CCA from the State of California for the purpose of providing in-person CTE courses and programs to students in the JPA ROP region over a two-year period.

3. **TERM.** This MOU is effective upon the approval of both Parties, and shall remain in effect until June 30, 2024.

Date: April 21, 2022

College and Career Advantage

By: Patricia Romo
Patricia Romo
Executive Director

Date: April 21, 2022

Laguna Beach Unified School District

By: Jason Vitoria
Jason Vitoria
Superintendent

**California Career Technical Education Incentive Grant Program
and
K12 Strong Workforce Grant Program
Memorandum of Understanding Between College and Career Advantage,
Capistrano Unified School District and Laguna Beach Unified School District**

This Memorandum of Understanding (hereafter MOU) sets forth the terms of agreement between College and Career Advantage (hereafter CCA), Capistrano Unified School District (hereafter CUSD) and Laguna Beach Unified School District (hereafter LBUSD) with regard to participation in the California Career Technical Education Incentive Grant Program (hereafter CTEIG) and the K12 Strong Workforce Grant Program (hereafter K12 SWP).

I. Background

The CTEIG and the K12 SWP were established as state education, economic, and workforce development initiatives with the goal of providing pupils in kindergarten and grades 1 to 12, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of the programs is to encourage and maintain the delivery of career technical education programs and enhance existing career pathways in the region.

II. Purpose of the Agreement

It is the purpose of this MOU to establish a cooperative and mutually beneficial relationship between the parties and to set forth the responsibilities of the parties as related to the implementation of the CTEIG and the K12 SWP.

III. Duration of the Agreement

The term of this MOU shall be from July 1, 2022 through and including June 30, 2024 unless modified or terminated in writing. Termination can be exercised by either party 30 days following written notice.

IV. Responsibilities

In consideration of the shared goals associated with this MOU, and in recognition of the benefit to be derived from the effective implementation of the programs, the parties agree that their responsibilities under this agreement shall be as follows:

CUSD and LBUSD shall:

- A. *Provide a two dollar (\$2) to one dollar (\$1) match for every dollar (\$1) received from the Career Technical Education Incentive Grant Program as follows:*

For the term beginning July 1, 2022, two dollars (\$2) for every one dollar (\$1) received from this program. For the 2023-24 application, matching funds may be based on local match expenditures starting June 1, 2022, to June 30, 2024.

B. Provide a proportional dollar-for-dollar match for any funding received from the K12 Strong Workforce Grant Program, as follows:

For the term beginning July 1, 2022, one dollars (\$1) for every one dollar (\$1) received from this program. For the 2023-24 application, matching funds may be based on local match expenditures starting June 1, 2022, to June 30, 2024.

The Executive Director of College and Career Advantage will prepare and submit all required documentation related to the grants.

CCA shall:

Meet all of the eligibility standards, as follows:

- A. Offer high quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards, including, but not limited to, providing a coherent sequence of career technical education programs that lead to a career pathway or attain employment upon graduation.
- B. Provide pupils with quality career exploration and guidance.
- C. Provide pupils support services, including counseling and leadership development.
- D. Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary educational institutions, documented through formal written agreements.
- E. Form ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.
- F. Provide opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.
- G. Reflect regional or local labor market-demands and focus on current and emerging high-skill, high-wage, or high-demand occupations.
- H. Provide programs that lead to an industry-recognized credential or certificate, or appropriate postsecondary training or employment.
- I. Provide skilled teachers with appropriate credentials, as well as skilled administrators and support staff who provide professional development opportunities.
- J. Report data as a program participation requirement to allow for evaluation of the programs. Data elements shall include, but not be limited to, metrics aligned with the core metrics required by the federal Workforce Innovation and Opportunity Act and the quality indicators described in the California State Plan for Career Technical Education required by the federal Carl D. Perkins Career and Technical Improvement Act of 2006, and the following metrics:
 - i. The number of pupils completing high school.
 - ii. The number of pupils completing career technical education coursework.

- iii. The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.
- iv. The number of former pupils employed and the types of businesses in which they are employed.
- v. The number of former pupils enrolled in a postsecondary educational institution, a state apprenticeship program or another form of job training.

