



GOVERNING BOARD MEETING AGENDA

Thursday, March 1, 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, March 1, 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 March 1, 2018 Regular Meeting of the ROP Governing Board

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of February 1, 2018 (pages 4-9)
- B. Request the Governing Board to approve the Bill Warrants (pages 10-14)
- C. Request the Governing Board to approve the Statement of Facts Roster of Public Agencies Filing (pages 15-16)
- D. Request the Governing Board to approve the Receipt of the Workability I Program Funds (pages 17-18)
- E. Request the Governing Board to approve the Advisory Committee Meeting Minutes (pages 19-75)

VIII. Information Items

- A. CDE Course Review- Construction Technology Pathway (pages 76-78)

IX. Action Items

- A. Request the Governing Board to approve the 2017-2018 Second Interim Budget Report (page 79)
- B. Request the Governing Board to approve the adoption of 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 (pages 80-86)

X. Superintendent's Report

XI. Communications

- A. Letter from the Alameda County Office of Education regarding the First Interim (page 87)

XII. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XIII. Recess to Closed Session

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

XIV. Reconvene to Open Session and Report Action Taken in Closed Session

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

XV. Adjournment



DATE: March 1, 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 March:

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

RECOMMENDATION

Information only

Consent Calendar





Minutes of the Regular Meeting of the ROP Governing Board February 1, 2018

I. Call to Order

Superintendent Linda Granger greeted and welcomed the new board members. She noted that our Board President and Vice President representatives from the districts have cycled off and we currently have no president. Until that item is reached on the Board agenda, Superintendent Granger asked for a nomination for a board member to chair the meeting. Trustee Dot Theodore nominated Trustee Peter Oshinski and he accepted.

Trustee Peter Oshinski called the meeting to order at 5:46 p.m. on Thursday, February 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, Member	San Leandro USD	
Dot Theodore, Member	Castro Valley USD	
Marilyn Stewart, Member	San Lorenzo USD	arrived at 5:49 pm
Dr. Robert Carlson, Alternate	Hayward USD	

Eden Area ROP Governing Board Absent:

Dr. Luis Reynoso, Member	Hayward USD
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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:

Laura Jagroop	Marketing Program Instructor
Gabriela Juarez	Superintendent's Executive Assistant
Audra Muñoz	Career Counselor
Paul Ruma	Marketing Program Instructor
John Taylor	Criminal Justice Program Instructor

Others Present:

Students of the Month and their families

III. Pledge of Allegiance

Criminal Justice program students led the Pledge of Allegiance.

IV. Mission Statement

Daniel Cortez read the Eden Area ROP mission statement.

V. Approval of Agenda

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

AYES: 3 (Carlson, Oshinski, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 2 (Reynoso, Stewart)

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 February 2018:

Daniel S. Cortez	Tennyson High	Entrepreneurship
Jeffrey Hoang	Hayward High	Criminal Justice
Hannah Fe. Agustin	San Leandro High	Entrepreneurship
Fernando Venegas	Tennyson High	Culinary Science

Audra Muñoz, Career Counselor 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 December 7, 2017
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Quarterly Report on Williams Act Complaints and Resolutions

Trustee Marilyn Stewart seconded the motion.

AYES: 4 (Carlson, Oshinski, Stewart, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Reynoso)

VIII. Information Items

A. CDE Course Review-Criminal Justice Pathway

Mr. Craig Lang, Director, introduced John Taylor to review the Criminal Justice pathway. Mr. Taylor shared that he taught the capstone program offered at the ROP center and that there are introductory programs offered at San Lorenzo High and Mt. Eden High Schools. Mr. Taylor highlighted that for the past 10 years ROP criminal justice students have won the regional and state competitions at SkillsUSA. Some of the course outcomes are students learn how to use a critical lens and analyze inequalities within the criminal justice system. Students also get the opportunity to participate in police patrols and ride alongs. Students who complete this program may go on to college, law school or to pursue careers in social policy, criminal justice, law enforcement, juvenile justice, corrections, federal and state agencies and international organizations.

B. DECA Northern California Conference

Mr. Bernie Phelan, Assistant Director of Off-Site Programs, updated the Governing Board on the DECA competition. The DECA Northern California Conference was held January 12-14, 2018 at the San Ramon Marriott. One hundred four students participated from Arroyo, San Leandro and Castro Valley High Schools. DECA's competitive events program directly supports our mission with career readiness and being prepared for the future. It is all competition based. DECA's flagship evaluation process involves students in both a written component such as an exam or report and an interactive component with an industry professional serving as a judge. The competitions are pretty intense with real life skills that they are applying. Students who won will move on to the State competition.

C. Midyear Review of the Superintendent's Goals

Ms. Linda Granger, Superintendent, updated the Board on the progress of her 4 overall goals that were jointly developed with the Board. She had four overarching goals and several items within each of those goals to help accomplish them. She noted that every month under the superintendent's report she highlights what she has been doing towards those goals.

Goal one is to provide promotion and outreach regarding ROP features and benefits to all stakeholders. To achieve this goal the Superintendent and staff:

- Maintain and strengthen partnerships with business and industry, focusing on the competitive advantage ROP provides students in terms of meeting their educational goals.
- Provide outreach efforts to potential students highlighting the benefits of ROP programs.
- Build support among community stakeholders as advocates for ROP.
- Develop outreach opportunities at the middle school level for all partner districts.
- Promote organizational programs to all stakeholders.

Goal two is to ensure curriculum and instruction is responsive to current academic and industry needs. Efforts towards this goal are the following:

- Develop a plan to support all pathways meeting the 11 elements of a high quality CTE program.

- Work collaboratively with the districts to ensure that CTE programs offered support students in meeting the requirements of the College and Career Readiness Indicator.
- Continue to identify options that enable all of our programs to provide industry recognized certifications, a-g qualifying, and/or articulation with community colleges.
- Explore the development of creating a middle college program in partnership with Chabot College.
- Effectively lead the efforts outlined in the Eden Area CPT grant to develop pathways among our four partner districts.
- Monitor current labor market trends to ensure that the programs we provide are aligned with industry needs and adjust program offerings if needed.
- Refine advisory committee structure to ensure program focus remains relevant to industry needs.
- Develop a Superintendent's Advisory Council comprised of local business leaders to provide support in long term program planning.
- Work collaboratively with the adult school programs to expand and strengthen our offerings for adult students.

Goal three is to develop a system of effective communication among all staff, district partners, ROP governing board that focuses on the benefits provided to students. To accomplish this goal the Superintendent and staff:

- Communicate local, state and national budgetary issues to all staff and stakeholders.
- Complete pathway maps to visually demonstrate sequence and opportunities within each pathway.
- Ensure presentations at board meetings are all appropriately prepared, timely, and presented in a professional manner.
- Provide regular communication to the board regarding issues that pertain to the ROP and CTE.
- Provide data to all staff and partners as relevant to support decision making process.
- Complete an annual report highlighting the accomplishments of the ROP.
- Monitor enrollment trends to provide proportionality among the four districts.
- Increase the connection and collaboration among staff and stakeholders.
- Develop a process to provide ongoing support to new teachers

Goal four is to analyze operational procedures to improve efficiency and effectiveness. To meet this goal the Superintendent will:

- Continue monitoring the budget for both revenue and expenditures. Ensure that the district is fiscally solvent and focus on cost savings measures.
- Explore new funding opportunities for Eden Area ROP in alignment with our mission.
- Review protocols and procedures and clarify roles and responsibilities as needed.
- Implement the next phase of the technology plan.

IX. Action Items

A. Request the Governing Board to approve the Governing Board Reorganization

Trustee Dot Theodore nominated Trustee Peter Oshinski for Board President. Trustee Dot Theodore was nominated for Board Vice President by Trustee Peter Oshinski. Upon review of

and a motion by Trustee Dot Theodore and a second by Trustee Peter Oshinski, the Governing Board approved the ROP Governing Board Reorganization.

AYES: 4 (Carlson, Oshinski, Stewart, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Reynoso)

B. Request the Governing Board to approve the adoption of Resolution 3-17/18: Career Technical Education Month

Upon review of and a motion by Trustee Robert Carlson and a second by Trustee Dot Theodore, the Governing Board approved the adoption of Resolution 3-17/18: Career Technical Education Month.

AYES: 4 (Carlson, Oshinski, Stewart, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Reynoso)

C. Request the Governing Board to approve the Budget Development Calendar for the 2018-2019 School Year

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Marilyn Stewart, the Governing Board approved the budget development calendar for the 2018-2019 school year.

AYES: 4 (Carlson, Oshinski, Stewart, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Reynoso)

X. Superintendent's Report

Superintendent Granger shared that in the Governor's proposal for next year that there is good news. There is \$212 million of ongoing funding for K-12 career technical education, with the chancellor's office to be in charge of that funding and monitoring of our CTE Programs.

She also reported that there is a bipartisan bill AB 1743 that is going through the process of recommending the continuation of the CTE Incentive Grant for three more years. The co-authors of that bill are hosting a CTE hearing in Sacramento on February 21st to get input.

XI. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

Peter Oshinski, San Leandro USD representative, shared that sophomore tours were so well organized and the presentations and students were great.

Dot Theodore, Castro Valley USD representative, shared that Castro Valley 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 first movie was about Martin Luther King Jr and the next one is on Sunday about Cesar Chavez.

Marilyn Stewart, San Lorenzo USD representative, shared she is happy to be on the Board and to learn more about ROP.

XII. 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

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

The meeting resumed to open session at 7:25 p.m.

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

No action was taken in closed session.

XIV. Adjournment

The meeting was adjourned at 7:25 pm with a moment of silence in honor of Superintendent Granger's sister, Gail Becker, and Trustee Peter Oshinski's father, Norbert Oshinski, who both recently passed.

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: March 1, 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 January 19, 2018 through February 9, 2018 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: March 1, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Statement of Facts Roster of Public Agencies Filing

BACKGROUND

Government Code Sections 53050 and 53051 require a Statement of Facts Roster of Public Agencies to be filed whenever there is a change in the officers or members of a district's governing board (within 10 days after a change).

The Superintendent or designee shall verify that all information regarding the ROP and the Board is filed accurately with the Roster of Public Agencies in the office of the Secretary of State, the County Clerk and ACOE. The verified information includes the name of the ROP, the mailing address of the ROP, the names and addresses of the presiding Governing Board officer, the Governing Board Clerk or Secretary and other members of the Governing Board.

CURRENT SITUATION

Now that the annual reorganization of the ROP Governing Board has been completed an updated Statement of Facts Roster of Public Agencies Filing will be submitted to the Secretary of State, the County Clerk and ACOE.

CONSENT CALENDAR



State of California Secretary of State

STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code section 53051)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942870, Sacramento, CA 94277-2870 (916) 653-3984
2. A street address must be given as the official mailing address or as
the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing ☐ Update ☐

(Office Use Only)

Legal name of Public Agency: _____

Nature of Update: _____

County: _____

Official Mailing Address: _____

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): _____

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME

_____ Date

ADDRESS

_____ Signature

CITY/STATE/ZIP

_____ Typed Name and Title



DATE: March 1, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the Governing Board to approve the Receipt of the Workability I Program Funds

BACKGROUND

The California Department of Education has approved the EAROP's reapplication to the Workability I Program for the 2017-2018 school year. The money from this grant directly pays the salary, benefits and operating costs associated with the Community Access Training for Transition (CATT) Program and the Merchandising Occupations Program. These programs find employment and provide training for special education students to enter the workforce.

CURRENT SITUATION

This year the EAROP re-applied in a competitive process and has been recommended by CDE to receive funding in the amount of \$82,654.

