

GOVERNING BOARD MEETING AGENDA

Thursday, April 12, 2018

5:45 pm

Location:

26316 Hesperian Blvd
Hayward, CA 94545

Website:

www.edenrop.org

Phone Numbers:

(510) 293-2971
Fax (510) 293-8225



Governing Board Members

Peter Oshinski, President
Dot Theodore, Vice-President
Marilyn Stewart, Member
Dr. Luis Reynoso, Member

San Leandro Unified School District
Castro Valley Unified School District
San Lorenzo Unified School District
Hayward Unified School District

Mission Statement

The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.



Regular Meeting of the ROP Governing Board
Eden Area ROP Board Room
26316 Hesperian Blvd., Hayward, CA 94545

Date: Thursday, April 12, 2018

Time: 5:45 p.m.

AGENDA

Welcome to the Eden Area Regional Occupational Program Governing Board Meeting. The purpose of the meeting is to consider matters of policy and business necessary for the operation of the Regional Occupational Program.

Visitors wishing to address the Governing Board are asked to complete a "Request to Address ROP Governing Board" card, available at the entrance to the meeting room, and submit it to the Governing Board's Administrative Secretary. Any member of the audience may speak on any agenda item by following this process, or upon recognition by the Chairperson by identifying him/herself and his/her organization affiliation prior to any action taken by the Governing Board. Such presentations may be limited. If there is a desire to address the Governing Board on a matter relating to the Eden Area ROP that does not appear on the agenda, this may be done during the "Other Business" section.

State law prohibits the ROP Governing Board from taking any action on or discussing items that are not on the posted agenda except to A) briefly respond to statements made or questions posed by the public in attendance; B) ask questions for clarification; C) provide a reference to a staff member or other resource for factual information in response to the inquiry; or D) ask a staff member to report back on the matter at the next meeting and/or place it on a future agenda. (Government Code Section 54954.2 (a))

This meeting is being recorded. These recordings are maintained by the Eden Area ROP for 30 days and are available for review to the public upon request.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Mission Statement

V. Approval of Agenda

VI. Student of the Month

A. Presentation of ROP Student of the Month Awards (page 3)

VII. Consent Calendar

Action by the ROP Governing Board of the Eden Area Regional Occupational Program means that all items listed under the Consent Calendar are adopted by one single motion, unless a member of the Governing Board, the Superintendent, or a member of the public requests that any such item be removed from the Consent Calendar and voted upon separately.

Page 2 – Agenda for the April 12, 2018 Regular Meeting of the ROP Governing Board

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of March 1, 2018 (pages 4-8)
- B. Request the Governing Board to approve the Bill Warrants (pages 9-15)
- C. Request the Governing Board to approve the Listed Donations-Marilyn Blossom (page 16)
- D. Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions (pages 17-18)
- E. Request the Governing Board to approve the Revised Contract with American Stage Tours for Sophomore Tour Transportation for the 2017-2018 School Year (pages 19-29)
- F. Request the Governing Board to approve the Addendum with Del Conte Landscaping, Inc for Landscaping for the 2017-2018 School Year (pages 30-32)

VIII. Information Items

- A. CDE Course Review-Marketing & Business Economics (pages 33-35)
- B. DECA State Conference (page 36)
- C. Discipline Data for the Eden Area ROP Center (page 37)

IX. Action Items

- A. Request the Governing Board to approve the Instructional Support Specialist (High School) Position and Job Description (pages 38-41)

X. Superintendent's Report

XI. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XII. Adjournment



DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Presentation of ROP Student of the Month Awards

BACKGROUND

The Eden Area ROP has developed a student recognition program to acknowledge outstanding efforts and achievements of our students.

CURRENT SITUATION

The student recognition program has proven to be a successful, motivational tool in the classroom, among the staff and the students of the Eden Area ROP.

The following students were selected as ROP students of the month for April:

Erzel Hiyas	San Leandro High	Business Economics
Ethan Pascual	Arroyo High	Automotive Technology
Teo Salvatin	Hayward High	Cybersecurity
Kaylana Hanhan	Arroyo High	Marketing

RECOMMENDATION

Information only

Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board
March 1, 2018**

I. Call to Order

Mr. Peter Oshinski, President, called the meeting to order at 5:46 p.m. on Thursday, March 1, 2018 at the Eden Area Regional Occupational Program Board Room, 26316 Hesperian Blvd., Hayward, CA 94545.

II. Roll Call

Roll was called by Gabriela Juarez, Executive Assistant.

Eden Area ROP Governing Board Present:

Peter Oshinski, President	San Leandro USD	
Dot Theodore, Vice President	Castro Valley USD	
Marilyn Stewart, Member	San Lorenzo USD	
Dr. Luis Reynoso, Member	Hayward USD	arrived 6:01 pm

Superintendent: Linda Granger-present

ROP Administrators in Attendance:

Craig Lang	Director
Bernie Phelan	Assistant Director of Off-site Programs
Stefanie Bradshaw	Assistant Director of Adult Programs
Marites Fermin	Business Manager
Evan Goldberg	Grant Coordinator

ROP Staff in Attendance:

Bill Deslaurier	Construction Technology Program Instructor
Rick Charles	Marketing Program Instructor
Gabriela Juarez	Superintendent's Executive Assistant
Kathrina Miranda	Marketing Program Instructor
Audra Muñoz	Career Counselor
Romy Shivers-Adeyemi	Marketing Program Instructor

Others Present:

Students of the month and their families

III. Pledge of Allegiance

Miguel Gonzalez led the Pledge of Allegiance.

IV. Mission Statement

Miguel Gonzalez read the Eden Area ROP mission statement.

V. Approval of Agenda

Trustee Dot Theodore moved to approve the agenda. Trustee Marilyn Stewart seconded the motion. By the following vote, the agenda was approved.

AYES: 3 (Oshinski, Stewart, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Reynoso)

VI. Student of the Month Awards

The following students were honored by their teachers, ROP Staff and the Governing Board as students of the month for March 2018:

Eriz Sartiga	Mt. Eden High	Entrepreneurship
Miguel Gonzalez	Arroyo High	Construction Technology
Isabela Custodio	Hayward High	Entrepreneurship
Jovel Ramos	San Lorenzo High	Marketing Economics

Audra Muñoz, introduced the instructors, who presented their students to the Governing Board. A framed Certificate of Achievement was presented to each student by their district Governing Board representative. Each student was given an opportunity to introduce their family and say a few words. The families and students were welcomed to a short reception in the small conference room.