V. Additional Provisions

1. As the administrative agency for the JPA, College and Career Advantage will receive and administer the JPA's allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (CDE). Each of the LEAs participating in the JPA will cooperate in the development of these documents and will provide timely responses to the JPA fiscal agent's request for information and data.
2. Each member of the JPA will release the Average Daily Attendance (ADA) of their students in their district that will participate in the JPA's CTE programs to determine funding for this specific CTEIG and K12 SWP funding structure. The JPA will report only those students' ADA that the member has released for the purpose of determining the grant allocation award. Each member and fiscal agent will submit data on CTE students according to what they are claiming or releasing of ADA for the grant funding structure of ADA, as outlined in Education Code (EC) Section 53071, (B), i-v. Each member of the MOU and fiscal lead agency will sign all grant assurances and comply with all requirements as a grant recipient for CTEIG funding and K12 SWP funding, as outlined in EC Section 53071. In accordance with the CTEIG and K12 SWP programs, EC Section 53070, (b) of the amounts appropriated in paragraphs (1) through (3), inclusive, of subdivision (a), 4 percent is designated for applicants with average daily attendance of less than or equal to 140, 8 percent is designated for applicants with average daily attendance of more than 140 and less than or equal to 550, and 88 percent is designated for applicants with average daily attendance of more than 550. For purposes of this section, average daily attendance shall be those figures that are reported at the time of the second principal apportionment for the previous fiscal year for pupils in grades 7 to 12, inclusive. For any applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or of any combination of these entities, the sum of the average daily attendance for each of the constituent entities shall be used for purposes of this subdivision.
3. This agreement is entered into by the duly authorized officials of each respective party.
4. It is understood by all parties that each will fulfill its responsibility under the MOU in accordance with the provisions of law and regulations that govern their activities.
5. Nothing in this agreement is intended to negate or otherwise render ineffective any previous agreements.

6. If at any time either party is unable to complete their responsibilities under this agreement, the affected party shall immediately provide written notice to the other party to establish a date for mutual termination of the agreement.
7. This MOU constitutes the entire agreement hereto with respect to the subject matter.
8. No amendment, modification or alteration in the terms of the MOU shall be binding on either party unless submitted in writing.
9. This MOU may be amended by the mutual written consent of the parties.

Approved By:

Capistrano Unified School District

Signature: _____

Name/Title:

Date:

Laguna Beach Unified School District

Signature: _____

Name/Title:

Date:

College and Career Advantage

Signature: _____

Name/Title: Patricia Romo, Executive Director

Date:

**MEMORANDUM OF UNDERSTANDING
K12 STRONG WORKFORCE GRANT PROGRAM
BETWEEN
COLLEGE AND CAREER ADVANTAGE
AND
CAPISTRANO UNIFIED SCHOOL DISTRICT**

This Memorandum of Understanding (MOU) between College and Career Advantage and Capistrano Unified School District sets forth the distribution of funds from the K12 Strong Workforce Program Grant, Round 4.

The K12 Strong Workforce Program Grant was established as a state education, economic and workforce development initiative with the goal of providing pupils in kindergarten and grades 1 through 12, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. Funds from the K12 Strong Workforce Program Grant are used to enhance dual enrollment and articulated classes.

College and Career Advantage serves as the fiscal agent and will complete all applications and reports as required for all parties. Capistrano Unified School District will receive \$500,000 from the K12 Strong Workforce Program Grant. The \$500,000 will be disbursed as follows: 70% for the 2021-22 school year; 20% for the 2022-23 school year and 10% for the 2023-24 school year.

APPROVED BY:

Capistrano Unified School District

College and Career Advantage

Signature: _____

Signature _____

Name/Title:

Name/Title:

Date:

Date:

Memorandum of Understanding

This Memorandum of Understanding (this "**Memorandum**"), effective as of May 5, 2022, by and between University Lab Partners ("**ULP**"), on the one hand, and the Regional Occupational Program in the South Orange County Region, known respectively as College and Career Advantage (CCA) on the other hand.

W I T N E S S E T H:

WHEREAS, CCA has requested that ULP prepare the curriculum and materials for, and virtually host and provide speakers and mentors regarding, a high school educational course titled, "Medical Innovation, Research, and Entrepreneurship" (the "**Course**," also known as "**MIRE**");

WHEREAS, ULP is willing to prepare and make the Course and such curriculum and materials, to act as such virtual host and to provide or arrange for such speakers and mentors, on the terms and subject to the conditions set forth below in this Memorandum.