CONSENT CALENDAR

Grant Award Notification

GRANTEE NAME AND ADDRESS Eden Area Regional Occupational Program 26316 Hesperian Boulevard Hayward, CA 94545				CDE GRANT NUMBER			
				FY	PCA	Vendor Number	Suffix
				17	23011	7401	00
Attention Linda Granger, Director <i>Superintendent</i>				STANDARDIZED ACCOUNT CODE STRUCTURE			COUNTY
Program Office WorkAbility I Site 025				Resource Code		Revenue Object Code	01
Telephone 510-293-2900				6520		8590	INDEX
Name of Grant Program 2017-18 WorkAbility I Program							0663
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date	
	\$82,654		\$82,654		7/1/2017	6/30/2018	
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency		
<p>I am pleased to inform you that you have been funded for the WorkAbility I Program.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Penny Santa Cruz, Associate Governmental Program Analyst Student Support and Special Services Branch Special Education Division, Quality Assurance Unit California Department of Education 1430 N Street, Room 2401 Sacramento, CA 95814-5901</p>							
California Department of Education Contact Barbara Boyd, Special Education Division				Job Title Education Programs Consultant			
E-mail Address BaBoyd@cde.ca.gov					Telephone 916-319-0756		
Signature of the State Superintendent of Public Instruction or Designee <i>Tom Torlakson</i>					Date January 8, 2018		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.							
Printed Name of Authorized Agent Linda Granger				Title Superintendent			
E-mail Address Lgranger@edenrop.org					Telephone 510-293-2901		
Signature <i>[Signature]</i>					Date 1.22.18		



DATE: March 1, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the Governing Board to approve the Advisory Committee Meeting Minutes

BACKGROUND

Every year, the Eden Area ROP hosts a regional advisory committee for all of the pathways in support of the four districts we serve. Convening advisory committees are a requirement of all CTE programs. The purpose of the advisory committees are to insure that our programs are meeting the needs of our business partners, that our curriculum remains relevant, and that we are providing programs that meet the labor market needs for our area.

CURRENT SITUATION

At our last advisory meeting, teachers used the 11 elements of a quality CTE program as a structure to gain input about our program from our business partners. Teachers then used this information to complete the 11 elements self-assessment. Below are a list of the minutes attached from each of the advisory meetings.

Automotive Technology	Fire Science/EMS
Careers in Education	Graphics
Construction Technology	Medical Careers
Criminal Justice	Merchandising Occupations/Workability 1
Culinary Science	Photography
CVHS Biotechnology	San Lorenzo H.S. Video Production (BADA)
CyberSecurity	Sports Medicine
Dental Assisting	Structural Repair and Refinishing
Entrepreneurship/Self Employment,	Welding Technology
Marketing, Business Economics,	
Computer Applications	

CONSENT CALENDAR



Advisory Committee Minutes 2017-2018

Program(s):	Automotive Technology
Date:	November 6, 2017
Time:	6:55
Facilitator:	David Espinoza
Recorder:	Jose Sanchez

V. INTRODUCTIONS

David Espinoza called the meeting to order at 6:00pm; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Mario Arellano	AMA tires	Technician
Gina Bertoli	Discount Tire Pros	Technician
Sheen Aleria	SL Chrysler Dodge Jeep Ram	Technician
Vincente Gonzalez	Gillig	Assembly Technician
Ruben Gonzalez	Brake and Wheel Center	Technician
Fabian Franco	Gillig	New Account Project Manager
Mace Gjerman	Petersen Caterpillar	Training Manager
Dino Fry	Putnam Cadillac	Technician
Mark Garcia	Marks Transmission	Owner

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Jim Baum	Chabot College	Auto Instructor
Darren Rees	CV High School	Auto Instructor
Andy Shyer	SL High School	Auto Instructor
Jose Sanchez	Eden Area ROP	Auto Instructor
David Espinoza	Eden Area ROP	Auto Instructor
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- Approval of Minutes--Record**

(David Espinoza) presented minutes from the previous meeting of November 2016. (Jim Baum) made the motion to approve the minutes of (4/5/2017). (Mark Garcia) seconded the motion. Motion carried, minutes



Advisory Committee Minutes 2017-2018

Program(s):	Automotive Technology
Date:	November 6, 2017
Time:	6:55
Facilitator:	David Espinoza
Recorder:	Jose Sanchez

approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**

Mr. Espinoza read all the SLO and School Mission Statement no comments or questions were asked by the committee

- **Review Labor Market Future Trends Data—Record**

Mr. Espinoza explained the Labor market and future trend report and asked for input. What changes do we need to make to meet current expectations? Vincente made a motion to approve, Fabian second the motion.

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

Mr. Espinoza explained that past recommendations have been to teach work place ethic; attendance, arriving on time, being good employees. Dino Fry stated that most ethics "come from within" you have to want to be there. Dino believes that can't be taught. Jim Baum stated that it must be taught, this generation is different and doesn't have that inherent trait. Mr. Espinoza states that the ROP does teach that, that we enforce the rules we have stated. If students continue to break the rules they are returned to their home school. Fabian Franco agrees that we do a good of teaching work place ethics. Mr. Sanchez explained that he puts a dollar amount to everything the students do well and bad. Mace stated "labor is the most volatile inventory it is lost 1 minute at a time."

- **Review CTE Pathway Map—Discuss, edit, approve & record**

Mr. Espinoza explained CTE map. Year 1 starts at SLE and CV High Schools, programs are called Auto Mechanics class. Year 2 Auto Tech, Advanced auto mechanics which is EAROP, CV High School, and SLE High School. Year 3 Auto Tech, Eden Area ROP. After completion student can transfer to Chabot College and take Certificate classes. 4 year degree follows. A/S degree needs to be added to the Pathway map. B/S need to transfer to State or UC School.

Mace Gjerman makes a motion to accept map with the concession that A/S degree be added to the Map. Gina Bertoli seconds

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

Mr. directed the committee to review the Course outline and curriculum. 1 year class 540 qualify for MLR NATEF certification. Jim Baum makes a motion to approve, Mark Garcia seconds the motion.

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**

Question: Where is the program in reaching goal of highest rating of 3?



Advisory Committee Minutes 2017-2018

Program(s):	Automotive Technology
Date:	November 6, 2017
Time:	6:55
Facilitator:	David Espinoza
Recorder:	Jose Sanchez

Mr. Espinoza explained that future funding will be based on programs following the 11 elements of a quality CTE program. We would like to improve our job shadowing and internship program.

- **Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record**

Question: What could be an improvement plan for one or more of the 11 Elements?

Mr. Espinoza explained that the biggest issue the ROP experiences is trying to get student placed because of age. Mr. Espinoza proposes sending students out to site on job shadowing exercises 2-3 days a week, 2-3 students at a time. Fabian stated that he thinks it allows students to find out if this really is something they want to pursue. Mario Arellano stated that students need to see the difference between small local shops and dealerships/ corporate shop. Dino commented about safety in the shops while shadowing that student should make sure to use safety glasses. Dino and Jim Baum stated both had injuries from not wearing glasses. Sheen recommended that we go try our luck with the corporate shops Wheel Works, dealerships. Mace encourages us to continue and call him to get something set up. Andy recommends that we try out of the box fields. Jim makes a motion to approve, Dino seconds the motion

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

(Gina Bertoli) made the motion to recommend support of continuing (Automotive Technology) (Vincente Gonzalez) seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

Articulation and Dual enrollment were explained by Mr. Espinoza. ROP is a 1 year articulation class.

X. NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at (7:55) with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	Careers in Education
Date:	11-06-17
Time:	6:00 pm – 8:00 pm
Facilitator:	Dr. Erika Emery
Recorder:	Dr. Erika Emery

V. INTRODUCTIONS

Dr. Erika Emery called the meeting to order at 7:00 p.m.; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, Spring 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Dr. DiShawn Givens	Fremont Unified School District/ Cal State East Bay	Equity Specialist
Deidra Daniels	Lots of Love Child Care	Director
Denise Williams-West	Jefferson Elementary School	Teacher
Liz Rosas	Castro Valley Unified School District	Instructional Aide/Para Educator
Bryona Porter	Lots of Love Child Care	Teacher's Assistant

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Dr. Erika Emery	Eden Area ROP	Instructor
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Dr. Erika Emery presented minutes from the previous meeting of November 2016. Dr. DiShawn Givens made the motion to approve the minutes of 11-06-17. Denise Williams-West seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**

- **Review Labor Market Information and Future Trends Data--Record**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

Advisory Committee Minutes 2017-2018

Program(s):	Careers in Education
Date:	11-06-17
Time:	6:00 pm – 8:00 pm
Facilitator:	Dr. Erika Emery
Recorder:	Dr. Erika Emery

Advisors agreed that the program is a well-rounded program that prepares students for both school and the workplace. DiShawn Givens reinforced the importance of technology in the classroom. Advisors were pleased to hear that several computers set up in the Careers in Education classroom. Although there isn't a class set in the classroom, weekly computer lab time has been established which allows Dr. Emery to maintain the level of work students complete in the program. Liz Rosas shared that offering the concurrent enrollment option (allowing students to take classes second semester to obtain articulation credits) has been a great addition to the Careers in Education program. She went on to state that providing students with this option has prepares to students to leave high school with a viable option for self-sufficiency. While Diedra Daniels was unable to attend, Bryona Porter shared that Deidra is excited to have students utilize her new child care center as a lab site as they will be able to experience a different setting with her students.

- **Review CTE Pathway Map—Discuss, edit, approve & record**

The advisors and I still suggest that the current CTE pathway map should include all of the articulated community colleges with Ohlone being listed on the top of the list because of the number of units Ohlone offers students who participate in the articulation process. The committee also carries the recommendation over from last year as it relates to having the Certificates of Achievement through the community college level highlight the courses that assist students in obtaining their child development permits and other courses that prepare them to transfer to a four year college. As far as the four year degree, U.C. Santa Cruz and San Jose State University should be included on the list as these schools are local and featured during field trips.

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

A few of the advisors are former students including Liz Rosas and Bryona Porter. They agreed that the curriculum taught in the class not only supported job placement skills but it also gave them the knowledge needed to successfully obtain employment and continue their education. Dr. DiShawn Givens and Denise Williams-West agreed that students enter the workplace prepared with the skills needed to successfully work with children.

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**
Question: Where is the program in reaching goal of highest rating of 3?

The structure of the 11 Elements were discussed with the advisors. They agreed that the program has reached the highest rating in most categories. Access to technology and a class set of computers no longer prevents the rating in one of the categories from qualifying for the highest rating.

- **Review new text books to be adopted (If applies to program)—Approve & complete rubric**

VIII. BUDGET

- **Discuss expenditures for 2015-2016 Perkins budget (If applies to your program)—Record**

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record



Advisory Committee Minutes 2017-2018

Program(s):	Careers in Education
Date:	11-06-17
Time:	6:00 pm – 8:00 pm
Facilitator:	Dr. Erika Emery
Recorder:	Dr. Erika Emery

Dr. DiShawn Givens made the motion to recommend support of continuing the Careers in Education program. Elizabeth Rosas seconded the motion. Motion carried, recommendation approved.

Denise-Williams West suggested that students continue to participate in community activities. Liz Rosas and Bryona Porter also discussed the advantages of obtaining a child development permit. I am already in contact with the child development permit coordinator at Chabot College which will give students direct access to additional support as they work towards the requirements to obtain a permit. Bryona Porter and Liz Rosas suggested that field trip opportunities continue as it helps students pinpoint job and educational prospects in the surrounding area.

x NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2018

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at 8:00pm with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	Construction Technology
Date:	November 6th, 2017
Time:	6:45pm
Facilitator:	Bill Deslaurier
Recorder:	Hunter Lower

I. INTRODUCTIONS

Bill called the meeting to order at 6:45; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Rafael Gonzalez	Commercial Casework	Carpenter
Matt Wolpe	Laney College	Teacher
Chris Floethe	Construction Craft Training Center	Consultant
Philip Johnson	Acco Engineering Systems	Piping Designer
Mike Christian	Red Point Builders	President
Ken Hugen	RDO Equipment Co.	General Manager of Sales

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Bill Deslaurier	Eden ROP	Teacher
Hunter Lower	Hayward Unified School District	Teacher
Michael Raytis	San Leandro Unified School District	Teacher
Kevin Buckley	Hayward Unified School District	Teacher
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

II. INFORMATION ITEMS

- **Approval of Minutes--Record**

Bill presented minutes from the previous meeting of November 2016. Ken made the motion to approve the minutes of November 2016. Philip seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

Advisory Committee Minutes 2017-2018

Program(s):	Construction Technology
Date:	November 6th, 2017
Time:	6:45pm
Facilitator:	Bill Deslaurier
Recorder:	Hunter Lower

- **Review Student Learning Outcomes (SLOs) and Mission Statement**

(2) Kevin asked for further clarification on “Practicing Personal Health” in regard to specific work skills.