VII. Consent Calendar

Trustee Dot Theodore moved to approve the Consent Calendar items as written.

- A. Approve the Minutes of the Regular Governing Board Meeting of February 1, 2018
- B. Approve the Bill Warrants
- C. Approve the Statement of Facts Roster of Public Agencies Filing
- D. Approve the Receipt of the Workability I Program Funds
- E. Approve the Advisory Committee Meeting Minutes

Trustee Marilyn Stewart seconded the motion.

AYES: 4 (Oshinski, Reynoso, Stewart, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 0

VIII. Information Items

A. CDE Course Review-Construction Technology Pathway

Mr. Craig Lang, Director, introduced Bill Deslaurier to present information about the Construction Technology program. The curriculum for the program includes learning to use hand tools, power tools, site and building layout, roofing, insulation, ceiling, floors, solar

panels, electrical, plumbing, HVAC systems, windows and layouts. Mr. Deslaurier also prepares his students with soft skills such as respect, punctuality, reputation, personal responsibility, professional behavior, safety, pride, integrity, commitment, personal appearance, focus, responsibility to others and adherence to rules. Mr. Deslaurier runs the class as if it were an actual construction site.

He reviewed the projects that students have completed on campus, the high school sites and in the community. Students have made picnic tables, installed a fence, built a pergola, built a storage cabinet and worked with the Hayward Shoreline to clean up the access road and making multiuse disposal bins.

IX. Action Items

A. Request the Governing Board to approve the 2017-2018 Second Interim Budget Report

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Marilyn Stewart, the Governing Board approved the 2017-2018 second interim budget report.

AYES: 4 (Oshinski, Reynoso, Stewart, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 0

B. Request the Governing Board to approve the adoption Resolution 4-17/18: Signature Card-Board Members, Resolution 5-17/18: Signature Card-Authorized Agents: Payroll Warrants and Disbursements, Resolution 6-17/18: Signature Card-Authorized Agents: Official Documents and Reports

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Marilyn Stewart, the Governing Board approved the adoption Resolution 4-17/18: Signature Card-Board Members, Resolution 5-17/18: Signature Card-Authorized Agents: Payroll Warrants and Disbursements, Resolution 6-17/18: Signature Card-Authorized Agents: Official Documents and Reports.

AYES: 4 (Oshinski, Reynoso, Stewart, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 0

X. Superintendent's Report

Linda Granger wanted to highlight that our Automotive program has been going through the process of getting their NATEF certification. It is similar to a WASC self-study for the automotive industry. The three day visit has been completed.

Superintendent Granger shared an email from a parent about her student's experience in the Give Kids a Smile event. Ms. Granger read the email that stated:

I just wanted to take a moment to say thank you very much for offering my daughter, Hannah, the opportunity to volunteer at the Give Kids a Smile event that was held on Saturday at the

Union City Dental Care Center. It was a great opportunity for her as she has the desire to become a dentist and will be going to the University of the Pacific in the fall. After volunteering Hannah told her father and me, that if she wasn't sure before she now knows 100% that this is the career choice for her. Being with the dentist and assistants gave her the confidence to be able to assist the patients and motivated her to strive for her goals in dentistry. The doctors were able to talk with her and share their knowledge of dentistry and give school advice to her. At the end of the day we were invited to into the facility and were able to talk with the doctors. Again thank you for offering this wonderful opportunity to our daughter.

Ms. Granger noted that it is an awesome testimony of a student being able to figure out their career path at an early age.

XI. Communications

A. Letter from Alameda County Office of Education regarding the First Interim

A letter from ACOE was received acknowledging the positive certification of the first interim.

XII. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

Dot Theodore, Castro Valley USD representative, shared that Castro Valley Community Alliance has a series of movies it presents at the Castro Valley Library. The movie series is a collaboration between the community and the school district on social justice issues. The next movie will be on Saturday and it is about bullying and LGBTQ rights.

Peter Oshinski, San Leandro USD representative, reported that the Oakland Ballet Company is coming to San Leandro to perform JANGALA. It is a performance about bullying. They will be performing for the students March 15 and March 16 at the high school. On March 16 they will be doing a free performance for the public.

XIII. Recess to Closed Session

The meeting was called into closed session at 6:50 pm.

A. Personnel (Government Code Section 54957) Public Employee Discipline/Dismissal/Release/Hiring

XIV. Reconvene to Open Session and Report any Action taken in Closed Session

The meeting resumed to open session at 7:37 p.m.

A. Personnel (Government Code Section 54957) Public Employee Discipline/Dismissal/Release/Hiring

No action was taken in closed session. One board member objected to having the closed session discussion, and three board members agreed to it. Dr. Reynoso wanted it noted in the minutes that he objected to how the objection was presented to the public.

XV. Adjournment

The meeting was adjourned at 7:38 p.m.

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Sabrina Ubhoff, Accounting Technician
SUBJECT: Request the Governing Board to approve the Bill Warrants

CURRENT SITUATION

The bill warrants submitted for approval are for the period of February 15, 2018 through March 16, 2018 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the Governing Board to approve the Listed
Donations-Marilyn Blossom

CURRENT SITUATION

Occasionally, gifts or monetary items are donated to the ROP. Marilyn Blossom donated a 1999 Lincoln Continental to the Eden Area ROP Auto Technology program.

A letter of acceptance will be sent to all donors.

CONSENT CALENDAR



DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions

BACKGROUND

Education Code 35186 (d) requires the following:

A school district shall report summarized data on the nature and resolution of all complaints concerning deficiencies related to instructional materials, emergency or urgent facilities conditions and teacher vacancy or misassignment on a quarterly basis to the county superintendent of schools and the Governing Board of the school district. The summaries shall be publicly reported at a regularly scheduled meeting of the Governing Board of the school district. The report shall include the number of complaints with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

CURRENT SITUATION

Attached is a report for the complaints and resolutions through April 1, 2018 as specified by Education Code 35186 (d).

CONSENT CALENDAR

Quarterly Report on Williams Act Complaints

[Education Code 35186 (d)]

Report through: April 1, 2018

District: Eden Area Regional Occupational Program
Person completing this form: Gabriela Juarez
Title: Executive Assistant to the Superintendent

Quarterly Report Submission (check one)→

Date: April 1, 2018

- ☐ January 2018
☒ April 2018
☐ July 2018
☐ October 2018

Date for information to be reported publicly at the Governing Board meeting: April 12, 2018.