WHEREAS, CCA desires to enter into this Memorandum and consummate the matters and transactions contemplated hereby, on the terms and subject to the conditions set forth below in this Memorandum.

A G R E E M E N T:

NOW, THEREFORE, in consideration of the foregoing premises and recitals (incorporated into the parties' agreement hereunder by this reference) and the mutual covenants of the parties set forth below, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. The Course. The Course is scheduled to run on three (3) sessions on the following dates: July 18, 2022, through August 4, 2022; and September 12, 2022, through November 11, 2022; and January 16, 2023, through March 17, 2023. The Course is and will be a virtual/online program where high school student teams work with industry leaders/mentors to solve real-world unmet pediatric clinical needs devising a proof-of-concept, an intellectual property/patent strategy, and devising an exit plan which they pitch to industry leaders on the final day of the Course.

2. Course Curriculum and Materials. The parties hereto recognize that ULP, through its employees and contractors, has developed, and through the period of the Course will continue to develop, the curriculum, materials and related information for and regarding the Course, including, without limitation, such things in video, audio, digital, written and other formats (such curriculum, materials and information being the "**Course Materials**"). CCA acknowledges and agrees that all Course Materials, in whatever form or format and in whatever stage of being or development, and all right, title, interest in and to the Course Materials, and all intellectual property and proprietary rights ("**Intellectual Property Rights**") in embodied in or represented by the Course Materials, as well as all claims and causes of action of any kind with respect to any of the foregoing, are the sole and exclusive property of ULP. In furtherance of the foregoing sentence, without any additional consideration, CCA hereby irrevocably

assigns and transfers to ULP and its successors and assigns, all of CCA's respective right, title and interest in and to: (a) any and all Course Materials; (b) any and all drafts, versions, modifications and derivative works of any Course Materials (including, without limitation, predecessor and successor drafts, versions, modifications and derivative works thereof); (c) any and all Intellectual Property Rights embodied in or represented by any Course Materials; (d) any and all renewals and extensions of such Intellectual Property Rights in connection with Course Materials throughout the world (whether presently available or subsequently available as a result of intervening legislation); and (e) any and all causes of action for infringement of Course Materials and related Intellectual Property Rights in the past, present and future. Any assignment of copyrights under this Memorandum includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as "moral rights" (collectively, "**Moral Rights**"). CCA hereby irrevocably waives, to the extent permitted by applicable law, any and all claims it may now or hereafter have in any jurisdiction to any Moral Rights with respect to any Course Materials. CCA will execute all documents and perform all acts that ULP may reasonably request in order to assist ULP in perfecting the rights in Course Materials, including but not limited to copyright registration. ULP shall solely control any and all defense of its Intellectual Property Rights, and shall pay all costs related to the same except that CCA shall pay (or reimburse ULP for) any such costs and related damages arising from or relating to (A) CCA (or any CCA agent's or employee's) negligence or intentional acts or omissions, (B) the use of any Course Material or Other ULP Material in combination with anything not provided by ULP hereunder, (C) any breach by CCA of this Agreement, or (D) CCAs continued use of the offending material/thing after ULP has informed CCA of the claim or alleged infringement at issue.

3. Other ULP Materials. Beyond the Course Materials, CCA understands and agrees that all right, title and interest in and to any other materials, content and information furnished or made available to CCA in connection with the Course (such other materials, content and information being the "**Other ULP Materials**"), including, without limitation, any such things furnished directly or indirectly prior to the Effective Date, are and shall remain the sole and exclusive property of ULP. CCA shall obtain or has obtained any intellectual property or proprietary right or other right in any of the Other ULP Materials by virtue of this Memorandum, the Course or the parties' relationship or course of dealing in relation to this Memorandum or the Course.

4. License to CCA's Name. CCA hereby grants to ULP a limited, nonexclusive, non-sublicensable, and non-transferable right and license, solely, to display CCA's respective name, marks and logos for the purpose of developing, making available, hosting, marketing and promoting the Course and Course Materials, subject to such usage guidelines or other restrictions that CCA may reasonably specify from time to time by written notice given to ULP. Any and all use of such name, marks and logos, and all goodwill associated therewith, shall inure solely to the benefit of CCA.

