

# GOVERNING BOARD MEETING AGENDA

Thursday, February 1, 2018

5:45 pm

**Location:**

26316 Hesperian Blvd  
Hayward, CA 94545

**Website:**

[www.edenrop.org](http://www.edenrop.org)

**Phone Numbers:**

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



## Governing Board Members

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

Castro Valley Unified School District  
San Leandro 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, February 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 February 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 December 7, 2017 (pages 4-9)
- B. Request the Governing Board to approve the Bill Warrants (pages 10-17)
- C. Request the Governing Board to approve the Personnel Action Items (pages 18-19)
- D. Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions (pages 20-21)

### **VIII. Information Items**

- A. CDE Course Review-Criminal Justice Pathway (pages 22-24)
- B. DECA Northern California Conference (page 25)
- C. Midyear Review of the Superintendent's Goals (page 26)

### **IX. Action Items**

- A. Request the Governing Board to approve the Governing Board Reorganization (page 27)
- B. Request the Governing Board to approve the adoption of Resolution 3-17/18: Career Technical Education Month (February) (pages 28-29)
- C. Request the Governing Board to approve the Budget Development Calendar for the 2018-2019 School Year (pages 30-31)

### **X. Superintendent's Report**

### **XI. Other Business/ Governing Board Reports**

- A. Public
- B. ROP Governing Board

### **XII. Recess to Closed Session**

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

### **XIII. Reconvene to Open Session and Report Action Taken in Closed Session**

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

### **XIV. Adjournment**



**DATE:** February 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 February:

|                    |                  |                  |
|--------------------|------------------|------------------|
| 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 |

## RECOMMENDATION

Information only

# Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board  
December 7, 2017**

**I. Call to Order**

Board President, Lisa Brunner, called the meeting to order at 5:50 p.m. on Thursday, December 7, 2017 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:

|                               |                   |
|-------------------------------|-------------------|
| Lisa Brunner, President       | Hayward USD       |
| Janet Zamudio, Vice-President | San Lorenzo USD   |
| Dot Theodore, Member          | Castro Valley USD |
| Peter Oshinski, Member        | San Leandro USD   |

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     | Grants Coordinator                      |

ROP Staff in Attendance:

|                 |   |
|-----------------|---|
| David Espinoza  | Auto Technology Program Instructor                |
| Cheryl Gixti    | Merchandising Program Instructor                  |
| Gabriela Juarez | Superintendent's Executive Assistant              |
| Audra Muñoz     | Career Counselor                                  |
| Angelica Peters | Medical Careers Program Instructor                |
| Lameisha Sherri | Web, Graphics & Digital Design Program Instructor |

Others Present:

Students of the Month and their families  
Terri Montgomery, CPA Partner      Vavrinek, Trine, Day & Co., LLP

**III. Pledge of Allegiance**

Sa'nea Butler led the Pledge of Allegiance.

**IV. Mission Statement**

Jose Gutierrez read the Eden Area ROP mission statement.

**V. Approval of Agenda**

Trustee Peter Oshinski moved to approve the agenda. Trustee Janet Zamudio seconded the motion. By the following vote, the agenda was approved.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

## 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 December 2017:

|                |                  |                       |
|----------------|------------------|-----------------------|
| Shelsey Diaz   | San Leandro High | Graphics              |
| Jose Gutierrez | San Leandro High | Automotive Technology |
| Ramon Sanchez  | Arroyo High      | Merchandising         |
| Sa'nea Butler  | Hayward High     | Medical Careers       |

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

## VII. Consent Calendar

Trustee Janet Zamudio moved to approve the Consent Calendar with the exception of item D which was pulled for discussion and moved to be approved as separate items under consent:

- A. Approve the Minutes of the Regular Governing Board Meeting of November 2, 2017
- B. Approve the Bill Warrants
- C. Approve the Eden Area ROP Section 125 Plan Revisions
- D. Approve the Agreement with Tim DeGrano as a Criminal Justice Program Teacher Consultant for the 2017-2018 School Year
- E. Approve the Agreement with the San Leandro Chamber of Commerce for the California Career Pathways Trust Grant for the 2017-2018 School Year

Trustee Peter Oshinski seconded the motion.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

- D. **Approve the Agreement with Tim DeGrano as a Criminal Justice Program Teacher Consultant for the 2017-2018 School Year**

Trustee Janet Zamudio requested to pull item D for a separate vote because there was a typo in the school year. The header stated it was for the 2015-2016 school year and it should say the 2017-2018 school year.