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Number of Complaints	Number of Resolved Complaints	Number of Unresolved Complaints
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Mis-assignment	0	0	0
Facilities Conditions	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
TOTALS	0	0	0

Publicly reported at the Governing Board meeting on: April 12, 2018

Linda Granger, Superintendent



DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Assistant Director of Off-Site Programs
SUBJECT: Request the Governing Board to approve the Revised Contract with American Stage Tours for Sophomore Tour Transportation for the 2017-2018 School Year

BACKGROUND

Each year the Eden Area ROP contracts for transportation services for students within our JPA for the sophomore tours.

CURRENT SITUATION

The contracts with American Stage Tours were approved by the Governing Board on September 7, 2017. Once head counts for each school were finalized the contracts were modified.

School	Tour Date	Amount	Revised Amount
San Lorenzo High School	12/08/17	\$ 4,640.00	no changes
Arroyo High School	12/15/17	6,630.00	6,180.00
San Leandro High School	1/19/18	5,685.00	7,775.00
Hayward High School	2/02/18	5,685.00	4,640.00
Tennyson High School	2/09/18	3,480.00	4,435.00
Mt. Eden High School	2/16/18	6,730.00	no changes
Castro Valley High School	2/23/18	5,570.00	2,640.00
Total		\$38,420.00	\$37,040.00
Total Savings			\$1,380.00

CONSENT CALENDAR

**1488 Soccer Court****Concord, CA 94518-3850**

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.comEmail: info@americanstagetours.com

Charter ConfirmationConfirmed: **11/27/17**Charter No. : **24414****Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545**Phone: **510-293-2950**Order Date **06/21/17**SalesRep: **Charles Williams**

Thank you for selecting **American Stage Tours** for your upcoming trip. We are committed to providing you with the very best service possible. This Confirmation serves as your contract for your transportation needs shown below. We must receive your signed and dated copy of this confirmation by the due dates shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **Arroyo High School**# Coaches: **6**Group Leader: **Alicia Bell**Equipment: **4-56, 1-48, 1-26 passenger**Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Friday, December 15, 2017**Return Date: **Friday, December 15, 2017**Spot Time: **8:00 am**Leave Time: **8:30 am**Retn\Drop Time: **3:30 pm****Pickup Location: Arroyo High School
15701 Lorenzo Ave.
San Lorenzo, CA 94580****Destination Details: Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545****Itinerary : 8:30am Depart Group #1 for Eden (4-56 pax only)
10:30am Depart with Group #1 for Arroyo HS (4-56 pax only)
12:00pm Depart Group #2 for Eden (all 6 coaches)
3:00pm Depart with Group #2 for Arroyo HS (all 6 coaches)**

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$6,180.00
11/28/17	Signed Contract			Amount Paid	\$0.00
12/29/17	Final Payment			Balance Due	\$6,180.00

If you have not already done so, please send us a complete itinerary to insure the success of your trip.

Please call if you have any questions.

Charter Party Authorized Signature
DateCharles Williams
Tour Coordinator



1488 Soccer Court
Concord, CA 94518-3850
Phone: 925-687-7705
Fax: 925-685-5421
Toll Free
Website: www.americanstagetours.com
Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Monday, November 27, 2017

Charter No. : 24414
Phone: 510-293-2950
Fax:
Order Date 06/21/17
SalesRep: Charles Williams

The attached Charter 24414 in the amount of \$6,180.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

The charges for your charter bus is based on the original information. Additional hours not agreed upon at the time of booking can possibly be accommodated for an adjusted price.

DEPOSITS:

A deposit, if listed on your contract, is due within fourteen days of receiving the contract. Failure to send the deposit may result in a cancellation of the charter. The deposit is refundable if your coach is canceled 14 days in advance of your trip.

CANCELLATIONS:

All cancellations must be submitted in writing. A change of departure date will be considered as a cancellation of the present charter. Your deposit is refundable, if listed, if your charter is canceled at least 14 days prior to your Leave Date. Cancellations received less than 14 days prior to the scheduled departure date are liable for a charge equal to 40% of the charter fee. No refunds will be made for cancellations 7 days or less prior to Leave Date.

PROHIBITED SUBSTANCES:

Smoking, drugs, and alcohol are prohibited on all coaches. All animals except guide dogs are prohibited on the coaches.

School Pupil Activity Bus (S.P.A.B.) REGULATIONS:

The Department of Education and the California Highway Patrol has adopted certain regulations for the protection and safety of both the pupils and the driver. Drivers are limited to:

1. 16 consecutive hours on duty in any one day.
2. Of this 16 hours, a maximum of 10 hours may be actual driving hours.
3. Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum

of eight (8) hours off duty before local service may be performed or to begin an extended period of driving. American Stage recommends a minimum of ten (10) hours off duty.


OVERNIGHT CHARTER TRIPS:

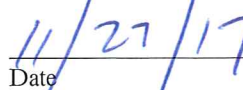
On all trips requiring driver accommodations, the group is responsible for the driver's hotel room(s). Each driver must have his/her own hotel room. American Stage Tours strongly recommends housing the driver in the same hotel as the group whenever possible.

DISCLAIMER:

American Stage Tours is not liable for damage to or loss of baggage or other property. Baggage and all other property will be handled at the passenger's risk and only in an amount that can be conveniently carried in the storage areas of the charter coach. Any damage to the coach by the charter party will be charged by the carrier to the charter party. American Stage Tours reserves the right to substitute equipment if in our sole discretion a substitution is necessary.

I, the undersigned, do hereby agree to all policies outlined above.