(MS) Mike suggested including the word “confidence”, e.g. “...to prepare students and build confidence...”

- **Review Labor Market Future Trends Data—Record**

Bill said that “construction-wise things are taking off”. Chris spoke about construction backlogs for pending projects.

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

Bill recognized the need in his own classroom to develop industry relationships (apprenticeships, training, etc.). Mike said that he got into the industry because his father was in the industry, “knowing somebody is huge”. Students can either go to the union hall or ABC to enter the construction program. Philip asked about the success of former students being used for program testimonial. Kevin suggested job shadowing interchange (internship?). Chris suggested a recruitment effort to bring former students to the attention of companies. Bill requested of the advisory members 2-5 names of contractors who might be willing to take on interns/apprentices. Mike said that he would take a kid out of high school, but he would still want that person to go through an adult learning program because he is liable for that person. Matt said that Laney college has a contacts page for graduates to post their skills and details. Chris and Philip said that a lot of companies won’t take on new employees – that all new workers come through temp agencies, but that temp agency pay can be quite good. Chris said that nobody has a statewide training avenue (except electricians). Bill said that pretty much the only postsecondary carpentry program in the area is Laney College.

Bill (wrapup) we need to get known in the community.

- **Review CTE Pathway Map—Discuss, edit, approve & record**

Suggested Add: Eden ROP adult classes. Mike suggested Cypress Mandela for further education

Philip suggested finding sponsorships for disaster relief work, Habitat for Humanity, etc. 4-week summer program for HS students at Laney “I-Tech” Eden ROP summer program for Middle School Students.

Kevin suggested work w/ local church groups for charity work experience. Philip motioned, Ken seconded; approved unanimously

III. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

Chris motioned, Mike seconded; Approved unanimously, Approval of textbook for Hunter Lower’s class:

Exploring Woodworking 8th Edition, Chris motioned, Matt seconded; Approved unanimously



Advisory Committee Minutes 2017-2018

Program(s):	Construction Technology
Date:	November 6 th , 2017
Time:	6:45pm
Facilitator:	Bill Deslaurier
Recorder:	Hunter Lower

- Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record
Question: Where is the program in reaching goal of highest rating of 3?
- Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record
Question: What could be an improvement plan for one or more of the 11 Elements?

Ken asked about item 7b and 7c having '1' ratings. Bill explained that there isn't much in-and-out in the construction program, so 7b doesn't apply to the program. 7c could use some improvement in expanding our ability to touch the industry.

IV. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

V. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Rafael made the motion to recommend support of continuing Construction Technology. Philip seconded the motion. Motion carried, recommendation approved.

Rafael – basic skills will get kids into jobs. (scraping, stapling, little things)

VI. NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017

VII. THANK YOU, ADJOURN--Record

The meeting was adjourned at 7:50 with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	Criminal Justice
Date:	November 6, 2017
Time:	6pm-8pm
Facilitator:	Mike O'Connell & John Taylor
Recorder:	John Taylor

V. INTRODUCTIONS

John Taylor called the meeting to order at 6:00pm; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Rosi Barboza	Eden Area ROP Student	Student
Delia Barboza	Eden Area ROP Parent	Parent
Michael Mattson	United State Army (Military Police)	Staff Sergeant
Raut Bikash	United State Army (Military Police)	Staff Sergeant
Joshua Peterson	United State Army (Military Police)	Staff Sergeant

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
John Taylor	Eden Area ROP	Lead Instructor
Mike O'Connell	Eden Area ROP	Instructor
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Mike O'Connell presented minutes from the previous meeting of November 6, 2016. Joshua Peterson made the motion to approve the minutes of November 2016 and Raut Bikash seconded the motion. Motion carried, minutes approved. After review of minutes, John Taylor shared an example of how the criminal justice program implemented the suggestions from the Advisory Committee's recommendations last year.

Some Examples:

- Upgraded textbooks
- Expanded guest speaker list
- Collaboration with law enforcement agencies
- Community service opportunity



Advisory Committee Minutes 2017-2018

Program(s):	Criminal Justice
Date:	November 6, 2017
Time:	6pm-8pm
Facilitator:	Mike O'Connell & John Taylor
Recorder:	John Taylor

- Advisory reviewed "Student Learning Outcomes (SLOs)" and Mission Statement. Advisory committee responded in favor of not changing and approval of the mission statement.
- Review Labor Market Future Trends Data—Record was reviewed by the committee and discussed reviewing the CTE career pathways. The committee wanted to add renewing the Criminal Justice membership in the explorers programs.

Suggested changes to make the CJ program meet industry expectations in preparing students for careers?

- Add Military Police Pathways
- Highlight the 150 Jobs in Government Criminal Justice Field
- Maintain the partnership with Hayward Police Department

CTE Pathway Map was discussed and approved. Joshua Peterson made the motion to approve the Pathway Map and Raut Bikash seconded the motion. Motion carried, Pathway Map approved.

VII. CURRICULUM

- **Course Outlines Aligned to CCSS Discussion** — Joshua Peterson made the motion to approve the Curriculum and Raut Bikash seconded the motion. Motion carried, curriculum approved.
- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**
Question: Committee discussed the Eleven Elements and agreed the CJ program was performing on a high level and met the eleven elements. The committee agrees the program in reaching the highest goal rating of 3?
- **The 11 CTE Elements of Quality CTE Program**
The committee will review and discuss the 11 CTE Elements of Quality CTE Program at the next scheduled meeting November 2018.

VIII. BUDGET

The committee was informed of the Perkins and CTEIG funding plans that will be discussed at April advisory meeting.



Advisory Committee Minutes 2017-2018

Program(s):	Criminal Justice
Date:	November 6, 2017
Time:	6pm-8pm
Facilitator:	Mike O'Connell & John Taylor
Recorder:	John Taylor

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Joshua Peterson made the motion to recommend support of continuing Criminal Justice Program & Michael Mattson seconded the motion. Motion carried, recommendation approved. **ROP teachers did not motion or vote!**

X. NEXT ADVISORY BOARD MEETING: April 2018 (Perkins & CTEIG funding plans) and November 2018

XI. THANK YOU, Meeting Adjourned at 7:40pm

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	Culinary Science
Date:	11/06/2017
Time:	6:55PM
Facilitator:	Terri Penn
Recorder:	Brendon Birky

V. INTRODUCTIONS

Terri Penn called the meeting to order at 6:55PM; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Gary Freund	Cal State East Bay	Department of Hospitality, Recreation, and Tourism California State University, East Bay
Thomas Padron	Cal State East Bay	Professor
Patricia Rodd	San Leandro	Instructor
Brendon Birky	Castro Valley	Student
Vickie Gilmore	Castro Valley Unified	

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Terri Penn		
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Terri Penn presented minutes from the previous meeting of November 2016. Brendon Birky made the motion to approve the minutes of 11/06/2017. Patricia Rodd seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**
- **Review Labor Market Future Trends Data--Record**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?



Advisory Committee Minutes 2017-2018

Program(s):	Culinary Science
Date:	11/06/2017
Time:	6:55PM
Facilitator:	Terri Penn
Recorder:	Brendon Birky

Sending students out on individual working interviews, giving them real time hands on experiences with entrepreneurs and business owners as well as young thriving individuals that have made a career in the hospitality tourism industry. Students then come back to class and share their experiences with peers and what they saw and how they felt while out on the job. Throwing them into live action situations so they have full understanding of workplace expectation and job requirements

- **Review CTE Pathway Map—Discuss, edit, approve & record**

Reviewed, and decided course is in alignment with all career pathways and suggested to have students in home economics get exposure to ROP culinary curriculum prior to signing up for course as well as setting up as many tours and walk through of various campuses and universities to expose students to other hospitality and tourism classes that they would have the option to take in the future

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

Pro start and all materials associated with pro start brand are all approved

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**

Question: Where is the program in reaching goal of highest rating of 3?

Making very good progress, currently at a 2 and have many things in place to achieve the goal of a 3 by next year. Guest speakers, Field trips, Mock interviews, Menu and cost building are all things that will help get the program to where it needs to be for next year

- **Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record**

Question: What could be an improvement plan for one or more of the 11 Elements?

Job shadowing and setting up internships to insure the students are learning the most current and subject related information, and get proper training to insure they are prepared for the next step and entry level positions.

- Outside voices based on demographic
- Having right people to reach out to
- Show the business side and potential earnings
- Bon Appetite
- Specific guest speakers
- Job shadowing/ Internship
- Sustainability classes
- Advanced baking
- Mock interviews
- Menu and cost building



Advisory Committee Minutes 2017-2018

Program(s):	Culinary Science
Date:	1106/2017
Time:	6:55PM
Facilitator:	Terri Penn
Recorder:	Brendon Birky

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Thomas Padron made the motion to recommend support of continuing Culinary Science Gary Freund seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

X. NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at 7:45PM with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	CVHS Biotechnology
Date:	November 6, 2017
Time:	6-8 pm
Facilitator:	Laura O'Brien
Recorder:	Laura O'Brien

V. INTRODUCTIONS

(Facilitator Name) called the meeting to order at (time); designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Gary Howard	UCSF/Gladstone	Science Editor
Matthew Kaser	Bell & Associates	Patent Law Expert
Brian Hogan	Adicet Bio	Financial

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Laura O'Brien	Castro Valley High School	Teacher
Patrinia Redd	Castro Valley High School	Assistant Principal
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

Advisory Committee Minutes 2017-2018

Program(s):	CVHS Biotechnology
Date:	November 6, 2017
Time:	6-8 pm
Facilitator:	Laura O'Brien
Recorder:	Laura O'Brien

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Laura O'Brien presented minutes from the previous meeting of November 2016. Matthew Kaser made the motion to approve the minutes of November 2016. Gary Howard seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**

- **Review Labor Market Future Trends Data--Record**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

Continue to teach students basic/essential lab skills (micropipetting, running gels, culturing bacteria, etc.) Explore emerging "hot topics" through class discussions, activities, labs and research projects. Examples include CRISPR, bioinformatics, etc.

There continues to be a strong employment market for Biotech in the SF Bay area.

- **Review CTE Pathway Map—Discuss, edit, approve & record**

Approved, although very few CVHS students participate in on-site Eden ROP courses, and most CVHS Biotech students are seniors, so they continue on to college, rather than other high school courses.

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

Biotech course for CVHS has been aligned to Model CTE standards, NGSS and CCSS. L. O'Brien also developed a second-year, standards-aligned Biotech course over the summer, focusing on Biochemistry, advanced Biotech topics, and student inquiry/research. It will be submitted for approval this school year, although it is unlikely to "run" next school year, due to the small numbers of 11th graders currently enrolled in Biotech. (It is a senior-heavy course, and one of the four sections was closed due to scheduling issues near the end of the summer.)

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**

Question: Where is the program in reaching goal of highest rating of 3?

#2: High Quality Curriculum and Instruction

Curriculum in CVHS Biotech course is rigorous, relevant, and continually updated for changing trends. Former students consistently state that the class helped prepare them well for college lab coursework. The course is



Advisory Committee Minutes 2017-2018

Program(s):	CVHS Biotechnology
Date:	November 6, 2017
Time:	6-8 pm
Facilitator:	Laura O'Brien
Recorder:	Laura O'Brien

articulated with Ohlone College's BIOT 105 course. Internship opportunities are regularly communicated to students.