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Peter Oshinski, the Governing Board approved the Tim DeGrano as a Criminal Justice Program teacher consultant for the 2017-2018 school year.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

## **VIII. Information Items**

### **A. Fall Advisory Committee Meetings**

Mr. Bernie Phelan, Assistant Director of Off-Site Programs, shared that on November 6, 2017, the Eden Area ROP held its annual Fall Advisory Committee meetings at the San Leandro Senior Center. This year there were 147 attendees which included 40 ROP teachers, 107 business partners and that covered 18 pathways across the business sectors.

The group was given information on the current state of CTE, job market, hiring trends and building work based learning opportunities for students. Each group was broken out by pathway and as a result, discussed valuable topics that are industry specific. Mr. Phelan sat in one of the groups and there was a high interest in understanding the college and career readiness indicator.

## **IX. Action Items**

### **A. Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2017**

Linda Granger, Superintendent, introduced Terri Montgomery, independent auditor, to discuss the auditor's report.

Upon review of and a motion by Trustee Peter Oshinski and a second by Trustee Janet Zamudio, the Governing Board approved the annual independent auditor's report for the fiscal year ending June 30, 2017.

AYES: 3 (Brunner, Oshinski, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 1 (Theodore)

### **B. Request the Governing Board to approve the 2017-2018 First Interim Budget Report**

Marites Fermin, Business Manager, presented the 2017-2018 First Interim Budget Report.

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Dot Theodore, the Governing Board approved the 2017-2018 First Interim Budget Report.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0

ABSTAIN: 0  
ABSENT: 0

**C. Request the Governing Board to approve the Eden Area ROP Organization Chart for the 2017-2018 School Year**

Upon review of and a motion by Trustee Peter Oshinski and a second by Trustee Janet Zamudio, the Governing Board approved the Eden Area ROP organization chart for the 2017-2018 school year.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

**D. Request the Governing Board to approve the Agreement with Karen Huff for Training for the 2017-2018 School Year**

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Peter Oshinski, the Governing Board approved the agreement with Karen Huff for training for the 2017-2018 school year.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

**E. Request the Governing Board to approve the Agreement with Sonia Elgar for Grant Support for the 2017-2018 School Year**

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Peter Oshinski, the Governing Board approved the agreement with Sonia Elgar for grant support for the 2017-2018 school year.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

**F. Request the Governing Board to approve the Agreement with Fire2Wire for Turlock Internet Services for the 2017-2018 School Year**

Upon review of and a motion by Trustee Peter Oshinski and a second by Janet Zamudio, the Governing Board approved the agreement with Fire2Wire for Turlock internet services for the 2017-2018 school year.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

**G. Request the Governing Board to approve the Lease Transfer Agreement with Golden Eagle for Credit Card Services for the 2017-2020 School Years**

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Janet Zamudio, the Governing Board approved the lease transfer agreement with Golden Eagle for credit card services for the 2017-2020 school years.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

**H. Request the Governing Board to approve the MOU with Mario Monterrosa-Instituto Monterrosa de Electricidad for the Spanish Electrical Trainee Program for the 2017-2018 School Year**

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Peter Oshinski, the Governing Board approved the MOU with Mario Monterrosa-Instituto Monterrosa de Electricidad for the Spanish Electrical Trainee Program for the 2017-2018 school year.

AYES: 4 (Brunner, Oshinski, Theodore, Zamudio)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

**X. Superintendent's Report**

Linda Granger, Superintendent, highlighted a project in which the ROP worked collaboratively with businesses and local agencies which is a goal for all of our programs. Evan Goldberg, Grant Coordinator, wrote a grant last year where we were able to partner with the city of Hayward and our construction program. The project objectives were to clean trash along the slough that drains into the San Francisco Bay and cut back bushes to create cleaner sight lines so people cannot dump trash. The construction program students built tri-purpose waste containers for Hayward Shoreline for trash, recycling and composting. The grant covered cost to transport students and materials to build containers. The collaborating agencies on the project were the Eden Area ROP, HARD, City of Hayward, Arborwell and RDO Vermeer.