Charter Party Signature


Date

AMERICAN STAGE TOURS

1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

Charter Confirmation

Confirmed: 11/01/17

Charter No. : 24415

Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950

Order Date 06/21/17

SalesRep: Charles Williams

Thank you for selecting **American Stage Tours** for your upcoming trip. We are committed to providing you with the very best service possible. This Confirmation serves as your contract for your transportation needs shown below. We must receive your signed and dated copy of this confirmation by the due dates shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **San Leandro High School**

Coaches: 7

Group Leader: **Alicia Bell**

Equipment: 4-56 pax, 2-47 pax, 1-48 pax

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Friday, January 19, 2018**

Return Date: **Friday, January 19, 2018**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Retn\Drop Time: **3:30 pm**

Pickup **San Leandro High School**

Destination **Eden Area ROP**

Location: **2200 Bancroft Ave.**

Details: **26316 Hesperian Blvd.**

San Leandro

Hayward, CA 94545

Itinerary :
8:30am Depart Group #1 for Eden
11:45am Depart with Group #1 for San Leandro
12:00pm Depart Group #2 for Eden (only 1 Sierra Pacific Bus to do second run)
3:00pm Depart with Group #2 for San Leandro

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>
11/09/17	Signed Contract		
01/05/18	Final Payment		

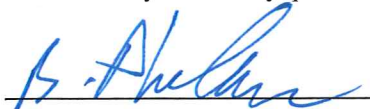
Transport Charge: \$7,775.00

Amount Paid \$0.00

Balance Due \$7,775.00

If you have not already done so, please send us a complete itinerary to insure the success of your trip.

Please call if you have any questions.


Charter Party Authorized Signature


Date

Charles Williams
Tour Coordinator



1488 Soccer Court
Concord, CA 94518-3850
Phone: 925-687-7705
Fax: 925-685-5421
Toll Free
Website: www.americanstagetours.com
Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Wednesday, November 01, 2017

Charter No. : 24415
Phone: 510-293-2950
Fax:
Order Date 06/21/17
SalesRep: Charles Williams

The attached Charter 24415 in the amount of \$7,775.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

The charges for your charter bus is based on the original information. Additional hours not agreed upon at the time of booking can possibly be accommodated for an adjusted price.

DEPOSITS:

A deposit, if listed on your contract, is due within fourteen days of receiving the contract. Failure to send the deposit may result in a cancellation of the charter. The deposit is refundable if your coach is canceled 14 days in advance of your trip.

CANCELLATIONS:

All cancellations must be submitted in writing. A change of departure date will be considered as a cancellation of the present charter. Your deposit is refundable, if listed, if your charter is canceled at least 14 days prior to your Leave Date. Cancellations received less than 14 days prior to the scheduled departure date are liable for a charge equal to 40% of the charter fee. No refunds will be made for cancellations 7 days or less prior to Leave Date.

PROHIBITED SUBSTANCES:

Smoking, drugs, and alcohol are prohibited on all coaches. All animals except guide dogs are prohibited on the coaches.

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The Department of Education and the California Highway Patrol has adopted certain regulations for the protection and safety of both the pupils and the driver. Drivers are limited to:

1. 16 consecutive hours on duty in any one day.
2. Of this 16 hours, a maximum of 10 hours may be actual driving hours.
3. Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum of eight (8) hours off duty before local service may be performed or to begin an extended period of driving. American Stage recommends a minimum of ten (10) hours off duty.

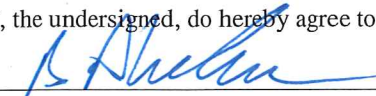
OVERNIGHT CHARTER TRIPS:

On all trips requiring driver accommodations, the group is responsible for the driver's hotel room(s). Each driver must have his/her own hotel room. American Stage Tours strongly recommends housing the driver in the same hotel as the group whenever possible.

DISCLAIMER:

American Stage Tours is not liable for damage to or loss of baggage or other property. Baggage and all other property will be handled at the passenger's risk and only in an amount that can be conveniently carried in the storage areas of the charter coach. Any damage to the coach by the charter party will be charged by the carrier to the charter party. American Stage Tours reserves the right to substitute equipment if in our sole discretion a substitution is necessary.

I, the undersigned, do hereby agree to all policies outlined above.


Charter Party Signature


Date



1488 Soccer Court
Concord, CA 94518-3850
Phone: 925-687-7705
Fax: 925-685-5421
Toll Free
Website: www.americanstagetours.com
Email: info@americanstagetours.com

Charter Confirmation

Confirmed: 01/31/18
Charter No. : 24417

Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950
Order Date 06/21/17
SalesRep: Charles Williams

Thank you for selecting **American Stage Tours** for your upcoming trip. We are committed to providing you with the very best service possible. This Confirmation serves as your contract for your transportation needs shown below. We must receive your signed and dated copy of this confirmation by the due dates shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **Hayward High School**

Coaches: **4**

Group Leader: **Alicia Bell**

Equipment: **4-56 passenger**

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Friday, February 02, 2018**

Return Date: **Friday, February 02, 2018**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Retn\Drop Time: **3:30 pm**

Pickup **Hayward High School**

Destination **Eden Area ROP**

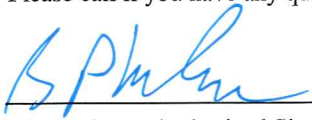
Location: **1633 East Ave
Hayward, CA 94540**

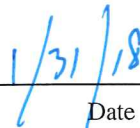
Details: **26316 Hesperian Blvd.
Hayward, CA 94545**

Itinerary : **8:30am Depart Group #1 for Eden (4-56 ONLY)
11:45am Depart with Group #1 for Hayward(4-56 ONLY)
12:00pm Depart Group #2 for Eden (All 5 coaches)
3:00pm Depart with Group #2 for Hayward (All 5 coaches)**

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$4,640.00</u>
12/30/17	Signed Contract		12/20/17	Amount Paid	\$0.00
01/19/18	Final Payment			Balance Due	\$4,640.00

If you have not already done so, please send us a complete itinerary to insure the success of your trip.
Please call if you have any questions.


Charter Party Authorized Signature


Date

Charles Williams
Tour Coordinator



1488 Soccer Court
Concord, CA 94518-3850
Phone: 925-687-7705
Fax: 925-685-5421
Toll Free
Website: www.americanstagetours.com
Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Thursday, March 08, 2018

Charter No. : 24417
Phone: 510-293-2950
Fax:
Order Date 06/21/17
SalesRep: Charles Williams

The attached Charter 24417 in the amount of \$4,640.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

The charges for your charter bus is based on the original information. Additional hours not agreed upon at the time of booking can possibly be accommodated for an adjusted price.

DEPOSITS:

A deposit, if listed on your contract, is due within fourteen days of receiving the contract. Failure to send the deposit may result in a cancellation of the charter. The deposit is refundable if your coach is canceled 14 days in advance of your trip.