5. CCA's Contributions. CCA agrees to pay ULP the aggregate amount of \$21,000 (\$7,000 per session) for ULP's development of the Course and Course Materials and its hosting and management of the Course (such \$21,000 fee being the "**Course Fees**"). CCA shall be responsible for paying the Course Fees (i.e., \$21,000) to ULP, such payment to be made on the date of CCAs signature to this Memorandum. In addition to the Course Fee, CCA will be making in-kind contributions regarding the Course. The Course Fees and such ROP in-kind contributions are reflected in Table A below (however, for the avoidance of doubt, such in-kind contributions are not payments to ULP and are not income to

ULP, but instead are estimates of the time and effort that the CCA have contributed and will contribute in relation to the Course).

TABLE A: Itemized CCA Contribution

Course Fees	Funding Source	Amount
Administration Fee	General Fund	\$7,000
Technology / Platform Fee	General Fund	\$2,000
Program Coordinator	General Fund	\$8,000
Textbooks	General Fund	\$4,000
DIRECT TOTAL:		\$21,000
In-Kind Contributions	Funding Source	Estimated Amount
Teacher Instructional Hours	General Fund	In Kind - \$36,000
Administration Fee	General Fund	In Kind - \$24,000
Program Coordinator Hours	General Fund	In Kind - \$39,000
Program Support Staff	General Fund	In Kind - \$6,000
Curriculum Design Hours	General Fund	In Kind - \$14,400
ESTIMATED IN KIND TOTAL:		\$118,400
GRAND TOTAL:		\$140,400

6. ULP's Contributions. ULP anticipates expending in-kind contributions toward the Course in the estimated aggregate amount of \$119,400. Such in-kind contributions are estimated in Table B below.

TABLE B: Itemized ULP Contribution

Item Description	Funding Source	Estimated In-Kind Amount
Industry Mentor Stipend	ULP	\$23,000
Program Coordinator Hours	ULP	\$36,000
Program Support Staff	ULP	\$45,000
Curriculum Design Hours	ULP	\$20,000
Facilities/ Infrastructure	ULP	\$22,500
Reception	ULP	\$18,000
ESTIMATED IN KIND TOTAL:		\$164,500

7. ROP Cooperation. CCA will provide ULP with all support and cooperation that is reasonably requested by ULP from time to time in relation to the Course, including, without limitation, in relation to the Course Materials.

8. Insurance. CCA shall carry commercial general liability ("**CGL**") insurance of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. CCA shall ensure that through the end of the Course, and for 12 months thereafter, CCAs CGL insurance policy designates ULP and its directors, officers, employees and agents as additional insureds thereunder. Upon request, CCA will deliver to ULP current certificates of insurance demonstrating that (a) the insurance required herein is in force,

and (b) ULP and its directors, officers, employees and agents are additional insureds under the specified CGL insurance.

9. Hold Harmless:

a. ULP shall defend, indemnify, save and hold harmless CCA and their respective officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees, that may arise out of any grossly negligent or intentional acts or omissions of any agent or employee of ULP. This shall include any acts of sexual abuse alleged against any agent or employee of ULP.

b. CCA, shall defend, indemnify, save, and hold harmless ULP and its officers, directors, and employees from and against all obligations, claims or liabilities of any kind, including costs and attorneys' fees that may arise out of any failure to pay the Course Fees or out of any grossly negligent or intentional acts or omissions of any agent or employee of CCA. This shall include any acts of sexual abuse alleged against any agent or employee of CCA.

10. General. This Memorandum constitutes the entire agreement between the parties with respect to the subject matter hereof and it supersedes any and all prior agreements and understandings between the parties hereto regarding such subject matter. This Memorandum shall be governed by and construed in accordance with the laws of the State of California without regard to the conflicts of law provisions thereof or of any other jurisdiction. The parties hereby submit to the jurisdiction of the state and federal courts in the County of Orange, State of California, and agree that said courts have the sole and exclusive jurisdiction over any and all disputes, claims, actions, controversies and causes of action involving any of such parties that arise out of or relate to this Memorandum. Each party shall bear its own fees and costs incurred in connection with this Memorandum, provided, however that the prevailing party in any action to enforce this Memorandum shall be entitled to reimbursement (from the other party) of such prevailing party's costs and fees (including, without limitation, reasonable attorneys' fees and expert witness fees) incurred in connection with such action. In the event that any of the provisions of this Memorandum are held by a court or other tribunal of competent jurisdiction to be illegal, invalid or unenforceable, such provisions shall be limited or eliminated to the minimum extent necessary so that this Memorandum shall otherwise remain in full force and effect. No amendment, modification or waiver of this Memorandum (or any part hereof) will be binding upon any particular party hereto unless made in writing and signed by a duly authorized representative of such party, and no failure or delay in enforcing any right will be deemed a waiver. This Memorandum shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns, provided, however CCA may not assign or delegate this Memorandum, in whole or in part, without the prior written consent of ULP, which consent will not be unreasonably delayed or withheld. No provision of this Memorandum shall be construed against a party by reason of the fact that such party or its legal counsel drafted that provision, notwithstanding any rule of law or any legal decision to the contrary. Headings and captions are for convenience only and are not to be used in the interpretation of this Memorandum. This Memorandum may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. A party's facsimile, electronically-scanned or electronic signature to this Memorandum shall be deemed an original for purposes of evidencing such party's execution of this Memorandum.