- **Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record**

Question: What could be an improvement plan for one or more of the 11 Elements?

5. Industry Partnerships

More ongoing, sustainable partnerships with local Biotech companies for:

- guest speakers
- job shadowing and internship opportunities for students
- field trips
- help with resumes, interviews, educational and career planning, etc.

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Gary Howard made the motion to recommend support of continuing CVHS Biotechnology. Brian Hogan seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

Ways to engage industry partners:

- Advisory Committee meetings: evaluate and update curriculum
- guest speakers
- interview project contacts
- possible consultant for resumes, interviews

x NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at (time) with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	CyberSecurity
Date:	November 6, 2017
Time:	6:30 pm
Facilitator:	Evan Goldberg
Recorder:	Evan Goldberg

V. INTRODUCTIONS

Evan Goldberg called the meeting to order at 6:30 pm; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Gary Dylina	Pantheon Systems	Security and Reliability Engineering Manager
Tim Castle	Castle IT Services	Owner
Kraig Kluba	Intivix	Technical Account Manager

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Kent Doan	Eden Area ROP	Teacher
Louis Stanley	Castro Valley High School/CVUSD	Teacher
Evan Goldberg	Eden Area ROP	Grant Coordinator
Kim Hudson	Castro Valley/Eden Area Chamber	WBL Coordinator
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Evan Goldberg presented minutes from the previous meeting of April 2017. Gary Dylina made the motion to approve the minutes of April 2017. Tim Castle seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**
- **Review Labor Market Future Trends Data--Record**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?



Advisory Committee Minutes 2017-2018

Program(s):	CyberSecurity
Date:	November 6, 2017
Time:	6:30 pm
Facilitator:	Evan Goldberg
Recorder:	Evan Goldberg

In the course outline, (Items 1-36), discussion centered around eliminating items 3-7 (Resistance, DC Circuits, DC Combination, Soldering, and number solutions), and items 25-33 (Relationship in Detail, Normalization and Identifiers, Modeling Hierarchical/Recursive Relationship, Mapping the ER Model, Inside the database, Data, Restricting and Sorting Data, Single Row Function, and Java Fundamentals. The group agreed that these were either dated concepts or well beyond the scope of a CyberSecurity course. The group agreed there was room for other computer learning (such as IT) but not necessarily within a CyberSecurity course.

- **Review CTE Pathway Map—Discuss, edit, approve & record**

Pathway maps for the Eden Area ROP Information and Communication Technologies and Castro Valley High School Info & Communication Tech Pathway were presented. Louis Stanley felt that the Year 1 course "Introduction to Computer and Information Technology possibly needs modification. Motion to table: Kent, Seconded by Kraig. Motion passed.

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

In terms of jobs, a number of updated positions were suggested, such as Information Security Engineer, Security Engineer, and Information Security Analyst. Louis Stanley said that he has a poster with more relevant career positions. He will forward to Evan. In terms of CCSS alignment, Kent Doan noted that units 7-11 were no longer relevant to this course. With this change, Kent moved, and Louis seconded acceptance. Motion passed.

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**

Question: Where is the program in reaching goal of highest rating of 3?

Both Kent Doan and Louis Stanley are new to CTE teaching. Louis has not yet assessed himself on the 11 CTE Elements of a Quality CTE Program. Kent Doan noted strengths in 4C and 4D (Leadership Activities Embedded in the Curriculum. More is needed here after a more thorough assessment.

- **Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record**

Question: What could be an improvement plan for one or more of the 11 Elements?

Kent Doan picked a few areas that could be improved: 2H (UC a-g), 4E (Special Populations), 6A (Collaboration with Postsecondary), 8B (Sufficient funding for necessary equipment), and 8C (Partnerships with Local Businesses)

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

(Member name) made the motion to recommend support of continuing (the name of the program) (Member name) seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**



Advisory Committee Minutes 2017-2018

Program(s):	CyberSecurity
Date:	November 6, 2017
Time:	6:30 pm
Facilitator:	Evan Goldberg
Recorder:	Evan Goldberg

Tim Castle spoke about the need to emphasize Communication Skills and teach formal Logic to students. He suggested that students need to learn for develop effective arguments.

Gary Dylina underscored the need to teach the Scientific Method to students. Students need to learn how to experiment and trouble shoot in order to develop critical thinking skills.

Kraig Kluber emphasized the need to learn the correct order of doing things. He spoke about proper sequencing of learning.

x NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2018

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at 8:00 pm with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	Dental Assisting
Date:	11/06/2017
Time:	6:30
Facilitator:	Kathy O'Brien
Recorder:	Kathy O'Brien

I. INTRODUCTIONS

Kathy O'Brien called the meeting to order at 6:30 PM; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Dr. Steven Rothi	Dentist in Private Practice	Dentist/owner
Dr. Susan So	Castro Valley Orthodontics	Dentist/owner
Candace Niccolson, RDHAP	Smile Care Dental Hygiene Services	Dental Hygienist/owner
Helena Martins, RDA	Moy Dental	Registered Dental Assistant
Nydia Tadeo, RDA	Dr. Steven Rothi	Registered Dental Assistant

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Kathy O'Brien	Eden Area ROP	Dental Assisting Lead Instructor
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

II. INFORMATION ITEMS

- **Approval of Minutes--Record**

Kathy O'Brien presented minutes from the previous meeting of April 5, 2017. Helena Martins made the motion to approve the minutes of April 5, 2017. Dr. Rothi seconded the motion. Motion carried, minutes approved.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**

Student Learning Outcomes and Mission Statement were reviewed by the committee. Kathy explained that they were developed by the entire ROP staff and that they are implemented in our lesson plans.

- **Review Labor Market Future Trends Data**

The committee agreed that there is a definite shortage of dental assistants in the Bay Area. Kathy reported that she had recently had a conversation with the Executive Director of the Southern Alameda County Dental Society (Melinda Sciandri) and she had shared her concern that the shortage is statewide.



Advisory Committee Minutes 2017-2018

Program(s):	Dental Assisting
Date:	11/06/2017
Time:	6:30
Facilitator:	Kathy O'Brien
Recorder:	Kathy O'Brien

Dr. Rothi and Dr. So were in agreement and expressed that they have had trouble filling recent vacancies in their practices. Motion to approve Labor Market Trends by Candace. Dr. So seconded the motion. Motion carried.

Question: What changes do we need to make to meet industry expectations in preparing students for careers? The committee felt that the program was valuable and offered a quality dental assisting education.

- **Review CTE Pathway Map—Discuss, edit, approve & record**

The committee reviewed the CTE pathway map provided to us. The committee felt that some changes were necessary. It has been edited with input from all committee members. Motion to approve by Nydia. Seconded by Candace. Motion carried.

III. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS**

The current course outline was presented to the committee. Kathy explained that it has been aligned to common core standards. Motion to approve by Helena. Seconded by Dr. So. Motion carried.

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program**

Question: Where is the program in reaching goal of highest rating of 3?

Kathy explained the purpose of the 11 CTE Elements of Quality CTE Programs to the committee. She explained that it was necessary to implement a plan to ensure that all sections were met with a rating of "3". The Dental Assisting program currently falls short in two areas, articulation and participation in a Career Technical organization. Kathy explained that articulation with a community college was highly unlikely as the ROP Dental Assisting Program is not CODA approved and community college courses are. This creates differences in standards of curriculum. The ROP is not eligible for CODA accreditation because we are not a post-secondary institution. Kathy will work instead on engaging the students in an official Career Technical Organization. HOSA seems like the best fit for the program and students. Kathy will look into it and report back at the next meeting.

IV. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

V. DENTAL ASSISTING PROGRAM UPDATE

Legislative Update

Kathy reported that the new regulatory package is working its way through the Dental Board process and should go into effect by July 2018 or January 2019. In its current form there are little changes. It could potentially make the patient Pit and Fissure Sealant requirement easier for students to meet. It would also allow for us to offer components of our program as "stand alone" courses.

La Clinica



Advisory Committee Minutes 2017-2018

Program(s):	Dental Assisting
Date:	11/06/2017
Time:	6:30
Facilitator:	Kathy O'Brien
Recorder:	Kathy O'Brien

Kathy was able to secure a partnership with La Clinica. They will be accepting student interns into their Oakland and San Leandro facilities. In addition, high school students will have the opportunity to travel with their mobile dental clinic as it visits elementary schools in the Hayward area. This will be a tremendous work-based learning opportunity for our high school students.

Enrollment

Our current enrollment is low as we made a strategic decision last year to not start any adult classes until the fall of 2017. This was so that we could fully implement our new cohort/module system. Our fall enrollment was lower than anticipated and Kathy is waiting to get approval from administration for our next start date.

High School	12 (AM class)
	13 (PM class)
Adult	<u>8</u>
Total	33

Guest Speaking

Kathy extended the invitation for any member to be a guest speaker. She said that any dental topic would be appreciated and valued by the students.

VI. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS

Helena made the motion to recommend support of continuing the Dental Assisting Program. Dr. Rothi seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

VII. NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2018

VIII. THANK YOU, ADJOURN

The meeting was adjourned at 7:30 PM with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.



Advisory Committee Minutes 2017-2018

Program(s):	Entrepreneurship/Self Employment, Marketing, Business Economics, Computer Applications,
Date:	November 6th, 2017
Time:	6pm-8pm
Facilitator:	Christine Charlton and Debra Maynard
Recorder:	Laura Jagroop

I. INTRODUCTIONS

Christina Charlton called the meeting to order at 6:00pm; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Christine Gaston	KRON	Marketing and Sales
Deanna Banta	Sherilynn Jade Salon	Stylist
Melanie Raumann	Square SF	
Nancy McDonald	FIDM	
Dawn Fregosa	NFTE	Manager of Programs Bay Area
Marlesse Caroll	Presence Marketing	
Angelo Belenson	NFTE	
Elaine Faxon	Forensic Analytical Consulting	
Sam Medina	SLZ Board Member	
Justin Kent		
Frankie Fegurgur	United Educators	
Gordon Janaway	Route Diagnostics	
Tiffany Griffith	Showtime Networks Inc.	
Diane Souza	H.R. Firm/Parent	
Keisha Taylor		

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Rick Charles	Eden ROP @ Hayward High School	Instructor
Debra Maynard	Eden ROP @ San Leandro High School	Instructor
Romy Shivers	Eden ROP @ San Lorenzo High School	Instructor
Michelle Stephens	Eden ROP @ Castro Valley High School	Instructor
Christine Charlton	Eden ROP @ Arroyo High School	Instructor
Laura Jagroop	Eden ROP @ Tennyson High School	Instructor
Bernie Phelan	Eden ROP	Assistant Director
Craig Lang	Eden Area ROP	Director



Advisory Committee Minutes 2017-2018

Program(s):	Entrepreneurship/Self Employment, Marketing, Business Economics, Computer Applications,
Date:	November 6th, 2017
Time:	6pm-8pm
Facilitator:	Christine Charlton and Debra Maynard
Recorder:	Laura Jagroop

GROUP AGENDA AND MINUTES

II. INFORMATION ITEMS

- **Approval of Minutes--Record**

Christine Charlton presented minutes from the previous meeting of November 2016. Sam Medina made the motion to approve the minutes of November 9th, 2016. Dawn Fregosa seconded the motion. Motion carried, minutes approved. After review of minutes, **share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.**

RICK CHARLES – Bringing professionals into the classroom has inspired many students to explore careers they otherwise would not have. Students don't communicate personally with others because they don't have "around the dinner table" conversations anymore. DECA and NFTE bring the real world to students; adults showing students the skills and opportunities that are available in them.

Dawn Fregosa – ROP classes teaches exploration and shows students that they are valued and have skills far beyond their years. Students are encouraged to get up and present and to look each other in the eyes and communicate their ideas.

- **Review Student Learning Outcomes (SLOs) and Mission Statement –**

Student read mission statement

- **Review Labor Market Future Trends Data—Record –**

Debra Maynard – confirms all our classes teach about and are linked to areas of employment that show a 1.23-1.65 million in job growth in the area of marketing, sales and service.