CANCELLATIONS:

All cancellations must be submitted in writing. A change of departure date will be considered as a cancellation of the present charter. Your deposit is refundable, if listed, if your charter is canceled at least 14 days prior to your Leave Date. Cancellations received less than 14 days prior to the scheduled departure date are liable for a charge equal to 40% of the charter fee. No refunds will be made for cancellations 7 days or less prior to Leave Date.

PROHIBITED SUBSTANCES:

Smoking, drugs, and alcohol are prohibited on all coaches. All animals except guide dogs are prohibited on the coaches.

School Pupil Activity Bus (S.P.A.B.) REGULATIONS:

The Department of Education and the California Highway Patrol has adopted certain regulations for the protection and safety of both the pupils and the driver. Drivers are limited to:

1. 16 consecutive hours on duty in any one day.
2. Of this 16 hours, a maximum of 10 hours may be actual driving hours.
3. Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum

of eight (8) hours off duty before local service may be performed or to begin an extended period of driving. American Stage recommends a minimum of ten (10) hours off duty.

OVERNIGHT CHARTER TRIPS:

On all trips requiring driver accommodations, the group is responsible for the driver's hotel room(s). Each driver must have his/her own hotel room. American Stage Tours strongly recommends housing the driver in the same hotel as the group whenever possible.

DISCLAIMER:

American Stage Tours is not liable for damage to or loss of baggage or other property. Baggage and all other property will be handled at the passenger's risk and only in an amount that can be conveniently carried in the storage areas of the charter coach. Any damage to the coach by the charter party will be charged by the carrier to the charter party. American Stage Tours reserves the right to substitute equipment if in our sole discretion a substitution is necessary.

I, the undersigned, do hereby agree to all policies outlined above.


Charter Party Signature

1/31/18
Date



1488 Soccer Court
Concord, CA 94518-3850
Phone: 925-687-7705
Fax: 925-685-5421
Toll Free
Website: www.americanstagetours.com
Email: info@americanstagetours.com

Charter Confirmation

Confirmed: 02/06/18
Charter No. : 24421

Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950
Order Date 06/21/17
SalesRep: Charles Williams

Thank you for selecting **American Stage Tours** for your upcoming trip. We are committed to providing you with the very best service possible. This Confirmation serves as your contract for your transportation needs shown below. We must receive your signed and dated copy of this confirmation by the due dates shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **Tennyson High School**

Coaches: **4**

Group Leader: **Alicia Bell**

Equipment: **3-56 & 1-26 passengers**

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Friday, February 09, 2018**

Return Date: **Friday, February 09, 2018**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Retn\Drop Time: **3:30 pm**

Pickup **Tennyson High School**

Destination **Eden Area ROP**

Location: **27035 Whitman St.
Hayward, CA 94544**

Details: **26316 Hesperian Blvd.
Hayward, CA 94545**

Itinerary : **8:30am Depart Group #1 for Eden
11:45am Depart with Group #1 for Hayward
12:00pm Depart Group #2 for Eden
3:00pm Depart with Group #2 for Hayward**

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$4,435.00</u>
08/22/17	Signed Contract		08/24/17	Amount Paid	\$0.00
01/26/18	Final Payment			Balance Due	\$4,435.00

If you have not already done so, please send us a complete itinerary to insure the success of your trip.
Please call if you have any questions.


Charter Party Authorized Signature


Date

Charles Williams
Tour Coordinator



1488 Soccer Court
Concord, CA 94518-3850
Phone: 925-687-7705
Fax: 925-685-5421
Toll Free
Website: www.americanstagetours.com
Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Tuesday, February 06, 2018

Charter No. : 24421
Phone: 510-293-2950
Fax:
Order Date 06/21/17
SalesRep: Charles Williams

The attached Charter 24421 in the amount of \$4,435.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

The charges for your charter bus is based on the original information. Additional hours not agreed upon at the time of booking can possibly be accommodated for an adjusted price.

DEPOSITS:

A deposit, if listed on your contract, is due within fourteen days of receiving the contract. Failure to send the deposit may result in a cancellation of the charter. The deposit is refundable if your coach is canceled 14 days in advance of your trip.

CANCELLATIONS:

All cancellations must be submitted in writing. A change of departure date will be considered as a cancellation of the present charter. Your deposit is refundable, if listed, if your charter is canceled at least 14 days prior to your Leave Date. Cancellations received less than 14 days prior to the scheduled departure date are liable for a charge equal to 40% of the charter fee. No refunds will be made for cancellations 7 days or less prior to Leave Date.

PROHIBITED SUBSTANCES:

Smoking, drugs, and alcohol are prohibited on all coaches. All animals except guide dogs are prohibited on the coaches.

School Pupil Activity Bus (S.P.A.B.) REGULATIONS:

The Department of Education and the California Highway Patrol has adopted certain regulations for the protection and safety of both the pupils and the driver. Drivers are limited to:

1. 16 consecutive hours on duty in any one day.
2. Of this 16 hours, a maximum of 10 hours may be actual driving hours.
3. Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum

of eight (8) hours off duty before local service may be performed or to begin an extended period of driving. American Stage recommends a minimum of ten (10) hours off duty.

OVERNIGHT CHARTER TRIPS:

On all trips requiring driver accommodations, the group is responsible for the driver's hotel room(s). Each driver must have his/her own hotel room. American Stage Tours strongly recommends housing the driver in the same hotel as the group whenever possible.

DISCLAIMER:

American Stage Tours is not liable for damage to or loss of baggage or other property. Baggage and all other property will be handled at the passenger's risk and only in an amount that can be conveniently carried in the storage areas of the charter coach. Any damage to the coach by the charter party will be charged by the carrier to the charter party. American Stage Tours reserves the right to substitute equipment if in our sole discretion a substitution is necessary.

I, the undersigned, do hereby agree to all policies outlined above.