[Signature page follows.]



5270 California Ave. Suite 300
Irvine, CA 92617
www.universitylabpartners.org
info@universitylabpartners.org

IN WITNESS WHEREOF, the parties hereto have each caused this Memorandum to be executed by their respective duly authorized representatives effective as of the Effective Date.

**REGIONAL OCCUPATIONAL PROGRAM IN
THE SOUTH ORANGE COUNTY REGION**
(also known as College and Career Advantage)

UNIVERSITY LAB PARTNERS

By: Patricia Romo
Patricia Romo,
Executive Director

By: _____
Karin Koch,
Executive Director

Date: May 5, 2022

Date: _____

Date of
Board Approval: _____

College and Career Advantage Consultant Services Agreement

This AGREEMENT is hereby entered into this first day of July 2022, by and between College and Career Advantage, a JPA ROP, 33122 Valle Rd, San Juan Capistrano, CA 92675, hereafter referred to as ROP, and Mrs. Patricia Romo, hereafter referred to as Consultant. ROP and Consultant are collectively referred to as the Parties.

1. **SCOPE OF WORK:** Consultant shall provide consulting services in the areas of governance, human resources, fiscal, legislative, and operational support to support the Executive Director on an as-needed basis or as directed by the Board President. Specifically, Consultant shall work with incoming Executive Director, Dr. Paul Weir, in furtherance of these tasks. Dr. Weir may direct CCA Administrators and/or staff to contact Consultant for assistance as needed.
2. **TERM:** Consultant shall commence providing services under this AGREEMENT on July 1, 2022 and will diligently perform as required, as needed, through June 30, 2023.
3. **COMPENSATION:** ROP agrees to pay Consultant for services rendered pursuant to this AGREEMENT at the rate of \$125 per hour, not to exceed \$45,000 annually. Consultant will invoice ROP monthly. Payment shall be mailed to Patricia Romo, 3200 Gold Creek Road W., Bremerton, WA 98312
4. **TERMINATION:** Either party may terminate the AGREEMENT with a thirty (30) day written notice.
5. **COMPLIANCE WITH APPLICABLE LAWS:** Consultant services must meet the approval of the ROP and shall be subject to the ROP's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all federal, state, and local laws, rules, regulations and ordinances that are now, or may in the future, become applicable to Consultant.
6. **INDEPENDENT CONTRACTOR:** The relationship between Consultant and ROP is that of independent contractor. Consultant retains the discretion in performing tasks assigned within the scope of work specified with respect to the schedule, time, and location of services rendered. Consultants are not eligible for any employee benefits, nor will ROP make deductions from payments for taxes, insurance, bonds, or the like within the scope of this AGREEMENT. Consultant will be responsible for paying applicable taxes.
7. **HOLD HARMLESS:** To the fullest extent permitted by law, the Consultant agrees to indemnify, defend, and hold ROP entirely harmless from all liability arising out of the services provided.

8. ENTIRE AGREEMENT/AMENDMENT: This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated and may be amended only by a written amendment executed by both parties to the AGREEMENT.

IN WITNESS WHEREOF, the Parties approve this AGREEMENT.

CONSULTANT:

COLLEGE AND CAREER ADVANTAGE

By: _____
Patricia Romo

By: _____
Dee Perry, President

Date: _____

Date: _____



Career Technical Education Joint Powers Authority Coalition

Letter of Agreement to Participate 2022-23

The College and Career Advantage expresses its agreement to participate in the Career Technical Education Joint Powers Authority Coalition (Coalition), effective July 1, 2022, through June 30, 2023.

As a participant, our Joint Powers Authority (JPA) agrees to support and participate in legislative efforts for sustained funding for Career Technical Education (CTE) programs and direct funding for JPAs that provide CTE programs.

To assist in this effort, the Metropolitan Education District (MetroED) will contract with School Services of California Inc. (SSC) to provide legislative services for the Coalition. Legislative services shall include, but not be limited to, representing and advocating on behalf of the Coalition before the California State Legislature, the Governor's Office, the California Department of Finance, the California Department of Education, the California Community College Chancellor's Office, and other state departments, as appropriate.

In addition, SSC staff shall organize and facilitate at least two in-person meetings (to the extent possible) of the Coalition as well as regular conference calls throughout the year. Meetings and conference calls shall be used to provide policy updates on matters related to CTE and to give Coalition members a shared space to discuss best practices and to identify challenges and opportunities in their CTE programs. SSC staff will work with members of the Coalition to develop the agenda for the meetings and conference calls.

The contract on behalf of the Coalition shall be for the period of 12 months, beginning July 1, 2022, and terminating June 30, 2023. The contracted amount will be equal to \$4,500 per participant, which includes expenses.

The membership fee for July 1, 2022, to June 30, 2023, is \$4,500 per participant, for the term of the contract.

Superintendent Name: Dr. Paul Weir	
Email Address: PPWeir@capousd.org	
Name of JPA: College and Career Advantage, JPA ROP	
Enrollment Count: 17,000	County: Orange
Mailing Address: 33122 Valle Road; San Juan Capistrano, CA 92675	
Telephone No.: 949-234-9477	Fax No.: 949-248-9718
List of Participating School Districts: Capistrano Unified School District Laguna Beach Unified School District	
Membership Fee:	\$4,500.00

Additional Contacts (for CTE JPA Coalition emails):

Name	Job Title	Email Address
Kim Thomas	Director, Instructional Programs	KEThomas@capousd.org

Signature _____ Date 6/29/22

Please make checks payable to MetroED. This serves as an official invoice.

Please make checks payable to MetroED and submit this agreement along with payment to:

c/o Tina Gerges
 School Services of California Inc.
 1121 L Street, Suite 1060
 Sacramento, CA 95814

Questions? Email: kellys@sscal.com or leilania@sscal.com

**Agenda Item 18
June 29, 2022**

All Personnel

BP 4117.2

4217.2

RESIGNATION

4317.2

Any ~~Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

The Board authorizes the ~~Chief Executive Officer (CEO)~~ **Executive Director** to accept an employee's written resignation and to set its effective date. Once the ~~CEO~~ **Executive Director** or designee has accepted and set an effective date for this resignation, the resignation may not thereafter be withdrawn by the employee.

The effective date of the resignation shall be a date not later than the close of the school year during which the resignation is received. However, an employee and the Board may agree that a resignation will be accepted at a mutually agreed upon date not later than two years beyond the close of the school year during which the resignation is received by the Board. (Education Code 44930, 45201)

(cf. 4117.7 - Employment Status Reports)

Legal Reference:

EDUCATION CODE

35161 Board delegation of any powers or duties

44242.5 Reports of change in employment status, alleged misconduct

44420 Failure to fulfill contract as ground for suspension of diplomas and certificates

44433 Unauthorized departure from service as unprofessional conduct

44930 Acceptance and date of resignation

45201 Power to accept resignation

CODE OF REGULATIONS, TITLE 5

80303 Reports of change in employment status

80304 Notice of sexual misconduct

COURT DECISIONS

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App.3d 829

Policy

adopted: June 17, 2010

revised:

~~CAPISTRANO-LAGUNA BEACH ROP~~
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

CONSENT CALENDER

Agenda Item 19
June 29, 2022

All Personnel

BP 4119.1(a)

4219.1

CIVIL AND LEGAL RIGHTS

4319.1

The Governing Board believes that the personal life of an employee is not an appropriate concern of the ~~Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP), except as it may directly relate to the employee's performance of his/her duties.

An employee's religious or political activities, or lack thereof, shall not be grounds for any discrimination or disciplinary action by the ROP **College and Career Advantage**, provided that these activities do not violate law, Board policy, or administrative regulation.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

An employee shall have the right to refuse to submit to any evaluation or survey conducted by the ROP **College and Career Advantage** concerning personal values, attitudes, and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the employee has a family relationship; or religious affiliations or beliefs. (Education Code 49091.24)

Employees do not have a reasonable expectation of privacy with regards to **College and Career Advantage** property under an employee's control including, but not limited to, desks, classrooms, offices, file cabinets, computers, or phones. As necessary to protect the health, welfare, or safety of students and staff, school officials may search such items in order to uncover evidence that the employee is violating the law, Board policy, administrative regulation, or other rules of the ROP **College and Career Advantage** or school.

(cf. 3515 - Campus Security)
(cf. 4040 - Employee Use of Technology)

Whistleblower Protection

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the ROP **College and Career Advantage** or a ROP **College and Career Advantage** employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation or noncompliance with a state or federal rule or regulation, he/she has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.8)

CIVIL AND LEGAL RIGHTS (continued)

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the ROP's **College and Career Advantage's** complaint procedures. After filing a complaint with the ROP, **College and Career Advantage** he/she may also file a copy of the complaint with local law enforcement in accordance with Education Code 44114.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

Protection Against Liability

No employee shall be liable for harm caused by his/her act or omission when acting within the scope of employment or ROP **College and Career Advantage** responsibilities. For the protection against liability to apply, the act or omission must be in conformity with federal, state, and local laws and must be in furtherance of an effort to control, discipline, expel, or suspend a student, or to maintain order or control in the classroom or school. (20 USC 6736)

(cf. 3320 - Claims and Actions Against the District)

(cf. 9260 - Legal Protection)

The protection against liability shall not apply when: (20 USC 6736)

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
3. The employee was not properly licensed, if required, by state law for such activities.
4. The employee was found by a court to have violated a federal or state civil rights law.

CIVIL AND LEGAL RIGHTS (continued)

5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.
7. The misconduct involved a sexual offense for which the employee has been convicted in a court.

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination on the basis of sex*

7050-7058 *Political activities of school officers and employees*

44040 *Discrimination based on employee's appearance before certain boards or committees*

44110-44114 *Reporting by school employees of improper governmental activity*

49091.24 *Teacher rights to refuse evaluation/survey of personal life*

CIVIL CODE

51 *Unruh Civil Rights Act*

GOVERNMENT CODE

815.3 *Intentional torts*

820-823 *Tort Claims Act*

825.6 *Indemnification of public entity*

3540.1 *Public employment definitions*

3543.5 *Interference with employee's rights prohibited*

12940-12951 *Discrimination prohibited; unlawful practices*

LABOR CODE

1102.5-1106 *Whistleblower protections*

UNITED STATES CODE, TITLE 18

16 *Crime of violence defined*

UNITED STATES CODE, TITLE 20

6731-6738 *Teacher liability protection*

UNITED STATES CODE, TITLE 42

2000d-2000d-7 *Title VI, Civil Rights Act*

2000e-2000e-17 *Title VII, Civil Rights Act of 1964 as amended*

2000h-2000h-6 *Title IX, 1972 Education Act Amendments*

12101-12213 *Americans with Disabilities Act*

COURT DECISIONS

Garcetti v. Ceballos, (2006) 543 U.S. 1186

O'Conner v. Ortega, (1987) 480 U.S. 709

New Jersey v. T.L.O., (1985) 468 U.S. 325

Management Resources:

WEB SITES

California Attorney General: <http://caag.state.ca.us>

Policy
adopted: June 17, 2010
revised:

CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4119.21(a)
4219.21
4319.21

PROFESSIONAL STANDARDS

The Governing Board expects ~~Capistrano-Laguna-Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) employees to maintain the highest ethical standards, exhibit professional behavior, follow ROP **College and Career Advantage** policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the ROP **College and Career Advantage** and advance the goals of the ROP's **College and Career Advantage's** educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of ROP **College and Career Advantage** students.

- (cf. 0200 - Goals for the School District)*
- (cf. 4112.2 - Certification)*
- (cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*
- (cf. 4131 - Staff Development)*
- (cf. 4231 - Staff Development)*
- (cf. 4331 - Staff Development)*

The Board encourages ROP **College and Career Advantage** employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

- (cf. 2111 - ~~Superintendent~~ **Executive Director** Governance Standards)*
- (cf. 9005 - Governance Standards)*

Staff Conduct with Students

The Board expects all employees to exercise good judgment and maintain professional standards and boundaries when interacting with students both on and off school property. Inappropriate employee conduct shall include, but not be limited to, engaging in harassing or discriminatory behavior; engaging in inappropriate socialization or fraternization with a student; soliciting, encouraging, or establishing an inappropriate written, verbal, or physical relationship with a student; furnishing tobacco, alcohol, or other illegal or unauthorized substances to a student; or engaging in student abuse.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 4040 - Employee Use of Technology)*
- (cf. 5131 - Conduct)*
- (cf. 6163.4 - Student Use of Technology)*

An employee who observes or has evidence of inappropriate conduct between another employee and a student shall immediately report such conduct to the ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee. An employee who has knowledge of or suspects student abuse shall file a report pursuant to the ROP's **College and Career Advantage's** student abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

- (cf. 5141.4 - Child Abuse Prevention and Reporting)*

PROFESSIONAL STANDARDS (continued)

Any employee who is found to have engaged in inappropriate conduct with a student in violation of law or this policy shall be subject to disciplinary action.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination on the basis of sex*

PENAL CODE

11164-11174.4 *Child Abuse and Neglect Reporting Act*

CODE OF REGULATIONS, TITLE 5

80331-80338 *Rules of conduct for professional educators*

Management Resources:

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Standards for School Leaders, 1996

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

Policy

adopted: June 17, 2010

revised:

CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4119.22

4219.22

DRESS AND GROOMING

4319.22

The Governing Board believes that appropriate dress and grooming by ~~Capistrano-Laguna Beach~~ **College and Career Advantage** Regional Occupational Program (ROP) employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5132 - Dress and Grooming)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

3543.2 Scope of representation

12949 Dress standards, consistency with gender identity

COURT DECISIONS

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100

East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856

Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Santa Ana Unified School District (1998) 22 PERC P29, 136

Inglewood Unified School District (1985) 10 PERC P17, 000

Management Resources:

WEB SITES

Public Employment Relations Board: <http://www.perb.ca.gov>

Policy

adopted: June 17, 2010

revised:

CAPISTRANO-LAGUNA BEACH ROP
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California

All Personnel

BP 4119.23(a)

4219.23

**UNAUTHORIZED RELEASE OF CONFIDENTIAL/
PRIVILEGED INFORMATION**

4319.23

The Governing Board recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment. Confidential/privileged information shall be released only to the extent authorized by law.

Disclosure of Closed Session Information

An employee shall not disclose confidential information acquired by being present during a closed session to a person not entitled to receive such information, unless the Board authorizes disclosure of that information. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)

An employee who willfully discloses confidential information acquired during a closed session may be subject to disciplinary action if he/she has received training or notice as to the requirements of this policy. (Government Code 54963)

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall provide all employees who attend closed sessions a copy of this policy. New employees who may attend closed sessions shall also receive a copy of this policy.

The ~~Capistrano-Laguna Beach College~~ **and Career Advantage** Regional Occupational Program (ROP) shall not take disciplinary action against any employee for disclosing confidential information acquired in a closed session, nor shall the disclosure be considered a violation of the law or Board policy, when the employee is: (Government Code 54963)

1. Making a confidential inquiry or complaint to the ~~ROP College~~ **and Career Advantage** attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

**UNAUTHORIZED RELEASE OF CONFIDENTIAL/
PRIVILEGED INFORMATION (continued)**

2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

Other Disclosures

An employee who willfully releases confidential/privileged information about the **ROP College and Career Advantage**, students or staff shall be subject to disciplinary action.

No employee shall disclose confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the employee.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 6164.2 - Guidance/Counseling Services)

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the ~~CEO~~ **Executive Director** or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

Legal Reference: (see next page)

**UNAUTHORIZED RELEASE OF CONFIDENTIAL/
PRIVILEGED INFORMATION (continued)**

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35146 Closed sessions

35160 Authority of governing boards

44031 Personnel file contents and inspection

44932 Grounds for dismissal of permanent employees

44933 Other grounds for dismissal

45113 Rules and regulations for classified service

49060-49079 Pupil records

GOVERNMENT CODE

1098 Public officials and employees: confidential information

6250-6270 Inspection of public records

54950-54963 Brown Act

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

Policy
adopted: June 17 2010
revised:

~~CAPISTRANO-LAGUNA BEACH~~ **ROP**
COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California