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

Diana Souza – judged DECA, etc. Students come to work feeling entitled, and need to know that showing up is not enough to keep their job. Students need to know how to do well, not just participate. Diana works at a car dealership and car drivers need to have basic math skills, how to fill out paperwork, calculate mileage, etc.

GORDON GENAWAY- Young people interested marketing or business don't feel the need to get engaged in the details of the job, students must learn life skills and learn to be inquisitive and curious; educators should instill curiosity and remove the stigma from failure and learning risk is a good thing.

BOB McManus – in law enforcement, students need ethics and integrity; it's a hard value to teach in HS but important to teach ethics. Students are influenced by tech and are very "techy" but can't write well. Students should be taught the importance of being able to be understood in written form. Employers also need early 20s kids to have a high level of communication ability.



Advisory Committee Minutes 2017-2018

Program(s):	Entrepreneurship/Self Employment, Marketing, Business Economics, Computer Applications,
Date:	November 6th, 2017
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KEISHA TAYLOR – students need to know what their options are; parents want to know what jobs their kids can get after college. ROP gives students the ability to communicate outside of tech conversations. As a recruiter, has candidates that text her all day that are young people but lack in the skills of one on one conversations. Show students that opportunities are broad and opportunities are possible they might not know about. Students should know that a degree or failure does not define them.

ELAINE FAXON- students need to learn if they have a question to ask for answers in person, not through tech. Students must learn to have one on one conversations with people and to network.

- **Review CTE Pathway Map—Discuss, edit, approve & record**

Christine Charlton and Debra Maynard show Career Pathways for all classes offered by the Business/Marketing group.

III. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

COURSE OUTLINE: Bernie Phelan – briefly explained CTE and how all marketing/business class course outlines align with CCSS

CHRISTINE – the 11 elements,

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**

Question: Where is the program in reaching goal of highest rating of 3?

Identified 3 particularly important areas – high quality curriculum and instruction (we need to identify our career pathways)

Evaluation, accountability and continuous improvement – Cal dept of education measures success by having a college and career indicator. Eden ROP is in the “green” category, NFTE is providing a Certiport certification test that can be used on a resume and college applications. Another way we know is by talking to you, the advisors. How do we measure it academically?more information in APRIL.

CTE promotion, outreach and communication

- **Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record**

Question: What could be an improvement plan for one or more of the 11 Elements?

BERNIE PHELAN – identify our career pathways, students need to complete two years of a pathway curriculum and taking a CTE COURSE is part of being college and career ready. Marketing sales and service include marketing and entrepreneurship that were called different titles at different schools. The pathways and title need to be matched up. Business partners need to counsel us about and confirm with us that ...state requirements have



Advisory Committee Minutes 2017-2018

Program(s):	Entrepreneurship/Self Employment, Marketing, Business Economics, Computer Applications,
Date:	November 6th, 2017
Time:	6pm-8pm
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Recorder:	Laura Jagroop

changed and need to have pathways confirmed. There are reps from each district that control the PERKINS grant and we need to have the state, community college and student pathways to match. Several pieces are involved

DIANA SOUZA – HOURS or grades?

Bernie Phelan – hours are important but must have a grade of B or better...

Do students get credit at college for taking a ROP course

Bernie Phelan – yes, many courses are articulated and students receive credit at Chabot college.

Romy Shivers- also articulated with Los Positas, Ohlone, Mission College and Laney College.

Bernie Phelan– dual enrolment is another component

Dawn Fregosa – common applications to smaller state schools find credits from Chabot important and it's a powerful statement for students to have credit from Chabot, etc.

IV. BUDGET

Perkins and CTEIG funding **plans will be discussed at April advisory meeting.**

V. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

(Member name) made the motion to recommend support of continuing (the name of the program) (Member name) seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

Sgt McManus – gives the ASFAB and is a good measure of students abilities. Also has a prep test that are both relatable to the civilian sector.

Christine Charlton – confirms she finds Myers/Brigg test a very good measuring test and has her students take it in class.

Justin Kent – went through his first job in the business world, finding it empty and unfulfilling. Recently, he realized he'd been in the business world for a long time, but people who are new to the bus world don't know what door to open or what job to take; commends us for being willing to council students in this area and found council from Christine Charleston very valuable. Entry level positions even want some kind of experience and youth don't know where to find the experience and opportunities needed to get these jobs. Says our courses, DECA etc.....helped him completely find where he fits.

Diana Souza – asks new hires can they come to work on time or how long will they be at the job. She said she sees career schools students bring transcripts but thinks it's better to show attendance records. We want to not



Advisory Committee Minutes 2017-2018

Program(s):	Entrepreneurship/Self Employment, Marketing, Business Economics, Computer Applications,
Date:	November 6th, 2017
Time:	6pm-8pm
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Recorder:	Laura Jagroop

forget to have a vision and how we want to get there. Having a vision at a young age can be a great path to encourage.

Deanna Banta – in her industry being on time and learning soft skills, dressing professional, being visionary, being able to have a conversation....tech skills can be taught, soft skills must be learned.

Dawn Fregosa – students need to know some of the weaknesses and troubles instructors have been through. Students don't realize what we had to accomplish to get where we are today. We should step outside our comfort zone and share our real life experiences with the students.

Scott Hancock – people in their young 20s – are overwhelmed and have a hard time deciphering all the information they are given and we must help them drill down to the correct information and what is useful. We must celebrate all diversity, age, temperaments, talents, convictions, and we must realize how diverse of a community we live in. we should smile, eat together and have small conversations each day.

Nancy McDonald – she notices the DECA and NFTE classes teach students how to think, be accountable, be open to learning and learn how to smile. She teaches students to think of themselves as a business and all the networking and connections should never be taken for granted. Wants to know how far ROP is going to go to teach other grades, junior HS...??? Need to know BEFORE high school to have these skills, junior high students needs this as well.

XI. NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2018

XII. THANK YOU, ADJOURN-Record

The meeting was adjourned at 8:30pm with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	Fire Science/EMS
Date:	November 13, 2017
Time:	9:15 am
Facilitator:	Marlene McDowell
Recorder:	Marlene McDowell

V. INTRODUCTIONS

Marlene called the meeting to order at 9:15 am; designated a recorder, welcomed guests, and explained the purpose of the meeting, which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, and Annual Report. Materials in folders: Agenda, April 5, 2017 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Aaron Goins, AO	Hayward Fire Department/Union 1909	Firefighter/Paramedic
Anthony Rodriguez	Hayward Fire Department/Union 1909	Firefighter/Paramedic
Captain Bruce Becker	Hayward Fire Department/Union 1909	Firefighter/Paramedic
Captain Greg Ray	Hayward Fire Department/Union 1909	Firefighter/Paramedic
Sam Carter	Hayward Fire Department/Union 1909	Firefighter/Paramedic

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
John Peters	Eden Area ROP/Hayward Fire Department	Captain/ROP Consultant
Marlene McDowell, M.A.	Eden Area ROP	Fire Science/EMS Teacher
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES



Advisory Committee Minutes 2017-2018

Program(s):	Fire Science/EMS
Date:	November 13, 2017
Time:	9:15 am
Facilitator:	Marlene McDowell
Recorder:	Marlene McDowell

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Marlene presented minutes from the previous meeting of April 2017. Greg made the motion to approve the minutes of April 5, 2017. Bruce seconded the motion. Motion carried, minutes approved.

It was strongly recommended that classroom rules and expectations be strictly enforced. There is a merit and demerit system in place. Students are given 100 professionalism points per quarter. Demerits are ten points each for infractions such as: using cell phone in the classroom, not calling in when late or absent, etc. Depending on the infraction, the student may be allowed to work off the demerit.

Another recommendation is that students wear their uniform four days a week and that has been implemented. We now wait until the end of the first quarter before the t-shirts provided by the Hayward Fire Department are distributed. Students must earn the shirt.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**

After reviewing the four SLOs and providing examples of how each are incorporated into the curriculum, advisory committee members stated that they could see how SLO #1—Demonstrate Work Ethic through: 1. Act as a responsible citizen in the workplace and the community, 2. Model integrity, ethical relationship, and effective management was the hardest for the students. Greg stated that the new hires do not seem to understand that the way that they conduct themselves with their friends should be different when they are around older co-workers. Aaron stated that the new hires should be more engaged in the firehouse and enthusiastic. It is important to demonstrate professionalism when interacting with patients.

All advisory committee members thought that the Mission Statement's focus on workplace skills and ethics was a very important to prepare students for the real world of work.

- **Review Labor Market Future Trends Data—Record**

From 2014 to 2024, the U.S. economy is projected to add 20.5 million new jobs as a total employment grows from nearly 143.1 million to more than 163.5 million. This 14.3 percent growth reflects the assumption of a full employment economy in 2024. In Alameda County in 2014 there was 1,640 Firefighters. By 2024 there will be 1,620 Firefighters. Which is a 1.2% decline. The average median range is \$90,848.



Advisory Committee Minutes 2017-2018

Program(s):	Fire Science/EMS
Date:	November 13, 2017
Time:	9:15 am
Facilitator:	Marlene McDowell
Recorder:	Marlene McDowell

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

It is very important for students to understand the importance of being prepared for their industry of choice. To prepare for a career in EMS and Fire Science, students need to start now. Physical training, volunteer at their local fire stations, complete courses in biology, anatomy and physiology. Once they graduate they should take fire science and EMT courses at their community college. Students who take Fire Science in community college are better prepared when they come to the fire academy. It remains extremely important for students to understand the importance of a good work ethic and being a good citizen.

- **Review CTE Pathway Map—Discuss, edit, approve & record**

All advisory board members accepted the CTE Pathway Map as presented.

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

The advisory committee members thought that the curriculum was ambitious; but covered all relevant topics related to fire science and EMS. Greg stressed the importance of providing students with more social skills development.

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**
Question: Where is the program in reaching goal of highest rating of 3?

After reviewing the 11 CTE Elements of Quality CTE Programs with the advisory committee members, Marlene stated that the program is still working with Chabot College to acquire articulation for Fire Science 50. Captain Peters added that the goal is to align Fire Science/EMS with Chabot's Emergency Medical Responder course.

- **Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record**
Question: What could be an improvement plan for one or more of the 11 Elements?

Continued effort to articulate with Chabot College has allowed students to take the EMR class concurrently while in the Fire Science/EMS class here at Eden Area ROP. Then the students can enroll in the EMT course. It is being discussed that Semester 1 can be designated for Fire Science and Semester II be designated for EMS.



Advisory Committee Minutes 2017-2018

Program(s):	Fire Science/EMS
Date:	November 13, 2017
Time:	9:15 am
Facilitator:	Marlene McDowell
Recorder:	Marlene McDowell

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Anthony made the motion to recommend support of continuing Fire Science/EMS, Sam seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

Sam stated that he has seen students with their HFD mentor and that they appear to really engage with their mentor. He believes that programs like that will be very beneficial to students aspiring to become firefighters. Several members stated that they would consider becoming mentors to the students.

NEXT ADVISORY BOARD MEETINGS: April 2018 (Perkins & CTEIG funding plans) and November 2018.

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at 10:25 am with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.



Advisory Committee Minutes 2017-2018

Program(s):	Graphics
Date:	11/6/17
Time:	6:00 PM
Facilitator:	Deborah Renerio
Recorder:	Lameisha Sherri

V. INTRODUCTIONS

Lameisha Sherri called the meeting to order at 6:00pm; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Steve Jones	Plantaza Studio	
Shannon Hackley	Shannon Leigh Studio	
Tavis K.		
Shannon Leigh	Shannon Leigh Studio	Owner
Larry Lavendel	Hayward USD	Instructor

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Lameisha Sherri	Hayward Center	
Deborah Renerio	San Leandro	
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

(Facilitator Name) presented minutes from the previous meeting of November 2016. (Name) made the motion to approve the minutes of (date). (name) seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**
- **Review Labor Market Future Trends Data—Record**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?



Advisory Committee Minutes 2017-2018

Program(s):	Graphics
Date:	11/6/17
Time:	6:00 PM
Facilitator:	Deborah Renerio
Recorder:	Lameisha Sherri

“Prep” depends on the studio students will work in. Proficiency in Illustrator is good, but there’s not enough attention on InDesign.

Students should be working on the latest versions of Adobe Software. Current Version CC 2018. Keep in mind, students who come in with a favorite program are at a disadvantage.

The Apprentice model is dead. The expectation is that students come in as a prepared intern.

Note: discourage students from putting software knowledge on a job application/resume unless they are proficient. Encourage them to have humility with their measurement. Few are truly “pro”.

Mentorship is key. Everyone can use a coach. Teach students humility, how to feel, respect for co-workers and elders. Also teach ability. Stay on students; tough and honest. Are we teaching them to be critical?

Re: Software

Student’s should have access to the software outside of class. Encourage them to use trial versions and possibly the 19.99 monthly student subscription rate.

Focus on InDesign and Illustrator. They need to know basic layout, file merging, basic typography, bookleting and presentation.

Re: Job prep

Build a case for why students are doing a particular job; the why behind design. Teach them how to create a narrative (write up). They need to know how to sell the design, and share the thought behind the creation.

Prepare also for the work and discipline of the industry. College and Career ready. What do they really need out of high school? Attention to detail, time management are huge. Note: college skills are different from workspace skills. We should spend more time developing that business acumen. Etiquette in dress, appearance, appropriate email addresses are just as important as file management, file naming and version control.

Re: Critiquing

Once weekly, students should engage in verbal and written critique. Teach students to put their argument out there (i.e. the reason I picked this color/image is because ...) Then allow the class to provide constructive feedback. The goal of critique is to help students do at least one thing better on the next project. Consider also using design briefs to help students understand the problem they are solving.



Advisory Committee Minutes 2017-2018

Program(s):	Graphics
Date:	11/6/17
Time:	6:00 PM
Facilitator:	Deborah Renerio
Recorder:	Lameisha Sherri

- Review CTE Pathway Map—Discuss, edit, approve & record

Approved

VII. CURRICULUM

- Discuss Course Outlines Aligned to CCSS—Approve & record

Approved.

- Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record
Question: Where is the program in reaching goal of highest rating of 3?

N/A

- Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record
Question: What could be an improvement plan for one or more of the 11 Elements?

N/A

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

(Member name) made the motion to recommend support of continuing (the name of the program)
(Member name) seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

x NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at 8:00 P.M. with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.



Advisory Committee Minutes 2017-2018

Program(s):	Medical Careers
Date:	11/6/2017
Time:	6:00-8:00 pm
Facilitator:	Heather Bystrom
Recorder:	Heather Bystrom

I. INTRODUCTIONS

Heather Bystrom called the meeting to order at 6:00 pm; Heather Bystrom designated herself as a recorder, welcomed guests, and explained the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Mohini Lata	Redwood Convalescent Hospital	Activities Director
Reatha Conn	FACES for the Future (San Leandro)	Program Coordinator
Alejandra Cuevas	Sutter Health Palo Alto	Medical Assistant
Lizet Lopez-Valencia	Pacific Cardiology	Medical Assistant
Misty Patton	Kaiser Permanente	Medical Assisting Instructor
Tammy Arnold	Kaiser Permanente	Medical Assisting Program Director

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Heather Bystrom	Eden Area ROP	Medical Careers Instructor
Angel Peters	Eden Area ROP	Medical Careers Instructor
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

II. INFORMATION ITEMS

- **Approval of Minutes--Record**

Heather Bystrom presented minutes from the previous meeting of November 2015. Alejandra Cuevas made the motion to approve the minutes of 11/4/15. Lizet Lopez-Valencia seconded the motion. Motion carried, minutes approved. Heather Bystrom discussed the growth of our FACES for the Future San Leandro Hospital

Advisory Committee Minutes 2017-2018

Program(s):	Medical Careers
Date:	11/6/2017
Time:	6:00-8:00 pm
Facilitator:	Heather Bystrom
Recorder:	Heather Bystrom

cohort in response to suggested recommendations from last advisory meeting to explore clinical rotation sites within the hospital.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**
- **Review Labor Market Future Trends Data**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

Heather Bystrom discussed what changes would be needed in order to ensure our program continues to meet industry expectations. Tammey suggested offering AHA BLS certification for completing students as a way to motivate students since they would be able to become CPR instructors themselves at age 16, once certified. All members agreed that the addition of an EMR training program is the most important change that needs to be made to the program to bring it up to industry standards. Tammey and Misty discussed E-Med and Medisys as good options because they have a training version. Epic is very popular, but does not have a training version.

Mohini suggested adding a separate unit on Home Health Aides and career pathways associated with this area. That would give students a better understanding of the skills Convalescent hospitals require.

Lizet suggested including a unit on Financial literacy such as the importance of good credit, credit cards, balancing a checkbook, etc. Alejandra suggested more guest speakers and the group felt that it would be a good idea to include alumni as guest speakers.

- **Review CTE Pathway Map**

Heather Bystrom discussed the new CTE pathway map. Tammey suggested adding the CMA evening class to the pathway to show students that they can start as Juniors and transition into the evening program. Once completed, students would be able to sit for all sections of the CCBMA examination. Alejandra felt that one way to entice students would be to offer priority admission to graduates of the day program.

Reatha made the motion to approve the CTE Pathway map with suggested additions. Lizet Lopez-Valencia seconded the motion. Motion carried, CTE Pathway map approved.

III. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

Heather Bystrom discussed the course outline and its' alignment to CCSS. All members agreed that HIPAA should be emphasized more. Mohini made the motion to approve the course outline to CCSS. Alejandra seconded the motion. Motion carried, course outline approved

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**

Question: Where is the program in reaching goal of highest rating of 3?

Item tabled until the next meeting.

- **Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record**

Question: What could be an improvement plan for one or more of the 11 Elements?

Item tabled until the next meeting.



Advisory Committee Minutes 2017-2018

Program(s):	Medical Careers
Date:	11/6/2017
Time:	6:00-8:00 pm
Facilitator:	Heather Bystrom
Recorder:	Heather Bystrom

IV. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

V. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Misty Patton made the motion to recommend support of continuing the Medical Careers Program. Lizet Lopez seconded the motion. Motion carried, recommendation approved.

VI. NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017

VIII. THANK YOU, ADJOURN-Record

The meeting was adjourned at 7:55 with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



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Advisory Committee Minutes 2017-2018

Program:	Merchandising Occupations/Workability 1
Date:	November 9, 2017
Time:	9:00-11:00am
Facilitator:	Ms. Cheryl Gixti
Recorder:	Ms. Alicia Bell

I. INTRODUCTIONS

Ms. Gixti called the meeting to order at 9:10am; recorder: Ms. Alicia Bell. Ms. Gixti welcomed guests and asked both attendees via conference call to introduce themselves and then the attendees around the table introduce themselves. Ms. Gixti explained the purpose of the meeting which is to help provide support and advice to Ms. Gixti, Instructor and the ROP to maintain high quality career technical educational programs. Materials on table were: Sign-In Sheets, Copy of 11 Elements, Course Outlines, and Annual Report. Materials in folders: Agenda, 2016 Minutes, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook and curriculum rubric.

Business/Advisory Members Present (four)

Name	Organization	Job Title
Megan Bello	Castro Valley MidAlamedaCo.SELPA 4400 Alma Ave., Castro Valley	SELPA Workability 1 Coordinator
Denise Mari	San Lorenzo Unified School District 15510 Usher St., San Lorenzo	Program Specialist
Valerie Mazzotti, PhD-via ph conference	University of Oregon-Secondary Special Education and Transition National Technical Assistance Center on Transition (NTACT) 210 Clinical Servs Bldg 5250 University of Oregon Eugene, OR 97403	Associate Research Professor
Dawn Rowe, PhD-via ph conference	University of Oregon-Secondary Special Education and Transition National Technical Assistance Center on Transition (NTACT) 210 Clinical Servs Bldg 5250 University of Oregon Eugene, OR 97403	Associate Research Professor

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Alicia Bell	Eden ROP	Instructional Aide/Recorder
Cheryl Gixti	Eden ROP	Instructor/Workability 1 Coordinator
Craig Lang	Eden ROP	Director

GROUP AGENDA AND MINUTES

II. INFORMATION ITEMS

Program:	Merchandising Occupations/Workability 1
Date:	November 9, 2017
Time:	9:00-11:00am
Facilitator:	Ms. Cheryl Gixti
Recorder:	Ms. Alicia Bell

- **Approval of Minutes--Record**

Ms. Gixti presented minutes from the previous meeting of November 2016. All reviewed and Megan made the motion to approve the minutes of November 10, 2016 and Denise seconded the motion. Motion carried, minutes approved.

After review of minutes, Last year's recommendation to get skills to students earlier than transition included summer classes for 8th grade students from the 4 unified school districts. Classes were held over the summer, 2017 so students are introduced to work-based learning and has an introduction to soft skills for the workplace environment.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**

Each attendee reviewed the SLO's and mission statement.

- **Review Labor Market Future Trends Data--Record**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

The labor market in the most prevalent occupation, medical is down from 23% to 14%. Fast food cooks are also down from 10.3% to -5.2. Retail sales cashier is up from 1.9% to 2.3%, but retail salespersons are down from 6.8% to 2.9%. It is a concern for the program as work-based learning retail is a first step for a lot of students coming out of high school and in our Workability program. More students need to be prepared with soft skills. Evidence predictors per Dr. Mazotti and Dr. Rowe, the earlier students are prepared and with vocational skills the outcome proves to be 'that students are more prepared', if the program is a high school or CTE school and a high quality program, the outcomes are positive.

All students need career awareness and self-advocacy programs that can include paid or unpaid work-based learning programs. But all students should have an opportunity to be in a work-based learning program before leaving high school.

- **Review CTE Pathway Map—Discuss, edit, approve & record**

Attendees reviewed CTE pathway and pathway should start in 9th grade for Merchandising. Ms. Gixti and Ms. Bello discussed having some type of presentation with handouts for students to start a portfolio. If Ms. Gixti and Ms. Bello could reach these students, with IEPs, early and practice with these students early on, it may help them by the time they are in a CTE/Workability or Transition setting. This pathway would include having a report card/rubric for each year 9th, 10th, 11th and 12th. This would be for any of the 4 unified high schools and only the teachers that want to cooperate with our program. This is a big undertaking and would need a very organized and planned out program. This would at least, by the 10th grade help a student know if they are interested in a CTE program and will be more prepared to come into a work-based learning class or program. More will be discussed throughout the year to look into getting started with 9th grades students. Megan motioned to approve and Denise second. Motion carried and approved.



Advisory Committee Minutes 2017-2018

Program:	Merchandising Occupations/Workability 1
Date:	November 9, 2017
Time:	9:00-11:00am
Facilitator:	Ms. Cheryl Gixti
Recorder:	Ms. Alicia Bell

III. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**
Outline to CCSS was reviewed by attendees and all agree that CCSS is aligned and focused on best practices for learning work-based learning. And as found, evidence shows, the earlier students can get these skills, the better the results are out-of-high school. Megan motioned to approve CCSS and Denise seconded. Motion carried and approved.
- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program**
Question: Where is the program in reaching goal of highest rating of 3?
The CTE/Workability program has had nothing but good if not great outcomes. The program has recorded 3's in the program and the attendees at this time are good with the ratings.

Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program

Question: What could be an improvement plan for one or more of the 11 Elements?

5. Industry Partnership: 5.B – Activity/Job shadowing. If there were more aides to help students with and without disabilities learn job shadowing at various business', students could do this earlier than 11th/12th grades. This would coincide with getting work-based learning earlier to start student career portfolios and be more prepared by the time they leave high school. Denise motioned to approve 11 CTE Elements of Quality CTE program improvement and Megan seconded. Motion carried and approved.