Charter Party Signature

2/7/18
Date



1488 Soccer Court
Concord, CA 94518-3850
Phone: 925-687-7705
Fax: 925-685-5421
Toll Free
Website: www.americanstagetours.com
Email: info@americanstagetours.com

Charter Confirmation

Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Confirmed: 02/15/18
Charter No. : 24423
Phone: 510-293-2950
Order Date 06/21/17
SalesRep: Charles Williams

Thank you for selecting **American Stage Tours** for your upcoming trip. We are committed to providing you with the very best service possible. This Confirmation serves as your contract for your transportation needs shown below. We must receive your signed and dated copy of this confirmation by the due dates shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **Castro Valley High School**

Group Leader: **Alicia Bell**

Destination: **Hayward, CA**

Leave Date: **Friday, February 23, 2018**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Pickup Location: **Castro Valley High School
(Pick up in Loop off Mabel)
19400 Santa Maria Avenue
Castro Valley, CA 94546**

Itinerary : **8:30am Depart Group #1 for Eden
11:45am Depart with Group #1 for Castro Valley**

Coaches: **4**
Equipment: **2-56 passenger & 1-26 pax**
Requested Driver:

Return Date: **Friday, February 23, 2018**

Retn\Drop Time: **1:00 pm**

Destination Details: **Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545**

Due Dates	Description	Amount	Date Received	Transport Charge:	\$2,690.00
02/06/18	Final Payment			Amount Paid	\$0.00
02/15/18	Signed Contract			Balance Due	\$2,690.00

If you have not already done so, please send us a complete itinerary to insure the success of your trip.
Please call if you have any questions.


Charter Party Authorized Signature


Date

Charles Williams
Tour Coordinator



1488 Soccer Court
Concord, CA 94518-3850
Phone: 925-687-7705
Fax: 925-685-5421
Toll Free
Website: www.americanstagetours.com
Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Alicia Bell
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Thursday, March 08, 2018

Charter No. : 24423
Phone: 510-293-2950
Fax:
Order Date 06/21/17
SalesRep: Charles Williams

The attached Charter 24423 in the amount of \$2,690.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

The charges for your charter bus is based on the original information. Additional hours not agreed upon at the time of booking can possibly be accommodated for an adjusted price.

DEPOSITS:

A deposit, if listed on your contract, is due within fourteen days of receiving the contract. Failure to send the deposit may result in a cancellation of the charter. The deposit is refundable if your coach is canceled 14 days in advance of your trip.

CANCELLATIONS:

All cancellations must be submitted in writing. A change of departure date will be considered as a cancellation of the present charter. Your deposit is refundable, if listed, if your charter is canceled at least 14 days prior to your Leave Date. Cancellations received less than 14 days prior to the scheduled departure date are liable for a charge equal to 40% of the charter fee. No refunds will be made for cancellations 7 days or less prior to Leave Date.

PROHIBITED SUBSTANCES:

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of eight (8) hours off duty before local service may be performed or to begin an extended period of driving. American Stage recommends a minimum of ten (10) hours off duty.

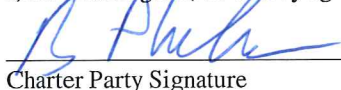
OVERNIGHT CHARTER TRIPS:

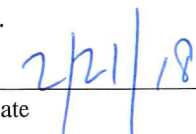
On all trips requiring driver accommodations, the group is responsible for the driver's hotel room(s). Each driver must have his/her own hotel room. American Stage Tours strongly recommends housing the driver in the same hotel as the group whenever possible.

DISCLAIMER:

American Stage Tours is not liable for damage to or loss of baggage or other property. Baggage and all other property will be handled at the passenger's risk and only in an amount that can be conveniently carried in the storage areas of the charter coach. Any damage to the coach by the charter party will be charged by the carrier to the charter party. American Stage Tours reserves the right to substitute equipment if in our sole discretion a substitution is necessary.

I, the undersigned, do hereby agree to all policies outlined above.


Charter Party Signature


Date



DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Addendum with Del Conte Landscaping, Inc for Landscaping for the 2017-2018 School Year

BACKGROUND

Each year the Eden Area Regional Occupational Program contracts for landscaping services.

CURRENT SITUATION

Pacheco Brothers Gardening Inc. which provides the Eden Area ROP's landscaping services was acquired by Del Conte's Landscaping, Inc. on March 1, 2018. The acquisition was completed and Pacheco Brothers Gardening, Inc. was fully integrated under the name of Del Conte's Landscaping, Inc. Attached is the addendum to the existing contract with Pacheco Brothers Gardening which binds Del Conte's Landscaping, Inc. to the terms of the existing contract, confirms all obligations and the scope of work currently in place and waives credit applications from client.

There is no fiscal impact on the acquisition/merger as contractual amount remains the same.

CONSENT CALENDAR



Dear Eden Area ROP,

Last September, Del Conte's Landscaping, Inc. finalized the acquisition of Pacheco Brothers Gardening, Inc. (PBG). The new owner, Tom Del Conte of Del Conte's Landscaping Inc. and Vision Recycling Inc., is a local entrepreneur with 45 years of excellence service to the local Bay Area communities. Tom's companies and employees have a great reputation for quality service and for unquestionably standing behind their work.

Over the last six months the Del Conte's Landscaping Executive Management Team have been working very hard to merge the acquisition into one company. On March 1, 2018 the merger will be completed and Pacheco Brothers Gardening will be fully integrated under the name of Del Conte's Landscaping, Inc. The synergies of this union will enable us to provide even higher levels of landscaping services, irrigation expertise, and coverage throughout the Bay Area from 4 branches, Fremont, Hayward, Livermore and Antioch.

Over the next 30 days we will be calling on you to facilitate the transfer of all contracts from PBG to the Del Conte's Landscaping Inc. name.

Attached is a short, straightforward mutual **addendum** (the "Addendum") to the existing contract which binds Del Conte's Landscaping ("DCL") to the terms of the existing contract, confirms all obligations and the scope of work currently in place, waives credit applications from you as a client, and commits DCL to providing certificates of insurance.

The financial strength of the merged companies will be far greater than PBG, and as such, the Addendum provides you, as a client, with the advantage of significantly more financial security. You will also begin to see upgraded trucks, new uniforms, and correspondence, all under the DCL brand. The new management team will be reaching out to our clients and stakeholders to ensure the services will be rock solid through and beyond the completion of the merger! You will see many of the same fine and very talented staff, including supervisors, route leaders, and production employees. The Del Conte management style is focused on strong employee morale, high efficiencies, and dedicated client care and curb appeal. This creates a great culture, leading to excellent and consistent delivery of a great service product! Creating a stellar product is our way of ensuring great client satisfaction!