Linda Granger concluded her report by sharing that it was the last board meeting for Trustee Brunner and Trustee Zamudio as their terms ended. She thanked them for their time and contribution on the board.

**XI. Other Business/Governing Board Reports**

**A. Public**

None

**B. Governing Board Reports**

Peter Oshinski, San Leandro USD board member, reported he attended a great CSBA conference. The general sessions were very inspirational.

Janet Zamudio, San Lorenzo USD board member, shared that it was a pleasure serving on the Board. She reported that Marilyn Stewart will be the new San Lorenzo Board representative for ROP.

Lisa Brunner, Hayward USD board member, also shared that she attended that the CSBA conference. She really liked that they focused on career technical education. She also said she really enjoyed her time on the ROP Governing Board.

## **XII. Adjournment**

The meeting was adjourned at 7:00 p.m.

Approved by the Eden Area ROP Governing Board \_\_\_\_\_.

\_\_\_\_\_  
Linda Granger, Superintendent  
Clerk to the ROP Governing Board



**DATE:** February 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 November 20, 2017 through January 17, 2018 and include test warrant numbers and voided warrants.

#### **CONSENT CALENDAR**



**DATE:** February 1, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Mercedes Henderson, Personnel Coordinator  
**SUBJECT:** Request the Governing Board to approve the Personnel Action Items

### **CURRENT SITUATION**

The attached listing of personnel action items are the Eden Area ROP Superintendent's recommendations for approval.

### **CONSENT CALENDAR**



**DATE:** February 1, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions

## **BACKGROUND**

Education Code 35186 (d) requires the following:

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

## **CURRENT SITUATION**

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

## **CONSENT CALENDAR**

**Quarterly Report on Williams Act Complaints**

[Education Code 35186 (d)]

Report through: January 1, 2018

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

Quarterly Report Submission (check one)→

Date: January 1, 2018

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

Date for information to be reported publicly at the Governing Board meeting: February 1, 2018

Please check the box that applies:

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

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

Publicly reported at the Governing Board meeting on: February 1, 2018

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Linda Granger, Superintendent

# Information Items





**DATE:** February 1, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director  
**SUBJECT:** CDE Course Review-Criminal Justice 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: Criminal Justice/Forensic Science and Administrative Justice. 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

|   |                                     |   |   |  |                          |   |  |
|---|-------------------------------------|---|---|--|--------------------------|---|--|
| <b>SCHOOL DISTRICT:</b>   |                                     | <b>EDEN AREA ROP</b>  |   | <b>LOCATION:</b>   |                          | <b>Eden Area ROP Center</b>   |  |
| <b>PROGRAM:</b>   |                                     |   |   | <b>Criminal Justice</b>  |                          |   |  |
| <b>INSTRUCTOR:</b>  |                                     |   |   | <b>John Taylor</b>   |                          |   |  |
| Course Name   |                                     | Enrollment as of 16/17<br>Year to Date  |   | Enrollment as of 15/16<br>Year to Date   |                          | Enrollment as of 14/15<br>Year to Date                                  |  |
| Criminal Justice  |                                     | 61  |   | 65   |                          | 65  |  |
| Comments: <ul style="list-style-type: none"> <li>Required enrollment: Class enrollment maintained to sustain agreed master schedule for offsite and staffing.<br/> <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO         </li> <li>Retention rate (Active Enrollment divided by Year-to-date Enrollment):</li> </ul> |                                     |   |   |  |                          |   |  |
| <b>Text Book: Introduction to Criminal Justice    Author: Frank Schmallegger    Edition: 12th</b>   |                                     |   |   |  |                          |   |  |
| <b>NO.</b>  | <b>YES</b>                          | <b>NO</b>   |   |  |                          |   |  |
| 1.  | <input checked="" type="checkbox"/> |   | <b>ENROLLMENT</b> – Course meets current or future labor market news.   |  |                          |   |  |
|   |                                     |   | <b>CLASS SCHEDULE:</b><br>AM/PM   | <b>SECTIONS PER YEAR:</b>  | <b>MINS PER SECTION:</b> | <b>EXPECTED MINIMUM STUDENTS PER SECTION:</b>                           |  |
|   |                                     |   | 2   | 2  | 3hrs.                    | 25+   |  |
| 2.  | <input checked="" type="checkbox"/> |   | <b>AVAILABILITY OF QUALIFIED INSTRUCTOR</b> – Qualified/ Credentialed Instructor teaching course.   |  |                          |   |  |
| 3.  | <input checked="" type="checkbox"/> |   | <b>LEADERSHIP</b> – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.   |  |                          |   |  |
| 4.  | <input checked="" type="checkbox"/> |   | <b>CURRICULUM and INSTRUCTION</b> – Students are provided with a strong experience in and understanding of all aspects of industry.   |  |                          |   |  |
| 5.  | <input checked="" type="checkbox"/> |   | <b>SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT</b> – Course is designed as part of a sequence of courses, career pathways, etc.   |  |                          |   |  |
| 6.  | <input checked="" type="checkbox"/> |   | <b>ADVISORY COMMITTEE</b> – The course has been reviewed and recommended by a pre-established committee.<br><input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP<br><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. |  |                          |   |  |
|   |                                     |   | <b>Comments:</b><br><b>LABOR MARKET NEEDS</b> – Course meets current or future labor market needs.  |  |                          |   |  |
| 7.  | <input checked="" type="checkbox"/> |   | <b>WORK BASED LEARNING</b> – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)  |  |                          |   |  |
| 8.  | <input checked="" type="checkbox"/> |   | <b>COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION</b> – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing )   |  |                          |   |  |
| 9.  | <input checked="" type="checkbox"/> |   | <b>JOB PLACEMENT/FURTHER EDUCATION OPTIONS</b> – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.   |  |                          |   |  |
| 10.   | <input checked="" type="checkbox"/> |   | <b>FACILITIES AND EQUIPMENT ACCOMMODATION</b>   |  |                          |   |  |
|   |                                     |   | <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.  |  |                          |   |  |
| 11.   | <input checked="" type="checkbox"/> |   | <input type="checkbox"/> District shares cost of equipment if program is cross utilized.  |  |                          |   |  |
| <b>OTHER CONSIDERATIONS:</b>  |                                     |   |   |  |                          |   |  |
| <input checked="" type="checkbox"/> A-G Credit for UC – g   |                                     |   |   | <input type="checkbox"/> State and National Licensing or Certification                                     |                          |   |  |
| <input checked="" type="checkbox"/> Community College Articulation - Chabot College, Las Positas, Ohlone  |                                     |   |   | <input type="checkbox"/> Strong Business or Industry Partnership   |                          |   |  |
| <input type="checkbox"/> Dual Enrollment  |                                     |   |   | <input type="checkbox"/> Emerging Technologies -   |                          |   |  |
| <b>COMPLIANCE CATEGORIES</b>  |                                     |   |   |  |                          |   |  |
| <input checked="" type="checkbox"/> <b>R – Retain Program:</b> Program meets all criteria.  |                                     | <input type="checkbox"/> <b>W - Watch Program:</b> All criteria not met. See areas that need to be complied with. |   | <input type="checkbox"/> <b>P - Probation:</b> Criteria is not being met. Program in danger of suspension. |                          | <input type="checkbox"/> <b>R – Reduce Program:</b> Downsizing program. |  |
|   |                                     |   |   |  |                          | <input type="checkbox"/> <b>S/T - Suspend/ Terminate program.</b>       |  |

# EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

## Criteria for Course Approval and Expansion Annual Review For Class Offerings 2016-2017 School Year

|   |                                     |   |   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
|---|-------------------------------------|---|---|--|--|---|--|---------------------------------|---------------------------|--------------------------|---|--------|---|-----------|-----|
| <b>SCHOOL DISTRICT:</b>   |                                     | <b>EDEN AREA ROP</b>  |   | <b>LOCATION:</b>   |  | <b>San Lorenzo High, Hayward, Mt. Eden</b>                              |  |                                 |                           |                          |   |        |   |           |     |
| <b>PROGRAM:</b>   |                                     |   |   | <b>Criminal Justice Programs - Offsite</b>   |  |   |  |                                 |                           |                          |   |        |   |           |     |
| <b>INSTRUCTOR:</b>  |                                     |   |   | <b>Michael O'Connell, Levine Visico</b>  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| Course Name   |                                     | Enrollment as of 16/17<br>Year to Date  |   | Enrollment as of 15/16<br>Year to Date   |  | Enrollment as of 14/15<br>Year to Date                                  |  |                                 |                           |                          |   |        |   |           |     |
| Criminal Justice/Forensics SLZ  |                                     | 101   |   | 111  |  | N/A   |  |                                 |                           |                          |   |        |   |           |     |
| Administrative Justice HAY, MTE   |                                     | 122   |   | 95   |  | N/A   |  |                                 |                           |                          |   |        |   |           |     |
| Comments: <ul style="list-style-type: none"> <li>Required enrollment: Class enrollment maintained to sustain agreed master schedule for offsite and staffing.<br/> <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO         </li> <li>Retention rate (Active Enrollment divided by Year-to-date Enrollment):</li> </ul> |                                     |   |   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| <b>Text Book: Introduction to Criminal Justice    Author: Frank Schmallegger    Edition: 12th</b>   |                                     |   |   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| <b>NO.</b>  | <b>YES</b>                          | <b>NO</b>   |   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 1.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>ENROLLMENT</b> – Course meets current or future labor market news.<br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>CLASS SCHEDULE:</b><br/>AM/PM</td> <td style="text-align: center;"><b>SECTIONS PER YEAR:</b></td> <td style="text-align: center;"><b>MINS PER SECTION:</b></td> <td style="text-align: center;"><b>EXPECTED MINIMUM STUDENTS PER SECTION:</b></td> </tr> <tr> <td style="text-align: center;">Varies</td> <td style="text-align: center;">3</td> <td style="text-align: center;">60-90 Min</td> <td style="text-align: center;">25+</td> </tr> </table> |  |  |   |  | <b>CLASS SCHEDULE:</b><br>AM/PM | <b>SECTIONS PER YEAR:</b> | <b>MINS PER SECTION:</b> | <b>EXPECTED MINIMUM STUDENTS PER SECTION:</b> | Varies | 3 | 60-90 Min | 25+ |
| <b>CLASS SCHEDULE:</b><br>AM/PM   | <b>SECTIONS PER YEAR:</b>           | <b>MINS PER SECTION:</b>  | <b>EXPECTED MINIMUM STUDENTS PER SECTION:</b>   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| Varies  | 3                                   | 60-90 Min   | 25+   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 2.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>AVAILABILITY OF QUALIFIED INSTRUCTOR</b> – Qualified/ Credentialed Instructor teaching course.   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 3.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>LEADERSHIP</b> – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 4.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>CURRICULUM and INSTRUCTION</b> – Students are provided with a strong experience in and understanding of all aspects of industry.   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 5.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT</b> – Course is designed as part of a sequence of courses, career pathways, etc.   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 6.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>ADVISORY COMMITTEE</b> – The course has been reviewed and recommended by a pre-established committee.<br><input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP<br><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.<br>Comments:  |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 7.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>LABOR MARKET NEEDS</b> – Course meets current or future labor market needs.  |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 8.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>WORK BASED LEARNING</b> – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)  |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 9.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION</b> – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)  |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| 10.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>  | <b>JOB PLACEMENT/FURTHER EDUCATION OPTIONS</b> – 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"/> | <input type="checkbox"/>  | <b>FACILITIES AND EQUIPMENT ACCOMMODATION</b><br><input checked="" type="checkbox"/> District will provide a facility which adequately accommodates the program.<br><input type="checkbox"/> EAROP will provide a facility which adequately accommodates the program.<br><input type="checkbox"/> District shares cost of equipment if program is cross utilized.   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| <b>OTHER CONSIDERATIONS:</b>  |                                     |   |   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| <input checked="" type="checkbox"/> A-G Credit for UC – g   |                                     |   |   | <input type="checkbox"/> State and National Licensing or Certification                                     |  |   |  |                                 |                           |                          |   |        |   |           |     |
| <input checked="" type="checkbox"/> Community College Articulation - Chabot College, Las Positas, Ohlone  |                                     |   |   | <input type="checkbox"/> Strong Business or Industry Partnership   |  |   |  |                                 |                           |                          |   |        |   |           |     |
| <input type="checkbox"/> Dual Enrollment  |                                     |   |   | <input type="checkbox"/> Emerging Technologies -   |  |   |  |                                 |                           |                          |   |        |   |           |     |
| <b>COMPLIANCE CATEGORIES</b>  |                                     |   |   |  |  |   |  |                                 |                           |                          |   |        |   |           |     |
| <input checked="" type="checkbox"/> <b>R – Retain Program:</b> Program meets all criteria.  |                                     | <input type="checkbox"/> <b>W - Watch Program:</b> All criteria not met. See areas that need to be complied with. |   | <input type="checkbox"/> <b>P - Probation:</b> Criteria is not being met. Program in danger of suspension. |  | <input type="checkbox"/> <b>R – Reduce Program:</b> Downsizing program. |  |                                 |                           |                          |   |        |   |           |     |
|   |                                     |   |   |  |  | <input type="checkbox"/> <b>S/T - Suspend/ Terminate program.</b>       |  |                                 |                           |                          |   |        |   |           |     |



**DATE:** February 1, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Bernie Phelan, Assistant Director of Off-Site Programs  
**SUBJECT:** DECA Northern California Conference

## **BACKGROUND**

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

## **CURRENT SITUATION**

The 2017-2018 DECA Northern California Career Development Conference was held January 12-14, 2018 at the San Ramon Marriott. Students who participated represented the Eden Area ROP through San Leandro, Castro Valley and Arroyo High Schools. Business clusters represented were: Marketing, Business Administration Business Management & Admin, Entrepreneurship, Financial Literacy, Finance and Hospitality & Tourism. There were 875 students in total who represented Northern California.

## **RECOMMENDATION**

Information only



**DATE:** February 1, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Midyear Review of the Superintendent's Goals

## **BACKGROUND**

Each year the Governing Board develops goals for the Superintendent. The goals are designed to set a path for moving the organization forward and serve as the basis for the superintendent's evaluation at the end of the school year.

## **CURRENT SITUATION**

The Superintendent will provide an update on the progress and status of the goals identified for this school year.

## **RECOMMENDATION**

Information only

# Action Items





**DATE:** February 1, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board to approve the Governing Board Reorganization

## **BACKGROUND**

Annually, in February, the Governing Board selects a Board President and Vice-President to perform the duties as specified in the Government Code.

## **CURRENT SITUATION**

Now that reorganization of the members' districts has been completed, the Eden Area ROP Governing Board will select a President and Vice-President to serve from March 2018 through February 2019. All members of the current Governing Board are eligible for election.

## **RECOMMENDATION**

It is recommended that the Governing Board elect their new officers at tonight's meeting and approve the Governing Board reorganization.



**DATE:** February 1, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board to approve the adoption of Resolution 3-17/18: Career and Technical Education Month (February)

### **CURRENT SITUATION**

February has been designated as Career and Technical Education Month by the Association for Career and Technical Education (ACTE). Attached Resolution 3-17/18 recognizes the month as a celebration of the vital impact career and technical education makes upon our students' lives, our business and technical communities and the economic development of our country.

Once adopted, Resolution 3-17/18 will be sent to local and state officials to increase awareness.

### **RECOMMENDATION**

It is recommended that the Governing Board approve the adoption of Resolution 3-17/18: Career and Technical Education Month (February).



# EdenAreaROP

## Resolution No. 3-17/18

### Career and Technical Education Month: February

**WHEREAS**, February has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

**WHEREAS**, profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

**WHEREAS**, career and technical education provides Americans with a school-to-careers connection that is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace; and

**WHEREAS**, career and technical education gives high school students experience in practical, meaningful applications of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities in their fields and in their communities; and

**WHEREAS**, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

**WHEREAS**, the ever-increasing cooperative efforts of career and technical educators, business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade;

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Board of the Eden Area Regional Occupational Program does hereby recognize February as

### CAREER AND TECHNICAL EDUCATION MONTH

and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual work skills and productivity.

**PASSED AND ADOPTED** by the following called vote this 1<sup>st</sup> day of February 2018.

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

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Linda Granger  
ROP Governing Board Clerk, Eden Area ROP  
Alameda County, State of California



**DATE:** February 1, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Marites Fermin, Business Manager  
**SUBJECT:** Request the Governing Board to approve the Budget Development Calendar for the 2018-2019 School Year

## **BACKGROUND**

The Eden Area ROP, like all public educational institutions, must follow Education Code 42127 including the responsibility to develop a budget calendar that will guide the district through the fiscal year.

As a requirement all Local Educational Agencies (LEAs) must adopt a budget by July 1 of each year. County superintendents are required to examine the adopted budget for each school district in the county and the State Superintendent of Public Instruction (SSPI) is required to examine the adopted budget for each county office of education. Budgets are examined for compliance with state adopted criteria and standards, to identify technical corrections needed, and to determine whether the budget will allow the LEA to meet budget year and multiyear financial commitments. Budgets must be approved or disapproved by specified dates.

## **CURRENT SITUATION**

The Education code 42127 requires all school districts to adopt a budget calendar that complies with the State of California budget cycle. Items required for budget adoption in the state law are to publish a notice and agenda of public hearing on the budget. Determine the budget adoption methodology, either single or dual adoption process. The final budget must be adopted with a criteria and standards and revised within 45 days of the adoption of the State budget.

Tonight, a presentation will be made to discuss the budget calendar.

## **RECOMMENDATION**

It is recommended that the Governing Board approve the budget development calendar for the 2018-2019 school year.



**Budget Development Calendar**  
**Preparation for 2018-2019 Budget**  
(in progress during the 2017-2018 school year)

| PHASE I                      |  |
|------------------------------|--|
| Thursday, September 07, 2017 | Board approves 2016-2017 Audited Actuals   |
| Thursday, December 07, 2017  | Board approves 2017-2018 First Interim Report  |
| Tuesday, January 16, 2018    | Governor's Budget - Sacramento   |
| Monday, January 22, 2018     | (Current 2017-2018 ) discussion with administrators – Discuss classes of concern     |
| Monday, January 29, 2018     | Define Budget priorities   |
| Monday, January 29, 2018     | Intent to return letter sent to staff  |
| Tuesday, January 30, 2018    | Business Manager develop Budget assumptions and goals                                |
| Tuesday, January 30, 2018    | Distribute current budget information and forms to staff                             |
| Thursday, February 01, 2018  | Board approves Budget Calendar for 2018-2019   |
| Monday, February 05, 2018    | Administrators develop class projections for 2018-2019                               |
| Friday, February 09, 2018    | Intent to return letters due back to Personnel                                       |
| Friday, February 16, 2018    | Administrators submit their proposed budgets to Business                             |
| Friday, February 16, 2018    | Administrators discuss and recommend new programs and programs to be terminated      |
| Tuesday, February 20, 2018   | Superintendent and Business Manager review all budgets                               |
| Thursday, March 01, 2018     | Second Interim Report 2017-2018  |
| Friday, March 02, 2018       | Step and Column and professional growth calculated and distributed to administrators |
| Monday, March 05, 2018       | Administrators meet and discuss budget and equipment requests                        |
| Wednesday, April 11, 2018    | Budget presented to the Coordinating Council   |
| PHASE 2                      |  |
| Friday, April 20, 2018       | All outside contracts renewed for 2018-2019  |
| Friday, April 27, 2018       | Purchase Orders closed for 2017-2018   |
| May 2018                     | Governor's Revised Budget  |
| Thursday, May 03, 2018       | First Reading of Budget to the Governing Board                                       |
| Monday, May 07, 2018         | Teachers' contracts sent out   |
| Friday, May 18, 2018         | Teachers' contracts returned   |
| Thursday, June 07, 2018      | Conduct Public Hearing   |
| Thursday, June 07, 2018      | Approval of the 2018-2019 Budget by Governing Board                                  |
| Friday, June 08, 2018        | Budget released for instructional staff  |
| Friday, June 29, 2018        | File SACS budget documents with County Superintendent of Schools                     |
| PHASE 3                      |  |
| Friday, August 03, 2018      | Update District revenues when State Adopts Budget                                    |
| Thursday, September 06, 2018 | Review 2017-2018 Unaudited Actuals and Ending Fund Balances                          |
| Monday, September 17, 2018   | Update Beginning Fund Balances   |
| PHASE 4                      |  |
| Monday, August 13, 2018      | 45 Days after Board adopts revised budget based on final State Budget, as needed     |
| PHASE 5                      |  |
| Thursday, December 06, 2018  | First Interim Report 2018-2019   |
| Thursday, March 07, 2019     | Second Interim Report 2018-2019  |