IV. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting. Not Applicable

V. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

A recommendation was to see if Ms. Gixti and Ms. Bello can look at getting their work-based learning program out to 9th, 10th graders at all the high schools (with teachers who want to cooperate in their classrooms). Ms. Bello made the motion to recommend support of continuing Merchandising and Workability 1 program and looking into 9th grade classrooms. Denise seconded. Motion carried and approved.

ROP teachers do not motion or vote

VI. NEXT ADVISORY BOARD MEETING: November 2018

VII. THANK YOU, ADJOURN-

The meeting was motioned by Megan to adjourn at 10:50am and Denise seconded. Ms. Gixti expressed appreciation to the advisory members for their willingness to serve in this capacity and provide advice for the programs.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	Photography
Date:	11/6/2018
Time:	6:00pm
Facilitator:	Ken Gossett
Recorder:	Mark Koehler

V. INTRODUCTIONS

Ken Gossett called the meeting to order at 6:00pm; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Franklin Avery		
Tracy Storer		
Leisl Burns		
Scot Tucker		
Steve Babuljak		
Steve Fiscett		
Anthony Dimann		
Randy (grant writer)		

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Mark Koehler		
David Gurley		
Jeffrey Baughman		
Ken Gossett		
Jeff Vendsel		
Jared Darling		student
Julie Darling		parent
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- Approval of Minutes--Record**

Ken Gossett presented minutes from the previous meeting of November 2016. Mark Koehler made the motion to approve the minutes of 11/7/2016. Jeff Vendsel seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.



Advisory Committee Minutes 2017-2018

Program(s):	Photography
Date:	11/6/2018
Time:	6:00pm
Facilitator:	Ken Gossett
Recorder:	Mark Koehler

- Review Student Learning Outcomes (SLOs) and Mission Statement
- Review Labor Market Future Trends Data--Record

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

__Labor Market Trends:

Avery: What form does the initial contact for a job take? Anthony: It is usually word-of-mouth, but is in written and verbal form. Babuljak: written. Avery: he e-mails students their instructions, and requires them to respond in written e-mail; feels it is important to train them in written communication. Baughman: conducts communication via verbal and text.

Jared Darling: difficulty navigating the bureaucracy at school -- athletic director wouldn't grant him an-field pass for football games. Coach, interested in the work he was doing, advocated for Jared, and director issued the pass.

Julie Darling: Soft skills were necessary in her son's getting the on-field pass. He needed to find an alternative route around the bureaucracy.

Technology

"Yondr." A company that provides secure bags that lock students' phones while at school.

XXX-- has formalized school photographers' introductions and dealings with coaches and other photo clients. Some kids find they don't like the business aspect of photography. This is good to discover, as business is a big part of being a professional photographer.

Franklin Avery: protects the process of photography by surrounding himself with others who also love the process.

Scot Tucker: photojournalism is a small world, and word travels easily of a photographer's skills, both soft skills and skills in making images.

Dave Gurley: teaches resume writing as part of his photography course. Lectures on customer service issues.

Franklin Avery: models "changeover," a role switching between models and photographers. Photographers experience what it's like to be the model, or what it's like to be the client.



Advisory Committee Minutes 2017-2018

Program(s):	Photography
Date:	11/6/2018
Time:	6:00pm
Facilitator:	Ken Gossett
Recorder:	Mark Koehler

- Review CTE Pathway Map—Discuss, edit, approve & record
-

VII. CURRICULUM

- Discuss Course Outlines Aligned to CCSS—Approve & record
-
- Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record
Question: Where is the program in reaching goal of highest rating of 3?
-
- Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record
Question: What could be an improvement plan for one or more of the 11 Elements?
-

___ Leisl Burns: a photographer must be more than a good photographer, he must also negotiate with clients. Thus, communication skills are required; finds that adequate communication skills among young photographers are missing often, more now than before.

Leisl Burns: her company doesn't shoot high school proms anymore; proms once were a lucrative business. Schools demand traditional head shots from her company, but parents are unwilling to purchase them.

XXX: wedding photographers need rapport with clients; client needs to feel like he is being enriched by the photographer. These are "soft skills."

Steve Babuljak: a photographer needs to empathize with the client's needs and frustrations.

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

(Member name) made the motion to recommend support of continuing (the name of the program) (Member name) seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**



Advisory Committee Minutes 2017-2018

Program(s):	Photography
Date:	11/6/2018
Time:	6:00pm
Facilitator:	Ken Gossett
Recorder:	Mark Koehler

x NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at (time) with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

Adjourned: 8:15 p.m.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program/s:	San Lorenzo H.S. Video Production (BADA)
Date:	11/6/2017
Time:	6:00 PM
Facilitator:	Lance McVay
Recorder:	Lance McVay

V. INTRODUCTIONS

Lance McVay called the meeting to order at 7:00 PM; designated a recorder, asked all present to introduce themselves, and explain the purpose of the meeting, asked each person to sign in on sheets provided. Explained purpose of meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Review agenda and start with the Information Items.

Materials provided: Sign-In Sheets, Agenda, 2016 Fall Advisory Minutes, 2016-17 Spring Advisory Minute Template, Textbook Rubric, CTE Pathway MCS.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Emil Siapno	Liquid Video Lab	Film Maker
Kevin Johnson	NorthStarr Media Group	Producer/Director
Roy Miles	NorthStarr Media Group	Filmmaker
Jon Bolf	Apple	Producer
Reymundo Godoy	AD Productions	Producer

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Lance McVay	San Lorenzo HS (Bay Area Digital Arts)	Teacher (Program Director)
Kevin Johnson	San Lorenzo HS (Bay Area Digital Arts)	Teacher
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Lance McVay presented minutes from the previous meeting of November 2016. Rey Godoy made the motion to approve the minutes of November, 2016. Roy Miles seconded the motion. Motion carried, minutes approved. After_ review of minutes, we shared an example of how you implemented the suggestions from the Advisory Committee's_ recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**
- **Review Labor Market Future Trends Data--Record**

Advisory Committee Minutes 2017-2018

Program/s:	San Lorenzo H.S. Video Production (BADA)
Date:	11/6/2017
Time:	6:00 PM
Facilitator:	Lance McVay
Recorder:	Lance McVay

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

Be versatile in your skill set but always bring it back to storytelling. Know the various programs and technology used in your specialty field but always know story structure and messaging is the key. The more we can give our students a broad education but then be SURE they know what their specialty is. Rey made a point to say that finding key audio people in the Bay Area has been difficult and there is a market need there our students could fill. We need to teach artistic vision and analysis (which we do) as well as technical skill

- **Review CTE Pathway Map—Discuss, edit, approve & record**

The committee reviewed the pathway map and approved it as is. There were concerns about the lack of live production ties to Chabot's program. This needs to be corrected, unless it's due to the certification process. Jon Bolf emphasized how digital design is a big thing they look at when hiring at Apple

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

The committee felt the curriculum was sufficient aligned to state standards when taking into account the entire program of courses from year 1 to 4. There were questions regarding the elements of game design and whether that was appropriate for our program

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**

Question: Where is the program in reaching goal of highest rating of 3?

The program is ranging between 2 and 3 in most categories.

- **Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record**

Question: What could be an improvement plan for one or more of the 11 Elements?

The following improvements were suggested. #3: Kevin Johnson shared his new curriculum in the Media Arts 12 class in which he surveys the students at the beginning of class and whether goals are, then he works to meet and refine those goals. Roy mentioned the importance of young adult to manage their online presence as tool to creating a brand early. Every post helps form who a student is online. Sexy selfies are not promoting your skill set to future employers. #6: Kevin discussed his new curriculum concerning security on location shoots. Most shoots now in urban areas need some form of security detail. When shooting independently students need to be aware of their environment and take basic safety precautions. #8: Roy brought up the need to teach kids real ethics of working on crews in terms of supporting your fellow crew members, being loyal, and mutually securing the health and safety of your team during a shoot...and beyond

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record



Advisory Committee Minutes 2017-2018

Program/s:	San Lorenzo H.S. Video Production (BADA)
Date:	11/6/2017
Time:	6:00 PM
Facilitator:	Lance McVay
Recorder:	Lance McVay

Roy Miles made the motion to recommend support of continuing the Bay Area Digital Arts Video Production program at San Lorenzo High. Emil Siapno seconded the motion. Motion carried, recommendation approved.

ROP teachers do not motion or vote

Roy Miles suggested that though our technical training and job training were very strong there was a real need today to emphasize ethics, exotically in the wake of the Harvey Weinstein scandal. All agreed, a crew that is thoroughly supportive of each other and watching out for each other is far less likely to have incidence of harassment and are less likely to have an incident that does happen go unnoticed.

x. NEXT ADVISORY BOARD MEETING: April 2018

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at 8:11 PM with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	Sports Medicine
Date:	11/6/2017
Time:	6:00 pm
Facilitator:	K. Bernard
Recorder:	K. Bernard

V. INTRODUCTIONS

Kris Bernard called the meeting to order at 6:00pm; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Tara Lindow	Parent	
Morgan Lindow	Student	
Shawn Jenkins	Stockton Sports Performance	owner

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Kris Bernard	ROP	teacher
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Kris Bernard presented minutes from the previous meeting of November 2016. Shawn Jenkins made the motion to approve the minutes of 11/7/2016. Tara Lindow seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**
- **Review Labor Market Future Trends Data--Record**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?



Advisory Committee Minutes 2017-2018

Program(s):	Sports Medicine
Date:	11/6/2017
Time:	6:00 pm
Facilitator:	K. Bernard
Recorder:	K. Bernard

- Review CTE Pathway Map—Discuss, edit, approve & record

_____ We discussed the addition of a 2nd sports med course to supplement the current one being taught. The course would be an optional lab section that would open a training room at Arroyo High School. _____

VII. CURRICULUM

- Discuss Course Outlines Aligned to CCSS—Approve & record

- Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record
Question: Where is the program in reaching goal of highest rating of 3?

_____ done with most areas receiving 3

- Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record
Question: What could be an improvement plan for one or more of the 11 Elements?





Advisory Committee Minutes 2017-2018

Program(s):	Structural Repair and Refinishing
Date:	11/6/17
Time:	6:00
Facilitator:	Michael McKinney
Recorder:	Daniel Pareja

V. INTRODUCTIONS

Daniel Pareja called the meeting to order at 6:00pm; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Edger Juarez	Cooks Collision	Estimator
Michael McKinney	McKinney Consulting	Owner
Juan Martinez	Cummins	Welder/mechanic
Lisa Daves	D&S Body Shop	Office Manager
Derrick Deo	Pan America	Painter

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Daniel Pareja	Eden Area ROP	Instructor
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes—Recorded**

Michael McKinney presented minutes from the previous meeting of November 2016. Juan Martinez made the motion to approve the minutes of 11/5/16. Edger Juarez seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**
- **Review Labor Market Future Trends Data--Record**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

- **Teach students about Flat rate and what it means**
- **Plastic welding**
- **Welding**



Advisory Committee Minutes 2017-2018

Program(s):	Structural Repair and Refinishing
Date:	11/6/17
Time:	6:00
Facilitator:	Michael Mckinney
Recorder:	Daniel Pareja

- Café laws
- Scanning vehicles codes
- Review CTE Pathway Map—Discuss, edit, approve & record

VII. CURRICULUM

- Discuss Course Outlines Aligned to CCSS—Approve & record
Edger Juarez 1st, Lisa Daves 2nd
- Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record
Question: Where is the program in reaching goal of highest rating of 3?

We need to combine Auto Collision and Auto Refinishing Curriculum.

- Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record
Question: What could be an improvement plan for one or more of the 11 Elements?
1. Internships
 2. Certification's

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Lisa Daves made the motion to recommend support of continuing Structural Repair and refinishing Derrick Deo seconded the motion. Motion carried, recommendation approved.

- Teach students about Flat rate and what it means
- Plastic welding
- Welding
- Café laws
- Scanning vehicles codes
- Work on internships or job shadowing

x. NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at (time) with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.



Advisory Committee Minutes 2017-2018

Program(s):	Welding Technology
Date:	November 6, 2017
Time:	6:00PM
Facilitator:	Barbara Juarez
Recorder:	Barbara Juarez

V. INTRODUCTIONS

Barbara Juarez) called the meeting to order at (7:00pm); designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, and Annual Report. Materials in folders: Agenda, 2016 Minutes, 2017-18 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Ron Sharp	Alliance	Sales
Mathew Sharp	Alliance	Sales
	Miller	Sales

Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Barbara Juarez	Eden Area ROP	Welding instructor
Craig Lang	Eden Area ROP	Director
Bernie Phelan	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

(Barbara Juarez) presented minutes from the previous meeting of November 2016. (Ron) made the motion to approve the minutes of (11\6\16). Mathew) seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

- **Review Student Learning Outcomes (SLOs) and Mission Statement**

- **Review Labor Market Future Trends Data--Record**

Question: What changes do we need to make to meet industry expectations in preparing students for careers?

Teach

Soft skills, such as work ethic, accountability and self-motivation." Certainly employers predicted that they would need workers to have improved, up-to-date technical skills, but those people are comparatively easy to find. Employees can be trained, and new hires with the education in that specified area can be sought. Employers want good employees



Advisory Committee Minutes 2017-2018

Program(s):	Welding Technology
Date:	November 6, 2017
Time:	6:00PM
Facilitator:	Barbara Juarez
Recorder:	Barbara Juarez

- **Review CTE Pathway Map—Discuss, edit, approve & record**

CTE programs are developing people with the skills, credentials and technical knowledge necessary to move students in to high paying jobs

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**

Raise expectations for students' academic performance curriculum, instruction, and assessment are tightly aligned to high standards

- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program--Record**

Question: Where is the program in reaching goal of highest rating of 3?

All agree the program is meeting the needs of the students and training is in order but the need for up to date equipment is now. The need to upgrade shop would attract more students. The need to reach out to students is very important because there is such a high demand

- **Discuss the improvement plan of the 11 CTE Elements of Quality CTE Program--Record**

Question: What could be an improvement plan for one or more of the 11 Elements?

Have a group of student sign up for the robotics club. Have students work on a real life project so they can create a solution and visual project outcome. Get students out to see real life situations field trips to companies

VIII. BUDGET

Perkins and CTEIG funding plans will be discussed at April advisory meeting.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

(Mathew Sharp) made the motion to recommend support of continuing (welding Technology and Fabrication) (Ron Sharp) seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

To raise expectations on students to move them towards careers. Update shop environment to make more inviting to students. More advertising. Update welding equipment. Keep curriculum adding suggestions Such as More industry participation, and industry knowledge of workplace environment?

X. NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at (8:15PM) with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 8, 2017.

Information Items





DATE: March 1, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: CDE Course Review-Construction Technology Pathway

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: Construction Technology and Industrial Technology. 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 2016-2017 School Year

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		Hayward High, San Leandro High	
PROGRAM:		Industrial Technology		INSTRUCTOR:		Hunter Lower, Michael Raytis	
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	
Industrial Technology HAY		92		60		101	
Industrial Technology SLE		101		103		97	
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: Exploring Woodworking Author: Fred Zimmerman Edition: 8th							
NO.	YES	NO					
1.	<input checked="" type="checkbox"/>		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: AM/PM		SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:
			Varies		5	60-90 Min	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 type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification			
<input 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 2016-2017 School Year

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		Eden Area ROP Center	
PROGRAM:		Construction Technology		INSTRUCTOR:		Bill Deslaurier	
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	
Construction Technology		54		56		58	
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: Essential Skills for Building Trades Author: Willis H. Wagner & Howard Bud Smith Edition: 11th							
NO.	YES	NO					
1.	<input checked="" type="checkbox"/>		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	
			2	2	3hrs.	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 type="checkbox"/> District will provide a facility which adequately accommodates the program.				
			<input checked="" 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 type="checkbox"/> A-G Credit for UC –				<input type="checkbox"/> State and National Licensing or Certification			
<input 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.	

Action Items





DATE: March 1, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the 2017-2018
Second Interim Budget Report

CURRENT SITUATION

Second Interim Report reflects revenues and expenditures as of January 31, 2018. The report was prepared and reviewed in accordance with all federal and state adopted criteria and standards using Local Control Funding Formula (LCFF) and Local Control Action Plan (LCAP).

“The District Board of Education shall certify in writing whether or not Eden Area ROP is able to meet its financial obligations for the remainder of the 2017-2018 fiscal year and, based on current forecasts, for the next two subsequent fiscal years 2018-2019 and 2019-2020 respectively. The certifications shall be classified as either positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127)”. The Eden Area ROP is certifying a positive certification, and that staff prepared the report, along with assumptions using the School Services of California (SSC) Inc. Dartboard as well as Alameda County Office of Education (ACOE) guidelines. In certifying the 2017-2018 Second Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms the Eden Area ROP’s ability to meet all financial obligations for the current fiscal year 2017-2018 and two subsequent fiscal years 2018-2019 and 2019-2020. Finally, the Eden Area ROP continues to meet and exceed AB 1200 requirements.

The report is included under separate cover and is available for review by the public upon request.

RECOMMENDATION

It is recommended that the Governing Board approve the 2017-2018 Second Interim Budget Report.



DATE: March 1, 2018
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the adoption of
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

CURRENT SITUATION

Pursuant to Education Code Section 42632 for K-12 and Section 85232 for community colleges, require that signatures of all Governing Board members and signatures of persons authorized by the Governing Board to sign orders must be filed with the County Superintendent of Schools.

RECOMMENDATION

It is recommended that the Governing Board approve the adoption of Resolution 4-17/18: Signature Card-Board Members; Resolution 5-17/18: Signature Card-Authorized Agents: Payroll Warrants and Disbursements; and Resolution 6-17/18: Signature Card-Authorized Agents: Official Documents and Reports.



Resolution No. 4 17/18

Fiscal Year 2017-2018

Signature Card-Board Members

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

WHEREAS, pursuant to Education Code Section 42632 for K-12 Education and Section 85232 for Community Colleges, each order drawn on the funds of a school district shall be signed by at least a majority of the members of the Governing Board of the district, or by a person or persons authorized by the Governing Board to sign orders in its name; and

WHEREAS, the Governing Board of each school district shall be responsible for filing such signatures with the County Office of Education per Education Code Section 42633; and

WHEREAS, this resolution supersedes all previous resolutions representing signatures of the Governing Board, and declares said prior resolutions null and void;

NOW, THEREFORE BE IT RESOLVED that the following signatures are those of each member presently serving on the Governing Board:

1. _____ Signature	Peter Oshinski _____ Type Name
2. _____ Signature	Dot Theodore _____ Type Name
3. _____ Signature	Marilyn Stewart _____ Type Name
4. _____ Signature	Dr. Luis Reynoso _____ Type Name

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 1st day of March 2018 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By approval of this resolution, I hereby certify that the signature(s) appearing above are true and were affixed in my presence.

Date

Signature, President of the Governing Board

☐

All board signers or authorized agents remain unchanged from the prior fiscal year. Please consider the resolution from FY_____ as our current list of signers.

Date

Signature, President of the Governing Board



Resolution No. 5 17/18 Fiscal Year 2017-2018

Signature Card - Authorized Agents Payroll Warrants & Disbursements

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

WHEREAS, pursuant to Education Code Section 42632 for K-12 Education and Section 85232 for Community Colleges, each order drawn on the funds of a school district shall be signed by at least a majority of the members of the Governing Board of the district, or by a person or persons authorized by the Governing Board to sign orders in its name; and

WHEREAS, the Governing Board of each school district shall be responsible for filing such signatures with the County Office of Education per Education Code Section 42633; and

WHEREAS, this resolution supersedes all previous resolutions authorizing such signature(s) on behalf of the Governing Board, and declares said prior resolutions null and void;

NOW, THEREFORE BE IT RESOLVED that the Governing Board of the Eden Area Regional Occupational Program (ROP) authorizes and empowers the following person(s) to sign orders in its name effective as of the date of this resolution:

1. _____
Signature
Linda Granger
Type Name
Superintendent

Title
2. _____
Signature
Craig Lang
Type Name
Director

Title
3. _____
Signature
Bernard Phelan
Type Name
Assistant Director of Off-Site Programs

Title
4. _____
Signature
Stefanie Bradshaw
Type Name
Assistant Director of Adult Programs

Title

5. _____
Signature Type Name
Marites Fermin
Business Manager
Title

6. _____
Signature Type Name
Evan Goldberg
Grant Coordinator
Title

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 1st day of March 2018 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

By approval of this resolution, I hereby certify that the signature(s) appearing above are true and were affixed in my presence.

Date Signature, President of the Governing Board

☐ All board signers or authorized agents remain unchanged from the prior fiscal year. Please consider the resolution from FY_____ as our current list of signers.

Date Signature, President of the Governing Board



Resolution No. 6 17/18 Fiscal Year 2017-2018

Signature Card-Authorized Agents Official Documents & Reports

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

WHEREAS, the Eden Area Regional Occupational Program (ROP) occasionally must provide signature approval on certain official documents and reports, including local, State and Federal reports, such as Transportation, Attendance, and Class Size Reduction; and

WHEREAS, this resolution supersedes all previous resolutions authorizing such signature(s) on certain official documents and reports, and declares said prior resolutions null and void;

NOW, THEREFORE BE IT RESOLVED that the Governing Board hereby duly authorizes and empowers the following person(s) to sign all documents and reports pertinent to conducting the business of the Eden Area ROP, effective as of the date of this resolution:

1. _____
Signature
Linda Granger
Type Name
Superintendent

Title
2. _____
Signature
Craig Lang
Type Name
Director

Title
3. _____
Signature
Bernard Phelan
Type Name
Assistant Director of Off-Site Programs

Title
4. _____
Signature
Stefanie Bradshaw
Type Name
Assistant Director of Adult Programs

Title

5. _____
Signature _____ Marites Fermin
Type Name
Business Manager
Title

6. _____
Signature _____ Evan Goldberg
Type Name
Grant Coordinator
Title

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 1st day of March 2018 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

By approval of this resolution, I hereby certify that the signature(s) appearing above are true and were affixed in my presence.

Date Signature, President of the Governing Board

☐ All board signers or authorized agents remain unchanged from the prior fiscal year. Please consider the resolution from FY _____ as our current list of signers.

Date Signature, President of the Governing Board

Communications





Alameda County Office of Education

L. Karen Monroe
Superintendent

January 26, 2018

Governing Board
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

RE: 2017-18 First Interim Report

Dear Board President:

In accordance with Education Code Section 42127, we have examined the First Interim Report of Eden Area ROP for fiscal year 2017-18 to determine if it complies with the Criteria and Standards adopted by the State Board of Education, and if it allows the ROP to meet its financial obligations during the current and subsequent two fiscal years.

Based on our review and analysis, we are satisfied that the First Interim Report approved by the ROP's Governing Board on December 7, 2017 accurately reflects the financial status of the ROP and is consistent with the State's Criteria and Standards. We therefore concur with the ROP's positive certification.

The ROP will need to stay informed of the possibility of their participating districts exercising flexibility with the ROP funds. It is important that the ROP maintain strong communication with the member districts to assess any possible reduction in the ROP's revenue stream.

We want to acknowledge and express our appreciation to Marites Fermin and the ROP staff, the Governing Board, and the community for their continued diligence and hard work. If you have any questions or concerns regarding our review process, please feel free to call me at (510) 670-4140.

Sincerely,

L. Karen Monroe, Superintendent
Alameda County Office of Education

BOARD OF EDUCATION

Joaquin Rivera
Trustee Area 1

Amber Childress
Trustee Area 2

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Trustee Area 3

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313 W. Winton Ave.
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