Our management team takes a proactive approach to independently visit the properties with regularity. Additionally, notable, the DCL brand has an award-winning Irrigation Management Program which is administered from a distinct DCL Irrigation Department. This brings slight differences to internal work-order flow and irrigation personnel, but benefits the properties with



Addendum to Service Contract

Whereas Pacheco Brothers Gardening Inc. will be merged with Del Conte's Landscaping Inc., a California corporation, as of March 1, 2018.

This Addendum amends the service contract(s) and related contractual obligations between Pacheco Brothers Gardening and Eden Area ROP.

This addendum will amend and modify any and all contracts and or contractual obligations now in effect or continuing to be in effect with or between Pacheco Brothers Gardening (PBG) and Eden Area ROP (the "Service Contracts").

Del Conte's Landscaping hereby assumes all the responsibilities, scope of work, terms and conditions, and performance obligations as specified within Service Contracts.

Additionally, Del Conte's Landscaping Inc. will supply Eden Area ROP with the requisite certificates of insurance, and licensing information as may be required by the Service Contracts.

In light of the merger, and in connection with all of the Service Contracts, Eden Area ROP hereby substitutes and replaces any and all references to PBG with Del Conte's Landscaping Inc. Eden Area ROP will direct all communications, obligations, payments or performance terms associated with the Service Contracts to Del Conte's Landscaping Inc.

Except as expressly modified by this Addendum, all terms and conditions of the Service Contracts shall remain unchanged.

Contact information to be inserted to the contract

Del Conte's Landscaping Inc.
41900 Boscell Rd. Fremont CA. 94538
www.dclandscaping.com
Corporate Office (510) 385-1891

Alan Hanrahan, Vice President DCL Contractual Contract Contact alanh@dclandscaping.com

Tom Del Conte, President
Del Conte's Landscaping Inc.

Date

Name, Title

Information Items





DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: CDE Course Review-Marketing & Business Economics

BACKGROUND

Courses for regional occupational centers and programs (ROCPs) shall be developed with the cooperation of industry representatives from the occupation for which the courses are designed. The course outline will serve as the regional occupational center or program (ROCP) teacher's road map for providing learning experiences and opportunities for students to achieve career technical objectives effectively and efficiently. The outline helps the ROCP teacher ensure competency achievement.

CURRENT SITUATION

Attached is the Course Review for the following programs: Marketing and Business Economics. The statistics provided are derived from the 2016-2017 C101 follow-up study completed June 2017.

RECOMMENDATION

Information only

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
Criteria for Course Approval and Expansion Annual Review
For Class Offerings 2017-2018 School Year

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		San Leandro, Hayward, Mt. Eden, Arroyo, Castro Valley, San Lorenzo	
PROGRAM:		Marketing		INSTRUCTOR:		Deborah Maynard (SLE), Paul Ruma (SLE), Kathrina Miranda (MEHS), Rick Charles (HAY), Christina Charlton (AHS), Michelle Stephens (CV), Romy Shivers (SLZ)	
Course Name		Enrollment as of 16/17		Enrollment as of 15/16		Enrollment as of 14/15	
		Year to Date		Year to Date		Year to Date	
Marketing (HAY)		189		132		107	
Marketing (CV)		121		117		147	
Marketing (SLE)		131		132		162	
Marketing (SLZ)		112		103		188	
Comments: <ul style="list-style-type: none"> Required enrollment: Class enrollment maintained to sustain agreed master schedule for offsite and staffing. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Retention rate (Active Enrollment divided by Year-to-date Enrollment): 							
Text Book: Glencoe Marketing Essentials				Author: Clayton		Edition: 2012	
NO.	YES	NO					
1.	<input checked="" type="checkbox"/>		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: Period/Block	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	
			Varies	1-2	60 Mins	25+	
2.	<input checked="" type="checkbox"/>		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.				
3.	<input checked="" type="checkbox"/>		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	<input checked="" type="checkbox"/>		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	<input checked="" type="checkbox"/>		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	<input checked="" type="checkbox"/>		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance. Comments:				
7.	<input checked="" type="checkbox"/>		LABOR MARKET NEEDS – Course meets current or future labor market needs.				
8.	<input checked="" type="checkbox"/>		WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.	<input checked="" type="checkbox"/>		COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)				
10.	<input checked="" type="checkbox"/>		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.				
11.	<input checked="" type="checkbox"/>		FACILITIES AND EQUIPMENT ACCOMMODATION <input checked="" type="checkbox"/> District will provide a facility which adequately accommodates the program. <input type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
OTHER CONSIDERATIONS:							
<input checked="" type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification			
<input checked="" type="checkbox"/> Community College Articulation -				<input checked="" type="checkbox"/> Strong Business or Industry Partnership			
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -			
COMPLIANCE CATEGORIES							
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> R – Reduce Program: Downsizing program.	
						<input type="checkbox"/> S/T - Suspend/ Terminate program.	

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
Criteria for Course Approval and Expansion Annual Review
For Class Offerings 2017-2018 School Year

SCHOOL DISTRICT:	EDEN AREA ROP	LOCATION:	San Leandro, San Lorenzo, Castro Valley		
PROGRAM:	Business Economics	INSTRUCTOR:	Deborah Maynard (SL), Christina Charlton (SLZ), Michelle Stephens (CV)		

Course Name	Enrollment as of 16/17 Year to Date	Enrollment as of 15/16 Year to Date	Enrollment as of 14/15 Year to Date
Business Economics (CV)	22	23	26
Business Economics (SL)	31	8	42
Business Economics (SLZ)	76	40	22

Comments:

- Required enrollment: Class enrollment maintained to sustain agreed master schedule for offsite and staffing.
☒ YES ☐ NO
- Retention rate (Active Enrollment divided by Year-to-date Enrollment):

Text Book: Glencoe Economics Principals Author: Clayton Edition: 2012

NO.	YES	NO									
1.	x		ENROLLMENT – Course meets current or future labor market news.								
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">CLASS SCHEDULE: Period/Block</th> <th style="width: 20%;">SECTIONS PER YEAR:</th> <th style="width: 20%;">MINS PER SECTION:</th> <th style="width: 30%;">EXPECTED MINIMUM STUDENTS PER SECTION:</th> </tr> <tr> <td style="text-align: center;">Varies</td> <td style="text-align: center;">1-2</td> <td style="text-align: center;">60 Mins</td> <td style="text-align: center;">25+</td> </tr> </table>	CLASS SCHEDULE: Period/Block	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	Varies	1-2	60 Mins	25+
			CLASS SCHEDULE: Period/Block	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:					
Varies	1-2	60 Mins	25+								
2.	x		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.								
3.	x		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.								
4.	x		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.								
5.	x		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.								
6.	x		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance. Comments:								
7.	x		LABOR MARKET NEEDS – Course meets current or future labor market needs.								
8.	x		WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)								
9.	x		COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)								
10.	x		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.								
11.	x		FACILITIES AND EQUIPMENT ACCOMMODATION <input checked="" type="checkbox"/> District will provide a facility which adequately accommodates the program. <input type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.								

OTHER CONSIDERATIONS:

<input checked="" type="checkbox"/> A-G Credit for UC	<input type="checkbox"/> State and National Licensing or Certification
<input checked="" type="checkbox"/> Community College Articulation -	<input checked="" type="checkbox"/> Strong Business or Industry Partnership
<input type="checkbox"/> Dual Enrollment	<input type="checkbox"/> Emerging Technologies -

COMPLIANCE CATEGORIES

<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.	<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.	<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.	<input type="checkbox"/> R – Reduce Program: Downsizing program.	<input type="checkbox"/> S/T - Suspend/ Terminate program.
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DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Assistant Director of Off-Site Programs
SUBJECT: DECA State Conference

BACKGROUND

In 1951, DECA was founded as “Distributive Education Clubs of America.” Distributive Education was the traditional name for marketing and entrepreneurship education when DECA was first founded. In the modern era “distributive education” is no longer used and we’ve grown to be an international organization with thousands of members beyond the U.S. with a common mission statement: DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management. DECA is a Career and Technical Student Organization (CTSO) that integrates into Career and Technical Education (CTE) programs and courses across the country. CTSOs extend teaching and learning through innovative programs, business and community partnerships and leadership experiences at the school, state and national levels.

CURRENT SITUATION

The 2018 DECA State Career Development Conference was held March 2-5, 2018 in Anaheim, California. Students who participated represented the Eden Area ROP through San Leandro, Castro Valley and Arroyo High Schools. Business clusters represented were: Marketing, Business Administration, Business Management & Admin, Entrepreneurship, Financial Literacy, Finance and Hospitality & Tourism. There were 4,800 students in total who represented Northern California. Qualifying students will now be preparing for the International Career Development Conference on April 21, 2018 in Atlanta, Georgia.

RECOMMENDATION

Information only



DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Discipline Data for the Eden Area ROP Center

BACKGROUND

At the start of each school year, all instructors at the center present and review the Eden Area ROP student handbook to set expectations for the year. The instructors go over many rules and procedures such as: rules for the classroom, bus ridership, reporting absences, leaving campus, emergency contacts, etc.

CURRENT SITUATION

Students who fail to follow expected procedures are addressed individually according to the Eden Area ROP discipline policy. Discipline data is reviewed by administration to discuss strategies to improve student retention and instructional strategies. Data for center programs for the current year will be presented.

RECOMMENDATION

Information only

Action Items





DATE: April 12, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Personnel Coordinator
SUBJECT: Request the Governing Board to approve the Instructional Support Specialist (High School) Position and Job Description

BACKGROUND

The Eden Area ROP Medical Careers Program serves approximately 100 students each year. Historically, there have been two instructors each running separate classes.

CURRENT SITUATION

To improve the continuity of the Medical Careers Program, moving forward having one teacher of record for the entire program with a second position providing instructional support will enable the Eden Area ROP to provide a comprehensive program that prepares students for both the front and back office responsibilities required of a certified medical assistant.

Fiscal Impact

Approval of this position would result in approximate savings of \$20,000 annually.

RECOMMENDATION

It is recommended that the Governing Board approve the Instructional Support Specialist (High School) position and job description.

To: Eden Area ROP Governing Board
From: Linda Granger, Superintendent
Date: 4/12/2018
Re: New Classified Position

In our medical program, we currently have two instructor positions that serve approximately 100 students each year. Within this program, students have the opportunity to participate in an internship in our community once they demonstrate mastery of specific topics. Currently the students are assigned to a specific instructor and they each run separate and parallel programs for the students.

In an effort to ensure that we provide one cohesive program for all of our students, staff is recommending that we structure the program so that one instructor is the teacher of record for all of the students with a classified staff Instructional Support Specialist assisting with instruction and supervision of students. This position differs from the instructional assistant position primarily in that this position requires content skill knowledge specific to the pathway being supported.

There are several benefits to this model of operation:

- Improves continuity of program for all of the students
- All students have access to the same opportunities
- Creates atmosphere of collaboration among all students
- Mirrors structure in place with our Adult Electrical Program
- Increases cost effectiveness of running the program
- Model could be replicated in other programs

Given that we currently have one vacancy, making this change now will allow for the shift in operation to occur without negatively impacting current staff.

This change would result in a savings of approximately \$20,000 per year in the K-12 program.

JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.

Job Title:	Instructional Support Specialist (High School)	Reports to:	Director of Educational Services
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform as part of the instructional team and under the direction of the Director of Educational Services provide a variety of specialized educational supports including but not limited to internship supervision.

Duties and Responsibilities:

- Perform, monitor and evaluate internship visits
- Complete site visit forms
- Assist with student orientation
- Process and verify purchase requisitions for program
- Instruct and prepare students for entry-level jobs or continued education in the Health Careers industry
- Develop workplace learning sites and training plans
- Provide supervision at the work sites
- Development of an ongoing Industry Advisory Committee
- Oversee aspects of student supervision, motivation and program compliance
- Responsible for classroom backup/coverage when necessary
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	10 month (183 work days) *10 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- Microsoft Word, Excel, PowerPoint and online navigation programs

Abilities:

- Work well with students, confidentially and with discretion
- Communicate and cooperate with supervisors and coworkers
- Supervise students
- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing

Soft Skills:

- Trustworthiness
- Maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable
- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Self-starter and resourceful
- Work independently and with frequent interruptions; work with a minimum of supervision
- Problem solver; able to resolve problems quickly and professionally
- Extremely organized and successfully meeting deadlines

JOB DESCRIPTION

Education:

- Equivalent of the completion of high school
- Bachelor's degree preferred

Experience:

- Previous experience working in a school setting
- Previous medical experience

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

Salary Schedule Placement:	B1	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending