



GOVERNING BOARD MEETING AGENDA

Thursday, September 7, 2017

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

Lisa Brunner, President
Janet Zamudio, Vice-President
Dot Theodore, Member
Peter Oshinski, Member

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

Copies of this agenda are available upon request



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

Date: Thursday, September 7, 2017
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. 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.

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of August 3, 2017 (pages 4-9)

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- B. Request the Governing Board to approve the Bill Warrants (pages 10-15)
- C. Request the Governing Board to approve the Personnel Action Items (pages 16-17)
- D. Request the Governing Board to approve the DECA Overnight Field Trips for the 2017-2018 School Year (page 18)
- E. Request the Governing Board to approve the Attendance of Staff at the NFTE National Competition (page 19)
- F. Request the Governing Board to approve the List of Charter Bus Companies for Transportation (pages 20-23)
- G. Request the Governing Board to approve the Agreement with Alameda County Office of Education (ACOE) for Delivery Services for the 2017-2018 Fiscal Year (pages 24-26)
- H. Request the Governing Board to approve the Contract with American Stage Tours for Sophomore Tour Transportation for the 2017-2018 School Year (pages 27-41)
- I. Request the Governing Board to approve the MOU with Leadership Public Schools to Enroll Students at the Eden Area ROP for the 2017-2018 School Year (pages 42-44)
- J. Request the Governing Board to approve the MOU with Nea Community Learning Center (NCLC) to Enroll Students at the Eden Area ROP for the 2017-2018 School Year (pages 45-47)
- K. Request the Governing Board to approve the CTE Programs Agreements of the JPA Members for the 2017-2018 School Year (pages 48-72)

VII. Information Items

- A. CDE Course Review-Graphics Pathway (pages 73-75)
- B. Opening of School for the 2017-2018 School Year (page 76)
- C. Dates for the Sophomore Tours and the Student Award Ceremony (page 77)
- D. Eden Area ROP Service Awards (page 78)

VIII. Action Items

- A. Request the Governing Board to approve the 2016-2017 Unaudited Actuals Income and Expenditure Report (page 79)
- B. Request the Governing Board to approve the Revised Job Description for the Instructional Assistant (Dental) Position (pages 80-82)
- C. Request the Governing Board to approve the Revised Salary Schedules (pages 83-93)

- D. Request the Governing Board to approve the Contract with Rhea Settles to Provide Mentor Teacher Support for the Adult Programs Instructors for the 2017-2018 School Year (pages 94-100)

IX. Superintendent's Report

X. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XI. Adjournment

Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board
August 3, 2017**

I. Call to Order

Trustee Lisa Brunner called the meeting to order at 5:45 p.m. on Thursday, August 3, 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
Dot Theodore, Member	Castro Valley USD
Peter Oshinski, Member	San Leandro USD
Penny Peck, Alternate	San Lorenzo USD

Eden Area ROP Governing Board Absent:

Janet Zamudio, Vice President	San Lorenzo 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
Evan Goldberg	Grant Coordinator

ROP Staff in Attendance:

Gabriela Juarez	Executive Assistant
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III. Pledge of Allegiance

Trustee Penny Peck led the Pledge of Allegiance.

IV. Mission Statement

Evan Goldberg read the Eden Area ROP mission statement.

V. Approval of Agenda

Trustee Peter Oshinski moved to approve the agenda as written. Trustee Dot Theodore, seconded the motion. By the following vote, the agenda was approved.

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

ABSENT: 1 (Zamudio)

VI. Consent Calendar

Trustee Dot Theodore moved to approve the consent calendar items as follows.

- A. Approve the Minutes of the Regular Governing Board Meeting of June 1, 2017
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Listed Donations-Tim Lade
- E. Approve the Quarterly Report on Williams Act Complaints and Resolutions
- F. Approve the SkillsUSA Overnight Field Trips for the 2017-2018 School Year
- G. Approve the Agreement with the National Center for Executive Leadership and School Board Development for Educational Training and Team Building for July 2017
- H. Approve the Contract with Atkinson, Andelson, Loya, Ruud and Romo (AALRR) for Legal Services for the 2017-2018
- I. Approve the Contract with Century Carpet, Inc. for Carpet Flooring Services for the 2017-2018 Fiscal Year
- J. Approve the Contract with Chabot College for Work Based Learning Services for the 2017-2018 School Year
- K. Approve the Contract with eLearning Experts for the 2017-2018 School Year
- L. Approve the Contract with Faronics for the Anti-virus Suite for the 2017-2020 Fiscal Years
- M. Approve the Contract with Gustavo Vega for the Electrical Program for the 2017-2018 School Year
- N. Approve the Contract with School Webmasters for Website Hosting for Adult Programs for the 2017-2020 School Years
- O. Approve the Contract with Zamora & Sons Painting for Painting Services for the 2017-2018 Fiscal Year
- P. Approve the MOU with Associated Builders and Contractors of Northern California (ABC Norcal) for the 2017-2018 School Year
- Q. Approve the MOU with Hayward Unified School District for Student Transportation for the 2017-2018 Fiscal Year

Trustee Penny Peck seconded the motion.

AYES: 4 (Brunner, Peck, Oshinski, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Zamudio)

VII. Information Items

A. SkillsUSA National Competition

Mr. Craig Lang, Director, presented information on the SkillsUSA National competition. The Eden Area ROP Hayward Center had students compete in the National competition in Louisville, Kentucky. Nine students represented the following programs: Auto Refinishing, Criminal Justice and Medical Assisting. Four of the nine students ranked in the top ten in the nation.

VIII. Action Items

A. Request the Governing Board to approve the adoption of Resolution 1-17/18: Mid-Year Revision: Signature Card-Authorized Agents for Payroll Warrants and Disbursements and Resolution 2-17/18: Mid-Year Revision: Signature Card-Authorized Agents for Official Documents and Reports

Upon review of and a motion by Trustee Penny Peck and a second by Trustee Peter Oshinski, the Governing Board approved the adoption of Resolution 1-17/18: Mid-Year Revision: Signature Card-Authorized Agents for Payroll Warrants and Disbursements and Resolution 2-17/18: Mid-Year Revision: Signature Card-Authorized Agents for Official Documents and Reports.

AYES: 4 (Brunner, Peck, Oshinski, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Zamudio)

B. Request the Governing Board to approve the Administrative Personnel as Competent to Evaluate Certificated Staff and Review Policy 4315.1

Upon review of and a motion by Trustee Penny Peck and a second by Trustee Dot Theodore, the Governing Board approved the administrative personnel as competent to evaluate certificated staff and they reviewed Policy 4315.1.

AYES: 4 (Brunner, Peck, Oshinski, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Zamudio)

C. Request the Governing Board to approve the Public Disclosure of the Eden Area ROP Employees' Agreement for the 2016-2017 One Time Stipend

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Peter Oshinski, the Governing Board approved the public disclosure of the Eden Area ROP employees' agreement for the 2016-2017 one time stipend.

AYES: 4 (Brunner, Peck, Oshinski, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Zamudio)

D. Request the Governing Board to approve the Job Descriptions for Classified and Classified Exempt Positions

Trustee Peter Oshinski requested that the title for Director's Secretary be changed to Administrative Assistant. Trustee Penny Peck also explained that the title secretary may limit the applicant pool if there is a future need to fill the position.

Trustee Peter Oshinski also inquired about the job description for the Instructional Assistant (Dental). He noted that when reviewing the three job descriptions for instructional assistants he noticed the instructional assistant for the dental program did not have anything specific to dental knowledge whereas the other two did list specific knowledge to the program they are directly working with. Superintendent Granger said she would take it back to staff for review and make the requested revisions. Ms. Granger will bring the job description back for approval at the September Board meeting.

Upon review of and a motion by Trustee Peter Oshinski and a second by Trustee Penny Peck, the Governing Board approved the job descriptions for classified and classified exempt positions with the exception of the Instructional Assistant (Dental) which was pulled and the title change for Director's Secretary to Administrative Assistant.

AYES: 4 (Brunner, Peck, Oshinski, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Zamudio)

E. Request the Governing Board to approve the Agreement with the National Center for Executive Leadership and School Board Development to Provide Coaching Support for the Administrative Team 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 the National Center for Executive Leadership and School Board Development to provide coaching support for the administrative team for the 2017-2018 school year.

AYES: 4 (Brunner, Peck, Oshinski, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Zamudio)

F. Request the Governing Board to approve the Independent Contractor Agreement with Sonia Elgar for Purchasing and Accounts Receivable Services for the 2017-2018 Fiscal Year

Upon review of and a motion by Trustee Peter Oshinski and a second by Trustee Penny Peck, the Governing Board approved the Independent Contractor agreement with Sonia Elgar for purchasing and accounts receivable services for the 2017-2018 fiscal year.

AYES: 4 (Brunner, Peck, Oshinski, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Zamudio)

IX. Superintendent's Report

Linda Granger reported that we have hired a new Assistant Director of Off-Site Programs, Bernie Phelan. Mr. Phelan introduced himself to the Board and shared a little about his background.

Superintendent Granger shared that we have expanded our middle school summer program that offers career exploration. We have modified the approach this past summer from half a day for four weeks to full days for two weeks. This allowed the ROP to run two summer sessions. Middle school students from Hayward, San Lorenzo and San Leandro participated in the career exploration program. The programs offered were Construction, Culinary, Medical and Forensics.

She also reported that the Federal Department of Education has convened Promise Neighborhood affinity groups referred to as zones. All zones through the state of California have been meeting. The ROP is part of the Hayward Promise Neighborhood. The Federal Department of Education asked the Hayward Promise Neighborhood to host them and discuss what has been accomplished through the Promise Neighborhood grant. As part of that meeting, they visited the ROP campus and were blown away by the programs. They were excited about the opportunities students have at a young age to start thinking about careers and exploring them in a hands on way.

Ms. Granger concluded her report by sharing that the ROP's First Responder program has a strong partnership with the Hayward Fire Department. In addition to the HFD donating equipment for training, they also train the First Responder students at their facility every Monday. Firefighters volunteer to train students and they have set up a mentor program for them. The HFD created a video of the partnership in action and Ms. Granger shared the video with the Board.

X. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

None

IV. Recess to Closed Session

The meeting was called into closed session at 6:15 p.m.

A. Public Employee Performance Evaluation: Superintendent's Goals(Government Code Sec. 54957)

**B. Conference with Labor Negotiator, (Pursuant to Government Code Section 54957.6)
Designated Representative: Linda Granger Unrepresented employees**

V. Reconvene to Open Session

The meeting resumed to open session at 6:50 p.m.

A. Public Employee Performance Evaluation: Superintendent's Goals(Government Code Sec. 54957)

No action was taken.

**B. Conference with Labor Negotiator, (Pursuant to Government Code Section 54957.6)
Designated Representative: Linda Granger Unrepresented employees**

Upon review of and a motion by Trustee Peter Oshinski and a second by Trustee Dot Theodore, the Governing Board voted to approve the recommendation to salary adjustments for targeted positions.

AYES: 4 (Brunner, Peck, Oshinski, Theodore)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Zamudio)

XI. Adjournment

The meeting was adjourned at 6:51 p.m.

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: September 7, 2017
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 July 21, 2017 through August 21, 2017 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: September 7, 2017
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 consent items are the Eden Area ROP Superintendent's recommendations for approval.

CONSENT CALENDAR



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Assistant Director of Off-Site Programs
SUBJECT: Request the Governing Board to approve the DECA Overnight Field Trips for the 2017-2018 School Year

BACKGROUND

California Association of DECA, Inc. is a non-profit educational association and is affiliated with National DECA located in Reston, Virginia. California DECA is a student organization whose program of leadership and personal development is designed specifically for students interested in marketing, finance, hospitality, management and entrepreneurship. California DECA has 56 DECA chapters with over 3,500 members. DECA's core values and attributes are competence, innovation, integrity and teamwork. These values are central to DECA's mission and purpose in classrooms around the world.

CURRENT SITUATION

Each year the Eden Area ROP Marketing students participate in DECA activities and field trips. Below for your approval is a list of overnight field trips for the 2017-2018 school year.

Date	Activity	Location
January 12-14, 2018	Nor-Cal District Career Development Conference	San Ramon, CA
March 2-5, 2018	State Career Development Conference	Anaheim, CA
April 21-24, 2018	International Career Development Conference	Atlanta, GA

CONSENT CALENDAR



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Assistant Director of Off-Site Programs
SUBJECT: Request the Governing Board to approve the Attendance of Staff at the NFTE National Competition

BACKGROUND

The Eden Area ROP has partnered with the Network for Teaching Entrepreneurship (NFTE) program. The Network for Teaching Entrepreneurship's mission is to provide programs that inspire young people from low-income communities to stay in school, to recognize business opportunities and to plan for successful futures.

CURRENT SITUATION

Each year the Eden Area ROP Entrepreneurship students participate in NFTE activities and field trips. Last spring, one student from Hayward High School qualified to compete in NFTE's National Competition in New York City on October, 12, 2017 for a chance to win \$25,000. NFTE will cover the cost of her teacher to attend the competition and the ROP will cover the cost of the Superintendent to attend the competition.

Fiscal Impact

Approximately \$1,300 in travel expenses

CONSENT CALENDAR



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request for Governing Board to approve the List of Charter Bus Companies for Transportation

BACKGROUND

The Eden Area ROP contracts with charter buses to transport students safely on field trips and sophomore tours.

CURRENT SITUATION

The attached is a copy of the certificates of liability insurance for three charter bus companies eligible to transport students.

CHARTER BUS COMPANIES
American Stage Tours
Golden West Travel
Professional Charter

CONSENT CALENDAR



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/7/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIB Transportation Ins Brokers 425 West Broadway, Suite 300 Glendale CA 91204		CONTACT NAME: Irene Garcia PHONE (A/C, No, Ext): 818-246-2800 E-MAIL ADDRESS: igarcia@tibinsurance.com FAX (A/C, No): 818-246-4690	
INSURED American Stage Tours, LLC 1488 Soccer Court Concord CA 94518		INSURER(S) AFFORDING COVERAGE INSURER A: Lancer Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
AMERI-3		NAIC # 26077	

COVERAGES**CERTIFICATE NUMBER:** 238048896**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL155380#15	7/14/2017	7/14/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y		BA152849#15	7/14/2017	7/14/2018	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS ADDED AS ADDITIONAL INSURED BUT ONLY TO THE EXTENT THAT THE CERTIFICATE HOLDER IS HELD LIABLE FOR THE CONDUCT OF THE NAMED INSURED.

CERTIFICATE HOLDER**CANCELLATION**

Eden Area Regional Occupation Program
26316 Hesperian Blvd.
Hayward CA 94545

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/22/2017

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIB Transportation Ins Brokers 425 West Broadway, Suite 400 Glendale CA 91204		CONTACT NAME: Tahina Gonzalez PHONE (A/C, No, Ext): 818-246-2800 FAX (A/C, No): 818-246-4690 E-MAIL ADDRESS: tgonzalez@tibinsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Lancer Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED GOLD-24 Golden West Travel LLC PO Box 1121 Pleasanton CA 94566	CERTIFICATE NUMBER: 832154112	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL158630#2	3/14/2017	3/14/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$excluded \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA171512#2	3/14/2017	3/14/2018	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER PROOF OF INSURANCE ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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PRODUCER TIB Transportation Ins Brokers 425 West Broadway, Suite 300 Glendale CA 91204		CONTACT NAME: PHONE (A/C, No, Ext): 818-246-2800 E-MAIL ADDRESS:		FAX (A/C, No): 818-246-4690	
INSURED Professional Charter Services 696 Amador St. San Francisco CA 94124		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A : RLI Insurance		13056	
		INSURER B :			
		INSURER C :			
		INSURER D :			
		INSURER E :			
INSURER F :					

COVERAGES

CERTIFICATE NUMBER: 1250707583

REVISION NUMBER:

COVERAGES CERTIFICATE NUMBER: 1250767555 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X	COMMERCIAL GENERAL LIABILITY				LGB0015712	8/18/2017	8/18/2018	EACH OCCURRENCE	\$5,000,000	
		<input type="checkbox"/>	CLAIMS-MADE						<input checked="" type="checkbox"/> OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
		<input type="checkbox"/>							MED EXP (Any one person)	\$5,000	
		<input type="checkbox"/>							PERSONAL & ADV INJURY	\$5,000,000	
		GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$5,000,000	
		<input type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT						<input type="checkbox"/> LOC	PRODUCTS - COMP/OP AGG	\$Excluded
		<input type="checkbox"/> OTHER:							\$		
A	X	AUTOMOBILE LIABILITY				LFB0018532	8/18/2017	8/18/2018	COMBINED SINGLE LIMIT (Ea accident)	\$5,000,000	
		<input type="checkbox"/> ANY AUTO	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per person)	\$	
		<input type="checkbox"/> ALL OWNED AUTOS							BODILY INJURY (Per accident)	\$	
		<input checked="" type="checkbox"/> HIRED AUTOS							PROPERTY DAMAGE (Per accident)	\$	
		<input type="checkbox"/>	<input type="checkbox"/>								\$
		UMBRELLA LIAB							EACH OCCURRENCE	\$	
		<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$	
		<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$							\$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y / N	N / A				PER STATUTE	OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							E.I. EACH ACCIDENT	\$	
		If yes, describe under DESCRIPTION OF OPERATIONS below							E.I. DISEASE - EA EMPLOYEE	\$	
									E.I. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROOF OF INSURANCE ONLY

[illegible]

CERTIFICATE HOLDER

PROOF OF INSURANCE XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX XX XXXXXXXXXX

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Ngũgĩ



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Agreement with the Alameda County Office of Education (ACOE) for Delivery Services for the 2017-2018 Fiscal Year

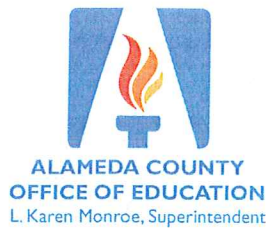
BACKGROUND

In accordance with Ed Code 17604, all contracts must be approved by the Governing Board. Eden Area Regional Occupational Program contracts with Alameda County Office of Education to provide delivery and pick-up services.

CURRENT SITUATION

The attached agreement reflects the annual agreement between the Eden Area ROP and Alameda County Office of Education for pick-up and delivery services which covers from July 1, 2017 through June 30, 2018.

CONSENT CALENDAR



2017/2018

**Delivery Services Agreement
With
The Alameda County Office of Education**

For the purposes of this agreement between Alameda County Office of Education and **Eden Area ROP** of Alameda County, a public corporation, organized and existing under and by virtue of the laws of the State of California, the former party shall be referred to as the COUNTY OFFICE and the latter as the DISTRICT.

It is herewith agreed that the COUNTY OFFICE shall provide a delivery service for which the DISTRICT agrees to pay. The service, however, may be cancelled at any time by the COUNTY OFFICE with 30 days written notice to the DISTRICT. It is not anticipated that such an action would take place unless the costs of operating the program are excessive.

The cost of providing the service is **\$3,418.66** for **2017/2018** with payment in full to be made upon billing by the COUNTY OFFICE. The charge may be increased or decreased should operating costs exceed or fall below the projections; however, all districts involved would receive their pro-rated share of the increased costs or cost reductions.

The term of this contract is from **July 1, 2017 through June 30, 2018**.

The current delivery and pick-up will occur based on your current schedule of 3 days per week, but only on the days that the COUNTY OFFICE is open.

Delivery to the DISTRICT shall be made to the following address only: (Please contact Denise Carrillo to make any address or contact changes at 510-670-4273 or email: dcarrillo@acoe.org)

26316 Hesperian Blvd. Hayward, CA 94545

The contact person at the delivery site will be:

Marites Fermin (510) 293-2900

The COUNTY OFFICE will:

1. Pick up district requested materials, envelopes and financial documents addressed to schools/districts at the COUNTY OFFICE and deliver to the address noted above. Each daily delivery shall be limited to an aggregate of fifty pounds (50#).
2. Deliver district requested materials, envelopes and financial documents picked up from the DISTRICT to the COUNTY OFFICE or re-routed to any of the districts participating in the service subject to the same restrictions noted in #1.
3. Have the driver bonded to the maximum amount available under COUNTY OFFICE insurance program.

4. The COUNTY OFFICE will bill the DISTRICT on or about the middle of the fiscal year.

The DISTRICT will:

1. Herewith authorizes the County's drivers to sign for and carry vendor warrants and "out-of-cycle" (manual) payroll warrants to and from the COUNTY OFFICE.
2. Shall not use the delivery service to transport case (coin and currency) for deposit.
3. Herewith authorizes / does not authorize (cross out one) the transmittal of deposits (checks only) to the COUNTY OFFICE via the delivery service.
4. Assumes full responsibility for replacing or reissuing any materials produced by it and shipped via the delivery service which might be lost, stolen, destroyed or in some way damaged and will hold the COUNTY OFFICE harmless from any liability attached to the loss or destruction of the material being carried.

Eden Area ROP agrees to defend, indemnify and hold harmless the Alameda County Office of Education, its officers, agents, employees and assigns for any and all liability arising out of the negligent or wrongful act of any of them in connection with this agreement. This agreement shall not extend to acts of omissions found to be intentional or grossly negligent by a court of competent jurisdiction.

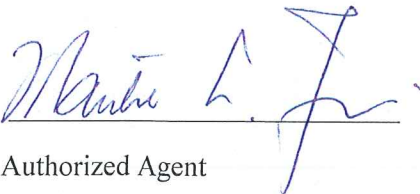
Insurance coverage for vehicle usage under this agreement is being provided by the COUNTY OFFICE. However, since said office maintains a \$10,000.00 deductible at the present time, DISTRICT executing this agreement herewith acknowledges the deductible as being chargeable to the Delivery Service Program.

IN WITNESS WHEREOF, the COUNTY OFFICE has executed this agreement and the said DISTRICT has agreed to the provision described.

Eden Area ROP

Alameda County


State of California



Authorized Agent

Jeffrey B. Potter, Interim Chief Business Officer

Alameda County Office of Education



for Alameda County Office of Education

Date: 8/23/2017

Date: 7/18/17



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Assistant Director of Off-Site Programs
SUBJECT: Request the Governing Board to approve the Contract with American Stage Tours for Sophomore Tour Transportation for the 2017-2018 School Year

BACKGROUND

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

CURRENT SITUATION

For the 2017-2018 school year the contract between American Stage Tours and the Eden Area ROP is outlined below:

School	Tour Date	Amount
San Lorenzo High School	12/08/17	\$ 4,640.00
Arroyo High School	12/15/17	6,630.00
San Leandro High School	1/19/18	5,685.00
Hayward High School	2/02/18	5,685.00
Tennyson High School	2/09/18	3,480.00
Mt. Eden High School	2/16/18	6,730.00
Castro Valley High School	2/23/18	5,570.00
Total		\$38,420.00

CONSENT CALENDAR



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

Charter Confirmation

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

Confirmed: **08/23/17**
Charter No. : **24413**

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

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

Group Name: **San Lorenzo High School**

Coaches: **4**

Group Leader: **Alicia Bell**

Equipment: **4-56 passenger**

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Friday, December 08, 2017**

Return Date: **Friday, December 08, 2017**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

Pickup Location: **San Lorenzo High School**
50 East Lewelling Blvd.
San Lorenzo

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$4,640.00
08/22/17	Signed Contract			Amount Paid	\$0.00
11/24/17	Final Payment			Balance Due	\$4,640.00

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

Charter Party Authorized Signature

Date

Charles Williams
Tour Coordinator



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Alicia Bell

Eden Area ROP

26316 Hesperian Blvd.

Hayward, CA 94545

Wednesday, August 23, 2017

Charter No. : **24413**

Phone: **510-293-2950**

Fax:

Order Date **06/21/17**

SalesRep: **Charles Williams**

The attached Charter 24413 in the amount of \$4,640.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Charter Party Signature

Date



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

Charter Confirmation

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

Confirmed: **08/23/17**
Charter No. : **24414**

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

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

Group Name: **Arroyo High School**

Group Leader: **Alicia Bell**

Destination: **Hayward, CA**

Leave Date: **Friday, December 15, 2017**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Pickup Location: **Arroyo High School**
15701 Lorenzo Ave.
San Lorenzo, CA 94580

Coaches: **6**

Equipment: **4-56, 1-48, 1-26 passenger**

Requested Driver:

Return Date: **Friday, December 15, 2017**

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

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$6,630.00
08/24/17	Signed Contract			Amount Paid	\$0.00
11/28/17	Final Payment			Balance Due	\$6,630.00

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

Charter Party Authorized Signature

Date

Charles Williams
Tour Coordinator



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Alicia Bell

Eden Area ROP

26316 Hesperian Blvd.

Hayward, CA 94545

Wednesday, August 23, 2017

Charter No. : **24414**

Phone: **510-293-2950**

Fax:

Order Date **06/21/17**

SalesRep: **Charles Williams**

The attached Charter 24414 in the amount of \$6,630.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Charter Party Signature

Date



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

Charter Confirmation

Sheila Lawrence
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Confirmed: **08/22/17**
Charter No. : **24415**

Phone: **510-293-2903**
Order Date **06/21/17**
SalesRep: **Charles Williams**

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

Group Name: **San Leandro High School**

Group Leader: **Sheila Lawrence**

Destination: **Hayward, CA**

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

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Pickup Location: **San Leandro High School**
2200 Bancroft Ave.
San Leandro

Coaches: **5**

Equipment: **4-56 & 1-48 passenger**

Requested Driver:

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

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

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$5,685.00
08/22/17	Signed Contract			Amount Paid	\$0.00
01/05/18	Final Payment			Balance Due	\$5,685.00

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

Charter Party Authorized Signature

Date

Charles Williams
Tour Coordinator



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

**Sheila Lawrence
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545**

Tuesday, August 22, 2017

Charter No. : **24415**

Phone: **510-293-2903**

Fax:

Order Date **06/21/17**

SalesRep: **Charles Williams**

The attached Charter 24415 in the amount of \$5,685.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Charter Party Signature

Date



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

Charter Confirmation

Sheila Lawrence
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Confirmed: **08/22/17**
Charter No. : **24417**

Phone: **510-293-2903**
Order Date **06/21/17**
SalesRep: **Charles Williams**

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

Group Name: **Hayward High School**
Group Leader:
Destination: **Hayward, CA**
Leave Date: **Friday, February 02, 2018**
Spot Time: **8:00 am**
Leave Time: **8:30 am**
Pickup Location: **Hayward High School**
1633 East Ave
Hayward, CA 94540

Coaches: **5**
Equipment: **4-56 & 1-48 passenger**
Requested Driver:
Return Date: **Friday, February 02, 2018**
Retn\Drop Time: **3:30 pm**
Destination Details: **Eden Area ROP**
26316 Hesperian Blvd.
Hayward, CA 94545

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>		
08/22/17	Signed Contract			Transport Charge:	\$5,685.00
01/19/18	Final Payment			Amount Paid	\$0.00
				Balance Due	\$5,685.00

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

Charter Party Authorized Signature

Date

Charles Williams
Tour Coordinator



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

**Sheila Lawrence
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545**

Tuesday, August 22, 2017

Charter No. : **24417**

Phone: **510-293-2903**

Fax:

Order Date **06/21/17**

SalesRep: **Charles Williams**

The attached Charter 24417 in the amount of \$5,685.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Charter Party Signature

Date



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

Charter Confirmation

Sheila Lawrence
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Confirmed: **08/22/17**
Charter No. : **24421**

Phone: **510-293-2903**
Order Date **06/21/17**
SalesRep: **Charles Williams**

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

Group Name: **Tennyson High School**
Group Leader: **Sheila Lawrence**
Destination: **Hayward, CA**
Leave Date: **Friday, February 09, 2018**
Spot Time: **8:00 am**
Leave Time: **8:30 am**
Pickup Location: **Tennyson High School**
27035 Whitman St.
Hayward, CA 94544

Coaches: **3**
Equipment: **56 passengers**
Requested Driver:
Return Date: **Friday, February 09, 2018**
Retn\Drop Time: **3:30 pm**
Destination Details: **Eden Area ROP**
26316 Hesperian Blvd.
Hayward, CA 94545

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$3,480.00
08/22/17	Signed Contract			Amount Paid	\$0.00
01/26/18	Final Payment			Balance Due	\$3,480.00

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

Charter Party Authorized Signature

Date

Charles Williams
Tour Coordinator



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

**Sheila Lawrence
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545**

Tuesday, August 22, 2017

Charter No. : **24421**

Phone: **510-293-2903**

Fax:

Order Date **06/21/17**

SalesRep: **Charles Williams**

The attached Charter 24421 in the amount of \$3,480.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Charter Party Signature

Date



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

Charter Confirmation

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

Confirmed: **08/23/17**
Charter No. : **24422**

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

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

Group Name: **Eden Area ROP**
Group Leader: **Alicia Bell**
Destination: **Hayward, CA**
Leave Date: **Friday, February 16, 2018**
Spot Time: **8:00 am**
Leave Time: **8:30 am**
Pickup Location: **Mt. Eden High School**
2300 Panama St
Hayward, CA 94545

Coaches: **6**
Equipment: **4-56 & 2-48 passenger**
Requested Driver:
Return Date: **Friday, February 16, 2018**
Retn\Drop Time: **3:30 pm**
Destination Details: **Eden Area ROP**
26316 Hesperian Blvd.
Hayward, CA 94545

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$6,730.00
08/22/17	Signed Contract			Amount Paid	\$0.00
02/02/18	Final Payment			Balance Due	\$6,730.00

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

Charter Party Authorized Signature

Date

Charles Williams
Tour Coordinator



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Alicia Bell

Eden Area ROP

26316 Hesperian Blvd.

Hayward, CA 94545

Wednesday, August 23, 2017

Charter No. : **24422**

Phone: **510-293-2950**

Fax:

Order Date **06/21/17**

SalesRep: **Charles Williams**

The attached Charter 24422 in the amount of \$6,730.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Charter Party Signature

Date



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

Charter Confirmation

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

Confirmed: **08/23/17**
Charter No. : **24423**

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

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

Group Name: **Castro Valley High School**
Group Leader: **Alicia Bell**
Destination: **Hayward, CA**
Leave Date: **Friday, February 23, 2018**
Spot Time: **8:00 am**
Leave Time: **8:30 am**
Pickup Location: **Castro Valley High School**
(Pick up in Loop off Mabel)
19400 Santa Maria Avenue
Castro Valley, CA 94546

Coaches: **5**
Equipment: **3-56 & 2-48 passenger**
Requested Driver:
Return Date: **Friday, February 23, 2018**
Retn\Drop Time: **3:30 pm**
Destination Details: **Eden Area ROP**
26316 Hesperian Blvd.
Hayward, CA 94545

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$5,570.00
08/24/17	Signed Contract			Amount Paid	\$0.00
02/06/18	Final Payment			Balance Due	\$5,570.00

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

Charter Party Authorized Signature

Date

Charles Williams
Tour Coordinator



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Alicia Bell

Eden Area ROP

26316 Hesperian Blvd.

Hayward, CA 94545

Wednesday, August 23, 2017

Charter No. : **24423**

Phone: **510-293-2950**

Fax:

Order Date **06/21/17**

SalesRep: **Charles Williams**

The attached Charter 24423 in the amount of \$5,570.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Charter Party Signature

Date



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the Governing Board to approve the MOU with Leadership Public School (LPS) to Enroll Students at the Eden Area ROP for the 2017-2018 School Year

BACKGROUND

Occasionally charter schools come to the Eden Area ROP wanting to partner with us to provide services to their students. Leadership Public School (LPS) is interested in providing their students with career technical education opportunities that are not possible given the size of their school.

CURRENT SITUATION

Leadership Public School in Hayward is interested in continuing to send no more than 5 students from their charter school to attend classes at the center. They would be responsible for transporting the students to and from the classes at the center and we would provide staffing for the programs in which the students enroll. This program would be for one year and reevaluated for effectiveness prior to committing to any future years.

Fiscal Impact

No additional cost to the ROP, as LPS will be invoiced a fee per student which would cover the cost of services.

CONSENT CALENDAR

MEMORANDUM OF UNDERSTANDING

The Eden Area Regional Occupation Program (EAROP) and Leadership Public School (LPS), a public charter school in Alameda County, agree to the following terms for a program:

I. TERMS OF MEMORANDUM OF UNDERSTANDING (MOU):

This agreement shall commence on July 1, 2017 and shall extend through June 30, 2018.

II. CONTRACT AMOUNT:

The Leadership Public School will pay the Eden Area Regional Occupational Program \$2,933 per student who enroll in the programs offered at the EAROP center during the 2017-2018 school year.

III. PURPOSE:

This program will provide up to 5 students enrolled in Leadership Public School the opportunity to take Career Technical Education (CTE) classes at the Eden Area ROP center.

IV. ROLE AND RESPONSIBILITIES OF EDEN AREA ROP:

- Provide up to 5 classroom spaces in programs offered at the EAROP center for students in grades 11 and 12 of LPS.
- Invoice LPS for services two times during the school year, (1) October 1, 2017 and (2) May 1, 2018.
- Maintain accurate student attendance and grading information for each student.
- Provide LPS with grades and attendance in accordance with the EAROP calendar.
- Provide one main point of contact as a liaison with LPS.

V. ROLES AND RESPONSIBILITIES OF LEADERSHIP PUBLIC SCHOOL:

- Provide accurate and timely student demographic information, including information for students possessing an IEP or Sect. 504 Plan.
- Be responsible for transporting students to and from the EAROP center programs.
- Provide one main point of contact as a liaison with EAROP.
- Remit payment for services within 30 days of receipt of invoice billing.

VI. TERMS OF AGREEMENT:

An effort will be directed by both parties to maintain the terms of the agreement as defined. However, if urgent circumstances beyond either parties control occur, making one party unable to fulfill its agreement, this agreement can be renegotiated or terminated with 30 days notice.

The Eden Area ROP shall indemnify, defend and hold harmless the Leadership Public School and its employees from and against any and all loss, liability, expense, claims, costs, suites and damages of every kind, nature and description directly or indirectly arising from the performance of the work. This paragraph shall not be construed to exempt Leadership Public School and its employees from its own fraud, willful injury or violation of law whether willful or negligent.

The Leadership Public School shall indemnify, defend and hold harmless the Eden Area ROP and its employees from and against any and all loss, liability, expense, claims, costs, suites and damages of every kind, nature and description directly or indirectly arising from the performance of the work. This paragraph shall not be construed to exempt Eden Area ROP and its employees from its own fraud, willful injury or violation of law whether willful or negligent.

Under penalty of perjury I agree to the statements above and I am designated to sign this agreement on behalf of my agency.

Date:

NAME

NAME

TITLE
Eden Area ROP

TITLE
Leadership Public School

DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the Governing Board to approve the MOU with Nea Community Learning Center (NCLC) to Enroll Students at the Eden Area ROP for the 2017-2018 School Year

BACKGROUND

Two years ago the Alameda Community Learning Charter (ALCLC) requested a partnership with us to provide services to their students as a pilot. Since then, they changed their name to Nea Community Learning Center (NCLC). Nea is a West African Adinkra symbol for knowledge that says: "One who does not know can know from learning."

CURRENT SITUATION

Last year, 13 students attended classes at the ROP Center. This year they have asked to increase this number to 18. The Eden Area ROP would provide staffing for the programs in which the students enroll. This will be an annual program that will be reevaluated for effectiveness prior to committing to future years.

Fiscal Impact

No additional cost to the ROP, as NCLC will be invoiced a fee per student which would cover the cost of services.

CONSENT CALENDAR



26316 Hesperian Blvd
Hayward, CA 94545
P: 510-293-2904 F: 510-293-8225

MEMORANDUM OF UNDERSTANDING

The Eden Area Regional Occupation Program (EAROP) and The Nea Community Learning Center (NCLC), a public charter school in Alameda County, agree to the following terms for a CTE program:

I. TERMS OF MEMORANDUM OF UNDERSTANDING (MOU):

This agreement shall commence on July 1, 2017 and shall extend through June 30, 2018.

II. CONTRACT AMOUNT:

The Nea Community Learning Center (NCLC) will pay the Eden Area Regional Occupational Program \$2,933 per student up to 18 students who enroll in the programs offered at the EAROP center during the 2017-2018 school year.

III. PURPOSE:

This program will provide up to 18 students enrolled in Nea Community Learning Center the opportunity to take Career Technical Education (CTE) classes at the Eden Area ROP center.

IV. ROLE AND RESPONSIBILITIES OF EDEN AREA ROP:

- Provide up to 18 classroom spaces in programs offered at the EAROP center for students in grades 11 and 12 of (NCLC)
- Invoice (NCLC) for services two times during the school year, (1) October 1, 2017 and (2) May 1, 2018.
- Maintain accurate student attendance and grading information for each student.
- Provide (NCLC) with grades and attendance in accordance with the EAROP calendar.
- Provide one main point of contact as a liaison with (NCLC)
- Provide a bus for students to tour our facility during Sophomore Tours.

V. ROLES AND RESPONSIBILITIES OF NEA COMMUNITY LEARNING CENTER:

- Provide accurate and timely student demographic information, including information for students possessing an IEP or Sect. 504 Plan.

- Provide one main point of contact as a liaison with EAROP.
- Remit payment for services within 30 days of receipt of invoice

VI. TERMS OF AGREEMENT:

An effort will be directed by both parties to maintain the terms of the agreement as defined. However, if urgent circumstances beyond either parties control occur, making one party unable to fulfill its agreement, this agreement can be renegotiated or terminated with 30 days notice.

The Eden Area ROP shall indemnify, defend and hold harmless the Nea Community Learning Center and its employees from and against any and all loss, liability, expense, claims, costs, suites and damages of every kind, nature and description directly or indirectly arising from the performance of the work. This paragraph shall not be construed to exempt Nea Community Learning Center and its employees from its own fraud, willful injury or violation of law whether willful or negligent.

The Nea Community Learning Center shall indemnify, defend and hold harmless the Eden Area ROP and its employees from and against any and all loss, liability, expense, claims, costs, suites and damages of every kind, nature and description directly or indirectly arising from the performance of the work. This paragraph shall not be construed to exempt Eden Area ROP and its employees from its own fraud, willful injury or violation of law whether willful or negligent.

Under penalty of perjury I agree to the statements above and I am designated to sign this agreement on behalf of my agency.

Date:

NAME

NAME

TITLE
Eden Area ROP

TITLE
Community Learning Center Schools
d/b/a Nea Community Learning Center



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the CTE Programs Agreements of the JPA Members for the 2017-2018 School Year

BACKGROUND

Each year the Eden Area ROP enters into Agreements for its District Contracted Programs (DCP) with the four members of the JPA. Since ROPs are no longer funded on an ADA model, the district superintendents agreed it would be beneficial for the ROP to provide some level of support to all CTE teachers. In alignment with this decision, the DCP agreements have been revised and renamed CTE Programs Agreements.

CURRENT SITUATION

Attached are copies of the CTE Programs Agreements (formerly DCP) for each member district from July 1, 2017 through June 30, 2018 to cover Career/Occupational Training programs prepared and offered by the Eden Area ROP and delivered by the instructional staff of the district. For the 2017-2018 school year the attached courses have been approved.

Eden Area ROP programs offered at the high schools by the district must meet all the requirements that apply to any CTE/ROP classes.

One time funds of \$2,665,923 are allocated per enrollment to further support the Eden Area ROP CTE Programs.

CONSENT CALENDAR



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

26316 Hesperian Boulevard
Hayward, CA 94545

2017-2018 CTE PROGRAM AGREEMENT

CTE Program Agreement between Castro Valley Unified School District and Eden Area Regional Occupational Program (ROP) from July 1, 2017 to June 30, 2018.

I. General

1. This agreement is entered into by Eden Area Regional Occupational Program (ROP) and Castro Valley Unified School District (District) to cover Career/Occupational Training programs prepared and offered by the ROP and delivered by the instructional staff of the District.
2. The title of this program is historically known as the District Contracted Program.
3. Modification to the course offerings and will be agreed upon by both the ROP and the District during no later than February for the next school year.

II. Course Offerings

1. ROP programs offered at the high schools by the District must meet all the requirements that apply to any ROP class. Program offerings will consist of State approved ROP programs.
2. For school-year 2017-2018 the attached courses have been approved.

III. Instruction – District Responsibilities

1. The District shall designate instructors from its staffing assignment prior to the beginning of the school year.
2. The District is responsible for instructor compensation.
3. Instructors must possess a valid CTE or Designated Subjects Credential. The ROP will assist district instructors with this process.

4. All CTE instructors must attend the fall and spring advisory committee meetings.

IV. Instruction – ROP Responsibilities

1. The ROP will provide support for all CTE teachers in the district that includes:
 - a) Coordination of the fall and spring advisory committee meetings as required of all CTE teachers.
 - b) Providing professional development opportunities in alignment with the 11 elements of a high quality CTE program.
 - c) Providing certificates of completion/mastery for qualifying students in the programs.
2. The ROP shall provide leadership and coordination services to ensure quality career technical standards are met.
3. The ROP will monitor programs in cooperation with the District to ensure mandated compliance.
4. The ROP will provide a complete written review of the ROP program by the end of the school year.
5. The ROP will act as the liaison with the career technical unit of the State Department of Education.
6. The ROP will provide data control services for registration, attendance, grades, transcripts, and other student records.
7. The ROP will assist in course development services to include labor market analysis, professional development, and curriculum development, with approvals from appropriate agencies as required.
8. The ROP will provide compliance reporting with assistance from assigned ROP instructor for students who successfully complete any of the courses.

V. Career Technicians

1. The ROP shall provide funding to assist in offsetting the cost of District Career Technicians.
2. The District Career Technicians shall provide advice and guidance to students on ROP courses and assist in placement to meet student needs.

3. Career Techs shall assist with all sophomore tours to the Hayward Center, as well as other activities that support the ROP program. The Assistant Director of Off-Site Programs will meet with site administration to establish guidelines.
4. The District shall provide career occupational counseling to which the ROP shall provide \$7,000 per high school to offset Career Technician salaries.

VI. Materials, Equipment and Facilities

1. The District is responsible for providing equipment and instructional materials for each program.
2. The District shall dedicate appropriate resources to ensure that the program offering is in compliance with the ROP requirements.

VII. Data Sharing

1. In accordance with the Board approved Data Sharing Agreement, the district contact person will provide the necessary student information to the ROP.
2. Both the District and the ROP shall reflect student attendance and grades.
3. The District shall provide attendance and grade reporting to the ROP for **all** CTE programs so that the ROP can file appropriate reports with the state.

VIII. Revenue

1. In addition to providing support to all CTE teachers, Eden Area ROP will also allocate monies to the district in support of District Contracted Programs in alignment with the Joint Powers Authority Agreement.
 - a) Funds will be transferred monthly from Eden Area ROP to the District, with a final distribution in June. (Eden Area ROP Business Manager is contact)
2. For the 2017-2018 school year, the funding for Eden Area ROP District Contracted Programs is \$16,500 per section.
3. Additionally, one time funds for the 2017-2018 school year of \$510,336 will be allocated to Castro Valley Unified School District to further support the Eden Area ROP District Contracted Programs.

a) 50% will be disbursed via fund transfer request to ACOE within two working weeks of receipt of this signed agreement. The remaining 50% will be paid six months later.

IX. Projections

1. Eden Area ROP anticipates 14 sections (Attachment A). Revenue to be generated by the District is calculated at \$16,500 per section plus \$7,000 for career technician salary for a total of \$238,000.

Marites Fermin

Business Manager

Eden Area ROP

Dr. Candi Clark

Asst. Superintendent - Business Services

Castro Valley Unified School District

ROP Master Schedule 2017-2018 PRE-ENROLLMENT DATA

Course	Site	Teacher	Per	Type	Duration	Sections
BEG. AUTO MECHANICS	Castro Valley	Reese, Darren	1	DC	Year	1
BEG. AUTO MECHANICS	Castro Valley	Reese, Darren	3	DC	Year	1
ADV AUTO MECHANICS	Castro Valley	Reese, Darren	6	DC	Year	1
BIOTECHNOLOGY	Castro Valley	O'Brien, Laura	1	DC	Year	1
BIOTECHNOLOGY	Castro Valley	O'Brien, Laura	6	DC	Year	1
BIOTECHNOLOGY	Castro Valley	O'Brien, Laura	7	DC	Year	1
INTERNET ENGINEERING (formally CISCO)	Castro Valley	Burns, Chris Stanley	1	DC	Year	1
INTERNET ENGINEERING (formally CISCO)	Castro Valley	Burns, Chris	3	DC	Year	1
INTRO COMP WEB	Castro Valley	Burns, Chris	5	DC	Year	1
ADV PHOTOGRAPHY/PHOTOGRAPHY	Castro Valley	Vendsel, Jeff	1	DC	Year	1
PHOTOGRAPHY	Castro Valley	Vendsel, Jeff	2	DC	Year	1
PHOTOGRAPHY	Castro Valley	Vendsel, Jeff	3	DC	Year	1
PHOTOGRAPHY	Castro Valley	Vendsel, Jeff	5	DC	Year	1
PHOTOGRAPHY	Castro Valley	Vendsel, Jeff	7	DC	Year	1
DISTRICT CONTRACTED						14
SPORT AND ENTERTAINMENT MARKETING	Castro Valley	Stephens, Michelle	0	CO	Year	1
BUSINESS ECONOMICS	Castro Valley	Stephens, Michelle	1	CO	Year	1
MARKETING ECONOMICS	Castro Valley	Stephens, Michelle	2	CO	Year	1
MARKETING ECONOMICS	Castro Valley	Stephens, Michelle	3	CO	Year	1
MARKETING ECONOMICS	Castro Valley	Stephens, Michelle	5	CO	Year	1
CENTER OPERATED						5
ALL COURSES TOTAL						19

Please fill in enrollment data. If you know the period please indicate. A ROP Master Schedule will be sent out in August. For current enrollment figures and class periods. If you have and questions call or email me.

Sheila Lawrence, Asst. Director (510)293-2903/slawrence@edenrop.org

Principal or Designee Signature

Date



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

26316 Hesperian Boulevard
Hayward, CA 94545

2017-2018 CTE PROGRAM AGREEMENT

CTE Program Agreement between Hayward Unified School District and Eden Area Regional Occupational Program (ROP) from July 1, 2017 to June 30, 2018.

I. General

1. This agreement is entered into by Eden Area Regional Occupational Program (ROP) and Hayward Unified School District (District) to cover Career/Occupational Training programs prepared and offered by the ROP and delivered by the instructional staff of the District.
2. The title of this program is historically known as the District Contracted Program.
3. Modification to the course offerings and will be agreed upon by both the ROP and the District during no later than February for the next school year.

II. Course Offerings

1. ROP programs offered at the high schools by the District must meet all the requirements that apply to any ROP class. Program offerings will consist of State approved ROP programs.
2. For school-year 2017-2018 the attached courses have been approved.

III. Instruction – District Responsibilities

1. The District shall designate instructors from its staffing assignment prior to the beginning of the school year.
2. The District is responsible for instructor compensation.
3. Instructors must possess a valid CTE or Designated Subjects Credential. The ROP will assist district instructors with this process.

4. All CTE instructors must attend the fall and spring advisory committee meetings.

IV. Instruction – ROP Responsibilities

1. The ROP will provide support for all CTE teachers in the district that includes:
 - a) Coordination of the fall and spring advisory committee meetings as required of all CTE teachers.
 - b) Providing professional development opportunities in alignment with the 11 elements of a high quality CTE program.
 - c) Providing certificates of completion/mastery for qualifying students in the programs.
2. The ROP shall provide leadership and coordination services to ensure quality career technical standards are met.
3. The ROP will monitor programs in cooperation with the District to ensure mandated compliance.
4. The ROP will provide a complete written review of the ROP program by the end of the school year.
5. The ROP will act as the liaison with the career technical unit of the State Department of Education.
6. The ROP will provide data control services for registration, attendance, grades, transcripts, and other student records.
7. The ROP will assist in course development services to include labor market analysis, professional development, and curriculum development, with approvals from appropriate agencies as required.
8. The ROP will provide compliance reporting with assistance from assigned ROP instructor for students who successfully complete any of the courses.

V. Career Technicians

1. The ROP shall provide funding to assist in offsetting the cost of District Career Technicians.
2. The District Career Technicians shall provide advice and guidance to students on ROP courses and assist in placement to meet student needs.

3. Career Techs shall assist with all sophomore tours to the Hayward Center, as well as other activities that support the ROP program. The Assistant Director of Off-Site Programs will meet with site administration to establish guidelines.
4. The District shall provide career occupational counseling to which the ROP shall provide \$7,000 per high school to offset Career Technician salaries.

VI. Materials, Equipment and Facilities

1. The District is responsible for providing equipment and instructional materials for each program.
2. The District shall dedicate appropriate resources to ensure that the program offering is in compliance with the ROP requirements.

VII. Data Sharing

1. In accordance with the Board approved Data Sharing Agreement, the district contact person will provide the necessary student information to the ROP.
2. Both the District and the ROP shall reflect student attendance and grades.
3. The District shall provide attendance and grade reporting to the ROP for **all** CTE programs so that the ROP can file appropriate reports with the state.

VIII. Revenue

1. In addition to providing support to all CTE teachers, Eden Area ROP will also allocate monies to the district in support of District Contracted Programs in alignment with the Joint Powers Authority Agreement.
 - a) Funds will be transferred monthly from Eden Area ROP to the District, with a final distribution in June. (ROP Business Manager is contact)
2. For the 2017-2018 school year, funding for Eden Area ROP District Contracted Programs is \$16,500 per section.
3. Additionally, one time funds for the 2017-2018 school year of \$1,065,405 will be allocated to Hayward Unified School District to further support the Eden Area ROP District Contracted Programs.

a) 50% will be disbursed via fund transfer request to ACOE within two working weeks of receipt of this signed agreement. The remaining 50% will be paid six months later.

IX. Projections

1. Eden Area ROP anticipates 28 sections (Attachment A). Revenue to be generated by the District is calculated at \$16,500 per section plus \$21,000 for career technician salaries for a total of \$483,000.

Marites Fermin

Business Manager

Eden Area ROP

June Rono

Asst. Superintendent - Business Services

Hayward Unified School District

ROP Master Schedule 2017-2018 PRE-ENROLLMENT DATA

Course	Site	Teacher	Per	Type	Duration	Sections	Room#
BIOTECHNOLOGY	Hayward	Mohamed, Sadia	2	BC	Year	1	K4
DRAMA	Hayward	Kammet, Tavis	1	DC	Year	1	F7
DRAMA	Hayward	Kammet, Tavis	2	DC	Year	1	
DRAMA	Hayward	Kammet, Tavis	3	DC	Year	1	
DRAMA	Hayward	Kammet, Tavis	5	DC	Year	1	
DRAMA (ADV)	Hayward	Kammet, Tavis	6	DC	Year	1	
INDUSTRIAL TECHNOLOGY (WOODS)	Hayward	Lower, Hunter	2	DC	Year	1	K1
INDUSTRIAL TECHNOLOGY (WOODS)	Hayward	Lower, Hunter	4	DC	Year	1	
INDUSTRIAL TECHNOLOGY (WOODS)	Hayward	Lower, Hunter	5	DC	Year	1	
INDUSTRIAL TECHNOLOGY ADV	Hayward	Lower, Hunter	1	DC	Year	1	
PHOTOGRAPHY	Hayward	Koehler, Mark	1	DC	Year	1	B4
PHOTOGRAPHY	Hayward	Koehler, Mark	3	DC	Year	1	
PHOTOGRAPHY	Hayward	Koehler, Mark	4	DC	Year	1	
PHOTOGRAPHY	Hayward	Koehler, Mark	5	DC	Year	1	
PHOTOGRAPHY ADV	Hayward	Koehler, Mark	6	DC	Year	1	
DISTRICT CONTRACTED							15
ADMINISTRATIVE JUSTICE	Hayward	Visico, Levine	5	CO	Year	1	D4
CYBERSECURITY COMP PROGRAM	Hayward	Doan, Kent	1	CTE	Year	1	D1
CYBERSECURITY COMP PROGRAM	Hayward	Doan, Kent	2	CTE	Year	1	
BUSINESS ECONOMICS AND FINANCE	Hayward	Rick Charles	2	CO	Year	1	D6
ENTREPRENEURSHIP	Hayward	Rick Charles	1	CO	Year	1	
SPORTS & ENT MARKETING & Marketing	Hayward	Rick Charles	4	CO	Year	1	
COMPUTER APPLICATIONS	Hayward	Rick Charles	3	CO	Year	1	
GVE WORK EXPERIENCE	Hayward	Rick Charles	0	CO	Year	1	
CENTER OPERATED							8
							23

Please fill in enrollment data. If you know the period please indicate. A ROP Master Schedule will be sent out in August. For current enrollment figures and class periods. If you have and questions call or email me.
 Sheila Lawrence, Asst. Director (510)293-2903/slawrence@edenrop.org


Principal or Designee Signature  Date 8/7/17

ROP Master Schedule 2017-2018 PRE-ENROLLMENT DATA

Course	Site	Teacher	Per	Type	Duration	Sections	Room#
PHOTOGRAPHY	Mt. Eden	Gurley, David	2	DC	Year	1	D4
PHOTOGRAPHY	Mt. Eden	Gurley, David	3	DC	Year	1	
PHOTOGRAPHY	Mt. Eden	Gurley, David	5	DC	Year	1	
PHOTOGRAPHY	Mt. Eden	Gurley, David	6	DC	Year	1	
ADV PHOTOGRAPHY	Mt. Eden	Gurley, David	4	DC	Year	1	
DISTRICT CONTRACTED						5	
ENTREPRENEURSHIP II	Mt. Eden	Miranda, Kathrina	6	CO	Year	1	C6
ENTREPRENEURSHIP II	Mt. Eden	Miranda, Kathrina	1	CO	Year	1	
ENTREPRENEURSHIP	Mt. Eden	Miranda, Kathrina	2	CO	Year	1	
ENTREPRENEURSHIP	Mt. Eden	Miranda, Kathrina	3	CO	Year	1	
ENTREPRENEURSHIP	Mt. Eden	Miranda, Kathrina	4	CO	Year	1	
ADMINISTRATIVE JUSTICE	Mt. Eden	Visico, Levine	1	CO	Year	1	
ADMINISTRATIVE JUSTICE	Mt. Eden	Visico, Levine	2	CO	Year	1	
ADMINISTRATIVE JUSTICE	Mt. Eden	Visico, Levine	3	CO	Year	1	
CENTER OPERATED						8	
ALL COURSES TOTAL						13	

Please fill in enrollment data. If you know the period please indicate.
 A ROP Master Schedule will be sent out in August. For current enrollment figures and class periods. If you have and questions call or email me.

Sheila Lawrence, Asst. Director (510)293-2903/slawrence@edenrop.org

Principal or Designee Signature  8/1/17
 Date

ROP Master Schedule 2017-2018 PRE-ENROLLMENT DATA

Course	Site	Teacher	Per	Type	Duration	Sections	Room #
CULINARY ARTS	Tennysen	TBD	2	DO	Year	1	C9
	Tennysen	TBD	3	DO	Year	1	
	Tennysen	TBD	4	DO	Year	1	
	Tennysen	TBD	5	DO	Year	1	
	Tennysen	TBD	6	DO	Year	1	
HUMAN BODY SYSTEMS	Tennysen	Kelly, Karen	1	DO	Year	1	C2
MEDICAL INTERVENTIONS	Tennysen	Kelly, Karen	5	DO	Year	1	
PRINCIPLES OF BIOLOGY	Tennysen	Kelly, Karen	3	DO	Year	1	
DISTRICT CONTRACTED						8	
COMPUTER APPLICATIONS	Tennysen	Jagroop, Laura	1	CO	Year	1	D2
COMPUTER APPLICATIONS	Tennysen	Jagroop, Laura	4	CO	Year	1	
ENTREPRENEURSHIP	Tennysen	Jagroop, Laura	2	CO	Year	1	
ENTREPRENEURSHIP II	Tennysen	Jagroop, Laura	5	CO	Year	1	
COMPUTER APPLICATIONS	Tennysen	Jagroop, Laura	6	CO	Year	1	
CENTER OPERATED						5	
ALL COURSES TOTAL						13	

Please fill in enrollment data. If you know the period please indicate. A ROP Master Schedule will be sent out in August. for current enrollment and class periods. If you have any questions call or email me.

Sheila Lawrence, Asst. Director (510)293-2903/slawrence@edenrop.org

Principal or Designee Signature

Date



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

26316 Hesperian Boulevard
Hayward, CA 94545

2017-2018 CTE PROGRAM AGREEMENT

CTE Program Agreement between San Leandro Unified School District and Eden Area Regional Occupational Program (ROP) from July 1, 2017 to June 30, 2018.

I. General

1. This agreement is entered into by Eden Area Regional Occupational Program (ROP) and San Leandro Unified School District (District) to cover Career/Occupational Training programs prepared and offered by the ROP and delivered by the instructional staff of the District.
2. The title of this program is historically known as the District Contracted Program.
3. Modification to the course offerings and will be agreed upon by both the ROP and the District during no later than February for the next school year.

II. Course Offerings

1. ROP programs offered at the high schools by the District must meet all the requirements that apply to any ROP class. Program offerings will consist of State approved ROP programs.
2. For school-year 2017-2018 the attached courses have been approved.

III. Instruction – District Responsibilities

1. The District shall designate instructors from its staffing assignment prior to the beginning of the school year.
2. The District is responsible for instructor compensation.
3. Instructors must possess a valid CTE or Designated Subjects Credential. The ROP will assist district instructors with this process.

4. All CTE instructors must attend the fall and spring advisory committee meetings.

IV. Instruction – ROP Responsibilities

1. The ROP will provide support for all CTE teachers in the district that includes:
 - a) Coordination of the fall and spring advisory committee meetings as required of all CTE teachers.
 - b) Providing professional development opportunities in alignment with the 11 elements of a high quality CTE program.
 - c) Providing certificates of completion/mastery for qualifying students in the programs.
2. The ROP shall provide leadership and coordination services to ensure quality career technical standards are met.
3. The ROP will monitor programs in cooperation with the District to ensure mandated compliance.
4. The ROP will provide a complete written review of the ROP program by the end of the school year.
5. The ROP will act as the liaison with the career technical unit of the State Department of Education.
6. The ROP will provide data control services for registration, attendance, grades, transcripts, and other student records.
7. The ROP will assist in course development services to include labor market analysis, professional development, and curriculum development, with approvals from appropriate agencies as required.
8. The ROP will provide compliance reporting with assistance from assigned ROP instructor for students who successfully complete any of the courses.

V. Career Technicians

1. The ROP shall provide funding to assist in offsetting the cost of District Career Technicians.
2. The District Career Technicians shall provide advice and guidance to students on ROP courses and assist in placement to meet student needs.

3. Career Techs shall assist with all sophomore tours to the Hayward Center, as well as other activities that support the ROP program. The Assistant Director of Off-Site Programs will meet with site administration to establish guidelines.
4. The District shall provide career occupational counseling to which the ROP shall provide \$7,000 per high school to offset Career Technician salaries.

VI. Materials, Equipment and Facilities

1. The District is responsible for providing equipment and instructional materials for each program.
2. The District shall dedicate appropriate resources to ensure that the program offering is in compliance with the ROP requirements.

VII. Data Sharing

1. In accordance with the Board approved Data Sharing Agreement, the district contact person will provide the necessary student information to the ROP.
2. Both the District and the ROP shall reflect student attendance and grades.
3. The District shall provide attendance and grade reporting to the ROP for **all** CTE programs so that the ROP can file appropriate reports with the state.

VIII. Revenue

1. In addition to providing support to all CTE teachers, Eden Area ROP will also allocate monies to the district in support of District Contracted Programs in alignment with the Joint Powers Authority Agreement.
 - a) Funds will be transferred monthly from Eden Area ROP to the District, with a final distribution in June. (ROP Business Manager is contact)
2. For the 2017-2018 school year, the funding for Eden Area ROP District Contracted Programs is \$16,500 per section.
3. Additionally, one time funds for the 2017-2018 school year of \$448,225 will be allocated to San Leandro Unified School District to further support the Eden Area ROP District Contracted Programs.

a) 50% will be disbursed via fund transfer request to ACOE within two working weeks of receipt of this signed agreement. The remaining 50% will be paid six months later.

IX. Projections

1. Ede Area ROP anticipates 15 sections (Attachment A). Revenue to be generated by the District is calculated at \$16,500 per section plus \$7,000 for career technician salaries for a total of \$254,500.

Marites Fermin


Business Manager
Eden Area ROP

Dr. Kevin Collins

Asst. Superintendent - Business & Operations
San Leandro Unified School District

ROP Master Schedule 2017-2018 PRE-ENROLLMENT DATA

Course	Site	Teacher	Per	Type	Duration	Sections	Room#
AUTO MECHANICS	San Leandro	Shyers, Andy	1	DC	Year	1	506
AUTO MECHANICS	San Leandro	Shyers, Andy	4	DC	Year	1	
AUTO MECHANICS	San Leandro	Shyers, Andy	5	DC	Year	1	
AUTO MECHANICS	San Leandro	Shyers, Andy	6	DC	Year	1	
ADV/AUTO MECHANICS	San Leandro	Shyers, Andy	3	DC	Year	1	
GRAPHICS	San Leandro	Reinerio, Deborah	1	DC	Year	1	507
GRAPHICS	San Leandro	Reinerio, Deborah	2	DC	Year	1	
GRAPHICS	San Leandro	Reinerio, Deborah	4	DC	Year	1	
GRAPHICS	San Leandro	Reinerio, Deborah	5	DC	Year	1	
GRAPHICS	San Leandro	Reinerio, Deborah	6	DC	Year	1	
INDUSTRIAL TECHNOLOGY	San Leandro	Raytis, Michael	1	DC	Year	1	504
INDUSTRIAL TECHNOLOGY	San Leandro	Raytis, Michael	2	DC	Year	1	
INDUSTRIAL TECHNOLOGY	San Leandro	Raytis, Michael	4	DC	Year	1	
INDUSTRIAL TECHNOLOGY	San Leandro	Raytis, Michael	5	DC	Year	1	
ADV INDUSTRIAL TECHNOLOGY	San Leandro	Raytis, Michael	6	DC	Year	1	
DISTRICT CONTRACTED							15
ENTREPRENEURSHIP	San Leandro	Ruma, Paul	1	CO	Year	1	402
ENTREPRENEURSHIP	San Leandro	Ruma, Paul	2	CO	Year	1	
MARKETING ECONOMICS	San Leandro	Ruma, Paul	4	CO	Year	1	
BUSINESS ECONOMICS & FINANCE	San Leandro	Ruma, Paul	3	CO	Year	1	
BUSINESS ECONOMICS	San Leandro	Maynard, Deborah	2	CO	Year	1	406
COLLEGE & CAREERS	San Leandro	Maynard, Deborah	1	CO	Sem	1	
COLLEGE & CAREERS	San Leandro	Maynard, Deborah	5	CO	Sem	1	
COLLEGE & CAREERS	San Leandro	Maynard, Deborah	6	CO	Sem	1	
MARKETING ECONOMICS	San Leandro	Maynard, Deborah	3	CO	Year	1	
CENTER OPERATED							9
ALL COURSES TOTAL							24

<p>Please fill in enrollment data. If you know the period please indicate. A ROP Master Schedule will be sent out in August. For current enrollment figures and class periods. If you have and questions call or email me.</p> <p>Sheila Lawrence, Asst. Director (510)293-2903/slawrence@edenrop.org</p>	<div data-bbox="284 283 365 955" data-label="Text"> Principal or Designee Signature  </div> <div data-bbox="365 283 406 955" data-label="Text"> Date 8/2/17 </div>
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EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

26316 Hesperian Boulevard
Hayward, CA 94545

2017-2018 CTE PROGRAM AGREEMENT

CTE Program Agreement between San Lorenzo Unified School District and Eden Area Regional Occupational Program (ROP) from July 1, 2017 to June 30, 2018.

I. General

1. This agreement is entered into by Eden Area Regional Occupational Program (ROP) and San Lorenzo Unified School District (District) to cover Career/Occupational Training programs prepared and offered by the ROP and delivered by the instructional staff of the District.
2. The title of this program is historically known as the District Contracted Program.
3. Modification to the course offerings and will be agreed upon by both the ROP and the District during no later than February for the next school year.

II. Course Offerings

1. ROP programs offered at the high schools by the District must meet all the requirements that apply to any ROP class. Program offerings will consist of State approved ROP programs.
2. For school-year 2017-2018 the attached courses have been approved.

III. Instruction – District Responsibilities

1. The District shall designate instructors from its staffing assignment prior to the beginning of the school year.
2. The District is responsible for instructor compensation.
3. Instructors must possess a valid CTE or Designated Subjects Credential. The ROP will assist district instructors with this process.

4. All CTE instructors must attend the fall and spring advisory committee meetings.

IV. Instruction – ROP Responsibilities

1. The ROP will provide support for all CTE teachers in the district that includes:
 - a) Coordination of the fall and spring advisory committee meetings as required of all CTE teachers.
 - b) Providing professional development opportunities in alignment with the 11 elements of a high quality CTE program.
 - c) Providing certificates of completion/mastery for qualifying students in the programs.
2. The ROP shall provide leadership and coordination services to ensure quality career technical standards are met.
3. The ROP will monitor programs in cooperation with the District to ensure mandated compliance.
4. The ROP will provide a complete written review of the ROP program by the end of the school year.
5. The ROP will act as the liaison with the career technical unit of the State Department of Education.
6. The ROP will provide data control services for registration, attendance, grades, transcripts, and other student records.
7. The ROP will assist in course development services to include labor market analysis, professional development, and curriculum development, with approvals from appropriate agencies as required.
8. The ROP will provide compliance reporting with assistance from assigned ROP instructor for students who successfully complete any of the courses.

V. Career Technicians

1. The ROP shall provide funding to assist in offsetting the cost of District Career Technicians.
2. The District Career Technicians shall provide advice and guidance to students on ROP courses and assist in placement to meet student needs.

3. Career Techs shall assist with all sophomore tours to the Hayward Center, as well as other activities that support the ROP program. The Assistant Director of Off-Site Programs will meet with site administration to establish guidelines.
4. The District shall provide career occupational counseling to which the ROP shall provide \$7,000 per high school to offset Career Technician salaries.

VI. Materials, Equipment and Facilities

1. The District is responsible for providing equipment and instructional materials for each program.
2. The District shall dedicate appropriate resources to ensure that the program offering is in compliance with the ROP requirements.

VII. Data Sharing

1. In accordance with the Board approved Data Sharing Agreement, the district contact person will provide the necessary student information to the ROP.
2. Both the District and the ROP shall reflect student attendance and grades.
3. The District shall provide attendance and grade reporting to the ROP for **all** CTE programs so that the ROP can file appropriate reports with the state.

VIII. Revenue

1. In addition to providing support to all CTE teachers, Eden Area ROP will also allocate monies to the district in support of District Contracted Programs in alignment with the Joint Powers Authority Agreement.
 - a) Funds will be transferred monthly from Eden Area ROP to the District, with a final distribution in June. (ROP Business Manager is contact)
2. For the 2017-2018 school year, the funding for Eden Area ROP District Contracted Programs is \$16,500 per section.
3. Additionally, one time funds for the 2017-2018 school year of \$641,957 will be allocated to San Lorenzo Unified School District to further support Eden Area ROP District Contracted Programs.

a) 50% will be disbursed via fund transfer request to ACOE within two working weeks of receipt of this signed agreement. The remaining 50% will be paid six months later.

IX. Projections

1. Eden Area ROP anticipates 17 sections (Attachment A). Revenue to be generated by the District is calculated at \$16,500 per section plus \$14,000 for career technician salaries for a total of \$294,500.

Marites Fermin

Business Manager

Eden Area ROP

Janette Hernandez

Secondary Education Director

San Lorenzo Unified School District

ROP Master Schedule 2017-2018 PRE-ENROLLMENT DATA

Course	Site	Teacher	Per	Type	Duration	Sections	Room #
PHOTOGRAPHY	Arroyo	Baughman, Jeff	3	DC	Year	1	D19
PHOTOGRAPHY	Arroyo	Baughman, Jeff	5	DC	Year	1	
PHOTOGRAPHY	Arroyo	Baughman, Jeff	6	DC	Year	1	
PHOTOGRAPHY (ADV)	Arroyo	Baughman, Jeff	1	DC	Year	1	
SPORTS MEDICINE	Arroyo	Bernard, Kris	1	DC	Year	1	B3
DISTRICT OPERATED							5
BUSINESS ECONOMICS E2	Arroyo	Charlton, Christina	5	CO	Year	1	C8
BUSINESS OWNERSHIP E1	Arroyo	Charlton, Christina	1	CO	Year	1	
MARKETING ECONOMICS	Arroyo	Charlton, Christina	2	CO	Year	1	
MARKETING ECONOMICS	Arroyo	Charlton, Christina	3	CO	Year	1	
MARKETING ECONOMICS	Arroyo	Charlton, Christina	4	CO	Year	1	
CENTER OPERATED							5
ALL COURSES TOTAL							10

Please fill in enrollment data. If you know the period please indicate. A ROP Master Schedule will be sent out in August. For current enrollment figures and class periods. If you have and questions call or email me.

Sheila Lawrence, Asst. Director (510)293-2903/slawrence@edenrop.org

Principal or Designee Signature

Date

ROP Master Schedule 2017-2018 PRE-ENROLLMENT DATA

Course	Site	Teacher	Per	Type	Duration	Sections	Room#	Enrollment
C.T.E.T.S								
ADVANCED VIDEO/TV	San Lorenzo	McVay, Lance	6	DC	Year	1	T3	
VIDEO PRODUCTION	San Lorenzo	McVay, Lance	3	DC	Year	1		
VIDEO PRODUCTION	San Lorenzo	Johnson, Kevin McVay, Lance	4	DC	Year	1		
VIDEO PRODUCTION - Media Arts	San Lorenzo	McVay, Lance	1	DC	Year	1		
JOURNALISM	San Lorenzo	Jackson, Robert	2	DC	Year	1	PB	
YEARBOOK	San Lorenzo	Jackson, Robert	6	DC	Year	1		
MEDIA ARTS	San Lorenzo	Johnson, Kevin	5	DC	Year	1	S3	
ADV PHOTOGRAPHY	San Lorenzo	Gossett, Ken	3	DC	Year	1		
PHOTOGRAPHY	San Lorenzo	Gossett, Ken	1	DC	Year	1		
PHOTOGRAPHY	San Lorenzo	Gossett, Ken	2	DC	Year	1		
PHOTOGRAPHY	San Lorenzo	Gossett, Ken	5	DC	Year	1		
PHOTOGRAPHY	San Lorenzo	Gossett, Ken	6	DC	Year	1		
DISTRICT CONTRACTED								
BUS OWNERSHIP	San Lorenzo	Shivers, Romy	1	CO	Year	1	D6	
MARKETING ECON	San Lorenzo	Shivers, Romy	2	CO	Year	1		
COMPUTER ESSENTIALS	San Lorenzo	Shivers, Romy	3	CO	Year	1		
CRIMINAL JUSTICE	San Lorenzo	O'Connell, Michael	2	CO	Year	1		
CRIMINAL JUSTICE	San Lorenzo	O'Connell, Michael	3	CO	Year	1		
CRIMINAL JUSTICE	San Lorenzo	O'Connell, Michael	5	CO	Year	1		
CENTER OPERATED								
							6	
ALL COURSES TOTAL							18	

Please fill in enrollment data. If you know the period please indicate. A ROP Master Schedule will be sent out in August. For current enrollment figures and class periods. If you have and questions call or email me.

Sheila Lawrence, Asst. Director (510)293-2903/slawnrence@edenrop.org

Principal or Designee Signature
Date

Mr. Silverstein 6/23/17

Information Items





DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: CDE Course Review-Graphics 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: Web Graphics & Digital Design, Graphics and Graphics/Yearbook, 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:		Eden Area ROP Center	
PROGRAM:		Web, Graphics & Digital Design		INSTRUCTOR:		Lameisha Sherri	
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	
Web, Graphics & Design		54		56		54	
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: Design Collection Revealed				Author: Chris Botello		Edition: 1	
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 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 - Las Positas				<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:		San Leandro High School	
PROGRAM:		Graphics/Yearbook		INSTRUCTOR:		Linda Thurston , Deborah Reinerio	
Course Name		Enrollment as of 16/17	Enrollment as of 15/16		Enrollment as of 15/16		
		Year to Date	Year to Date		Year to Date		
Graphics/Yearbook		96	101		99		
Graphics		153	156		160		
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: N/A		Author: N/A		Edition:			
NO.	YES	NO					
1.	✗		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: Period/Block	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	
			Varies	3-5	60 Mins	25+	
2.	✗		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.				
3.	✗		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	✗		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	✗		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	✗		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.	✗		LABOR MARKET NEEDS – Course meets current or future labor market needs.				
8.	✗		WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.	✗		COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)				
10.	✗		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.	✗		FACILITIES AND EQUIPMENT ACCOMMODATION				
			<input checked="" type="checkbox"/> District will provide a facility which adequately accommodates the program.				
			<input type="checkbox"/> EAROP will provide a facility which adequately accommodates the program.				
			<input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
OTHER CONSIDERATIONS:							
<input checked="" type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification			
<input checked="" type="checkbox"/> Community College Articulation - Ohlone				<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.	



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Opening of School for the 2017-2018 School Year

BACKGROUND

Every year, staff monitors pre-enrollment, actual enrollment and attendance to forecast and maintain alignment with projected ADA, and to make adjustments if necessary.

CURRENT SITUATION

A report will be delivered to the Governing Board on the opening of the 2017-2018 school year. The participating high schools have worked closely with the ROP in encouraging students to take advantage of the career development opportunities available through ROP classes. This collaboration has proven very effective in providing excellent educational opportunities for students in all four of our participating districts.

RECOMMENDATION

Information only



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Assistant Director of Off-Site Programs
SUBJECT: Dates for Sophomore Tours and the Student Awards Ceremony

BACKGROUND

The Eden Area ROP has held an annual student awards ceremony in the late spring to recognize outstanding achievements of ROP students.

To promote awareness of the ROP programs and career opportunities for students, the Eden Area ROP has collaborated with each of the comprehensive high schools to design, organize and facilitate “sophomore tour” days here at the Hayward Center.

CURRENT SITUATION

After reviewing the calendars of each of the four school districts, as well as facility availability a date has been identified for the student awards ceremony, Wednesday, May 16, 2018.

The sophomore tours have been scheduled for the following dates:

San Lorenzo High School	Friday, December 8, 2017
Arroyo High School	Friday, December 15, 2017
San Leandro High School	Friday, January 19, 2018
Hayward High School	Friday, February 2, 2018
Tennyson High School	Friday, February 9, 2018
Mt. Eden High School	Friday, February 16, 2017
Castro Valley High School	Friday, February 23, 2018

In the spring staff will work with the continuation programs to schedule presentations for the current continuation students.

RECOMMENDATION

Information only



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Eden Area ROP Service Awards

BACKGROUND

Annually the Eden Area ROP recognizes staff for their years of service.

CURRENT SITUATION

At the August 14, 2017 staff development day, service pins recognizing years of service were presented to staff members. Below is a list of the recipients and their respective years of service.

Employee	Title	Service Years
Bill Deslaurier	Construction Program Instructor	5
Marites Fermin	Business Manager	5
Lameisha Sherri	Web, Graphics & Digital Design Program Instructor	5
Erika Emery	Careers in Education Program Instructor	10
Dale Garrison	Security/Grounds Officer	10
Barbara Juarez	Welding Program Instructor	10
Cheryl Grixti	Merchandising Program Instructor	15
Michelle Stephens	Marketing Program Instructor	15
Deborah Maynard	Marketing Program Instructor	20
Jose Sanchez	Auto Technology Program Instructor	20

RECOMMENDATION

Information only

Action Items





DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the 2016-2017
Unaudited Actuals Income and Expenditure Report

CURRENT SITUATION

The 2016-2017 Unaudited Actuals includes the documentation of all fiscal transactions of the Eden Area ROP and presents the ROP's financial position for the period July 1, 2016 through June 30, 2017. It includes detailed summary information for the General Fund and all other funds in the ROP including Adult Education, Special Reserve for Postemployment Benefits, Capital Outlay Projects and Retiree Benefits Fund.

Unaudited Actuals for the year ended 2016-2017 documents the beginning fund balances of all funds, total of all revenues, total of all expenditures and the ending fund balances of all funds. Ending balances are forwarded to the next fiscal year 2017-2018.

The detailed report will be submitted to the Governing Board under a separate cover. Copies for the public are available upon request.

Policy/Ed Code:
Education Code 42120-42127

RECOMMENDATION

It is recommended that the Governing Board approve the 2016-2017 Unaudited Actuals Income and Expenditure Report.



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Revised Job Description for the Instructional Assistant (Dental) Position

BACKGROUND

During the August 3, 2017 Governing Board meeting, revised job descriptions were presented to the Board for approval. The Governing Board had questions about the Instructional Assistant position for the dental program and asked staff to provide additional information about the position and bring it back to the Board for approval.

CURRENT SITUATION

The job description for the Instructional Assistant (Dental) position has been updated to be more consistent with the other Instructional Assistant positions.

RECOMMENDATION

It is recommended that the Governing Board approve the revised job description for the Instructional Assistant (Dental) position.

JOB DESCRIPTION

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

Job Title:	Instructional Assistant (Dental)	Reports to:	Director
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform as an assistant to the instructor to achieve teaching objectives by working with individual students or small groups.

Duties and Responsibilities:

- Assist students with dental technical skills
- Assist instructors with dental skills demonstrations
- Assist students with explanations and clarifications of basic dental terminology
- Assist with operation and maintenance of dental equipment
- Observe and report the behavior of students according to approved procedures
- Supervise students in classroom, dental lab, and dental clinic
- Supervise students at break time
- Maintain a clean and safe environment in the classroom, dental lab, and dental clinic
- Operation and maintenance of audio-visual equipment, computers and dental equipment used in the instructional program
- Assist with preparation of instructional and testing materials
- Assist in scoring of tests and papers
- Assist in maintaining an accurate grade book for student tracking and grading purposes
- Assist students with organization and content of career portfolio
- Distribution of instructional equipment and materials to students
- Monitor and report student practices to instructors, ensuring that all safety and infection control protocols are adhered to
- Maintain accurate and orderly student files
- Maintain accurate and current clerical records for attendance and payroll purposes
- Input daily attendance and H-Reports
- Input attendance for student internship and maintain accurate records of hours earned
- Perform inventory controls, as well as oversee and evaluate stock rotation
- Prepare and submit purchase orders
- Prepare and submit maintenance and work orders
- Assist with facilitation of hazardous waste removal and maintenance of required records
- Answer questions in person and on the telephone about the program
- Supervise student arrival and dismissal
- Assist with sophomore tours
- Perform other duties as assigned

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

Position Qualifications

Knowledge:

- Microsoft Word, Excel, PowerPoint and online navigation programs
- Basic dental terminology
- Basic dental anatomy

JOB DESCRIPTION

- Operation and maintenance of basic dental and office equipment

Abilities:

- Work well with students, confidentially and with discretion
- Communicate and cooperate with supervisors and coworkers
- Communicate clearly both orally and in writing
- Supervise students

Soft Skills:

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

Education:

- Equivalent of the completion of high school

Experience:

- Experience working with high school students desired

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

Salary Schedule Placement:	F1	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Revised Salary Schedules

BACKGROUND

During the August 3, 2017 Governing Board meeting, the Governing Board reviewed the updated job descriptions. Based on the revised job duties, new job titles and salary placement recommendations were recommended to the board.

CURRENT SITUATION

Based on the action of the Board during the August meeting, the following revised salary schedules are being presented for your approval:

- Salary Scale Chart 1: Classified Employees
- Salary Scale Chart 2A: Certificated Salaried Employees
- Salary Scale Chart 2B: Certificated Hourly Employees
- Salary Scale Chart 2C: Adult Programs Salary Schedule
- Salary Scale Chart 3: Classified Exempt Employees
- Salary Scale Chart 4: Management

RECOMMENDATION

It is recommended that the Governing Board approve the revised salary schedules.

Salary Scale Chart 1 – Classified Employees

2017-2018

STEP	WORK YEAR	ADDITIONAL RESPONSIBILITIES	CLASSIFIED POSITION TITLES
B1	10 months		Public Relations & Marketing Specialist
B2	11 months		Office Support Specialist
B3	12 months	Confidential	Executive Assistant
C	12 months	Confidential	Accounting Technician
D	12 months		Accounts Receivable/Purchasing Technician
D	12 months	Confidential	Administrative Assistant
D	12 months		Administrative Support Technician
D	12 months	Confidential	Attendance Specialist
E	12 months		Security-Grounds Officer
F	10 months		Instructional Assistant – Classroom
H	10 months		Staff Assistant
L	10 months		Student Assistant

10 months= 193 days

11 months= 223 days

12 months= 260 days

Column and Step

Step	Column	1	2	3	4	5	6	7	8	9
B1	Hourly	\$23.37	\$24.48	\$25.67	\$26.91	\$28.20	\$29.57	\$30.98	\$32.48	\$34.07
	Monthly	\$3,382.81	\$3,543.48	\$3,715.73	\$3,895.22	\$4,081.95	\$4,280.26	\$4,484.36	\$4,701.48	\$4,931.63
	Yearly	\$33,828.08	\$35,434.80	\$37,157.33	\$38,952.23	\$40,819.50	\$42,802.58	\$44,843.55	\$47,014.80	\$49,316.33
B2	Hourly	\$23.37	\$24.48	\$25.67	\$26.91	\$28.20	\$29.57	\$30.98	\$32.48	\$34.07
	Monthly	\$3,553.30	\$3,722.07	\$3,903.01	\$4,091.54	\$4,287.68	\$4,495.98	\$4,710.37	\$4,938.44	\$5,180.19
	Yearly	\$39,086.33	\$40,942.80	\$42,933.08	\$45,006.98	\$47,164.50	\$49,455.83	\$51,814.05	\$54,322.80	\$56,982.08
B3	Hourly	\$23.37	\$24.48	\$25.67	\$26.91	\$28.20	\$29.57	\$30.98	\$32.48	\$34.07
	Monthly	\$3,797.63	\$3,978	\$4,171.38	\$4,372.88	\$4,582.50	\$4,805.13	\$5,034.25	\$5,278	\$5,536.38
	Yearly	\$45,571.50	\$47,736	\$50,056.50	\$52,474.50	\$54,990	\$57,661.50	\$60,411	\$63,336	\$66,436.50
C	Hourly	\$21.38	\$22.39	\$23.48	\$24.60	\$25.78	\$27.01	\$28.30	\$29.65	\$31.11
	Monthly	\$3,474.25	\$3,638.38	\$3,815.50	\$3,997.50	\$4,189.25	\$4,389.13	\$4,598.75	\$4,818.13	\$5,055.38
	Yearly	\$41,691	\$43,660.50	\$45,786	\$47,970	\$50,271	\$52,669.50	\$55,185	\$57,817.50	\$60,664.50
D	Hourly	\$20.47	\$21.43	\$22.46	\$23.53	\$24.67	\$25.86	\$27.11	\$28.41	\$29.79
	Monthly	\$3,326.38	\$3,482.38	\$3,649.75	\$3,823.63	\$4,008.88	\$4,202.25	\$4,405.38	\$4,616.63	\$4,840.88
	Yearly	\$39,916.50	\$41,788.50	\$43,797	\$45,883.50	\$48,106.50	\$50,427	\$52,864.50	\$55,399.50	\$58,090.50

EAROP Governing Board Approved: Pending

Step	Column	1	2	3	4	5	6	7	8	9
E	Hourly	\$18.26	\$19.11	\$20.02	\$20.99	\$21.99	\$23.03	\$24.14	\$25.30	\$26.51
	Monthly	\$2,967.25	\$3,105.38	\$3,253.25	\$3,410.88	\$3,573.38	\$3,742.38	\$3,922.75	\$4,111.25	\$4,307.88
	Yearly	\$35,607	\$37,264.50	\$39,039	\$40,930.50	\$42,880.50	\$44,908.50	\$47,073	\$49,335	\$51,694.50
F1	Hourly	\$17.40	\$18.25	\$19.10	\$20.00	\$20.96	\$21.97	\$23.00	\$24.12	\$25.27
	Monthly	\$2,518.65	\$2,641.69	\$2,764.73	\$2,895	\$3,033.96	\$3,180.16	\$3,329.25	\$3,491.37	\$3,657.83
	Yearly	\$25,186.50	\$26,416.88	\$27,647.25	\$28,950	\$30,339.60	\$31,801.58	\$33,292.50	\$34,913.70	\$36,578.33
F2	Hourly	\$17.40	\$18.25	\$19.10	\$20.00	\$20.96	\$21.97	\$23.00	\$24.12	\$25.27
	Monthly	\$2,827.50	\$2,965.63	\$3,103.75	\$3,250	\$3,406.00	\$3,570.13	\$3,737.50	\$3,919.50	\$4,106.38
	Yearly	\$33,930	\$35,587.50	\$37,245	\$39,000	\$40,872	\$42,841.50	\$44,850	\$47,034	\$49,276.50
H	Hourly	\$16.71	\$17.48	\$18.32	\$19.17	\$20.08	\$21.04	\$22.03	\$23.07	\$24.18
L	Hourly	\$11.00								

Associate's Degree	Bachelor's Degree	Master's Degree	Confidential Stipend
\$612 per year	\$867 per year	\$1,122 per year	5%
<p>Employees receive an annual benefit package of \$11,621.16.</p> <p>NOTES:</p> <ul style="list-style-type: none"> Longevity Columns 6, 7, 8, 9, reached at 10, 15, 20, 25 years respectively. Numbers have been rounded. 5% confidential stipend given to employees assigned confidential responsibilities and/or significant additional responsibilities. 			

Salary Scale Chart 2A – Certificated SALARIED Employees 2017-2018

Step	A	B	C	D	E	F
1	\$64,844.82	\$67,633.70	\$70,563.99	\$73,637.87	\$76,867.09	
2	\$65,961.23	\$68,803.67	\$71,791.83	\$74,931.05	\$78,224.56	
3	\$67,100.14	\$70,000.43	\$73,048.59	\$76,248.89	\$79,607.76	
4	\$68,259.40	\$71,218.62	\$74,326.78	\$77,592.43	\$81,016.66	
5	\$69,445.45	\$72,461.46	\$75,632.83	\$78,963.84	\$82,456.62	
6		\$73,730.01	\$76,964.59	\$80,362.02	\$83,925.53	
7		\$75,022.12	\$78,323.14	\$81,788.06	\$85,423.36	
8		\$76,343.17	\$79,707.39	\$83,241.97	\$86,949.04	
9		\$77,687.79	\$81,121.65	\$84,726.94	\$88,506.87	
10		\$79,061.34	\$82,562.69	\$86,240.84	\$90,095.77	
11			\$84,033.74	\$87,784.74	\$91,718.95	
12					\$93,371.06	
17						\$97,588.12
22						\$99,358.08
27						\$101,163.41

Employees receive an annual benefit package of \$5,500.

Initial placement on the schedule will consider amount and level of experience, education, complexity of subject matter, area salary rates, and relative value of the individual program. *At the discretion of the Superintendent, placement may be at a higher range based on the needs of the program.* Movement to the next column requires evidence of the completion of 15 semester units of instruction that are approved by the Superintendent or designee. A maximum of six (6) years teaching credit will be granted for initial placement on the salary schedule. (See AR 4122)

***Step 17 is a Longevity Step-** increase is earned after five years on Step 12, Column E plus 9 semester units of approved Professional Development. Movement down Column F to Step 22 and 27, will each be earned after five additional years plus 9 semester units of approved Professional Development.

- **Note:** Employee may elect to participate at his/her expense in one of the health plan packages offered by the EAROP to its employees.

SUMMER SCHOOL INSTRUCTORS

Hourly Rate

\$38.82

SUBSTITUTE INSTRUCTORS

Hourly Rate

\$30.83

Hourly Rate

(Long Term Assignment)

\$33.91

Long Term Hourly Rate - retroactive to the first day on consecutive work period. (Minimum of 10 consecutive workdays substituting for same instructor.)*No benefits granted to substitutes.

ADDITIONAL COMPENSATION

EDUCATIONAL STIPENDS

Professional Growth: Full time teachers who have been compensated on Step 12, Column E for at least 2 years shall be entitled to a professional growth allowance of \$30 per semester unit with a maximum of 4 semester units per year and 20 semester units total. All units must be approved and earned during the year being credited. These units may be converted to Professional Development units needed for Column F, Step 17, providing the condition below is met.*

***Step 17 is a Longevity Step** – the increase is earned after five years on Step 12, Column E plus 9 semester units of approved Professional Development. Movement down Column F to Step 22 and 27, will each be earned after five additional years plus 9 semester units of approved Professional Development.

Bachelor's Degree

\$867

Master's Degree

\$1,122

Doctorate

\$1,632

Educational Stipends - Employee will receive the highest educational stipend ONLY.

SPECIALIZED TRAINING

Specialized Training

\$1,000/ \$750

A program that has been identified by the Superintendent and/or designee as in need of updating and/or certification will be provided compensation as follows:

1. In lieu of paying hourly rates from training time, staff will be compensated with a \$1,000 annual stipend for the year(s) in which the training takes place.
2. Upon completion of the training and certification, the instructor will be awarded a \$750 annual stipend. This stipend will be awarded with the understanding that the instructor will remain current in the field of training.
3. In return for the training and stipends, the employee will sign an agreement to remain as an instructor for the Eden Area ROP in good standing for a minimum of two years beyond completion of the training program. If the instructor fails to complete the two-year agreement, the \$750 stipend will be forfeited.

Salary Scale Chart 2B – CERTIFICATED HOURLY EMPLOYEES

2017–2018

HOURLY INSTRUCTORS

STEP	1	2	3	4	5	6
HOURLY RATE	\$35.31	\$38.82	\$40.77	\$42.81	\$44.96	\$47.21

- Longevity Columns 2, 3, 4, 5 and 6 reached at 6, 10, 15, 20 and 25 years respectively.
- Hourly instructors receive a pro-rated amount of the full time Health & Welfare benefits monthly amount of \$968.43 based on hours worked. Hourly instructors, who have 12 years of service and beyond, will have their pro-rated benefits increased to the next 25% increment of the benefit allowance scale.

SUBSTITUTE TEACHERS

Hourly Rate	Hourly Rate (Long Term Assignment)	Long Term Hourly Rate - retroactive to the first day on consecutive work period. (Minimum of 10 consecutive workdays substituting for same instructor.)*No benefits granted to substitutes.
\$30.83	\$33.91	

ADDITIONAL COMPENSATION

EDUCATIONAL STIPENDS

Bachelor's Degree	Master's Degree	Doctorate	Special Assignment
\$867	\$1,122	\$1,632	*20%

Note:

- **Educational Stipends** - Employee will receive the highest educational stipend ONLY.

Salary Scale Chart 2C ADULT PROGRAMS SALARY SCHEDULE

2017-2018

CERTIFICATED SALARIED INSTRUCTORS-12 MONTHS

Step	A	B	C	D	E	F
1	\$64,844.82	\$67,633.70	\$70,563.99	\$73,637.87	\$76,867.09	
2	\$65,961.23	\$68,803.67	\$71,791.83	\$74,931.05	\$78,224.56	
3	\$67,100.14	\$70,000.43	\$73,048.59	\$76,248.89	\$79,607.76	
4	\$68,259.40	\$71,218.62	\$74,326.78	\$77,592.43	\$81,016.66	
5	\$69,445.45	\$72,461.46	\$75,632.83	\$78,963.84	\$82,456.62	
6		\$73,730.01	\$76,964.59	\$80,362.02	\$83,925.53	
7		\$75,022.12	\$78,323.14	\$81,788.06	\$85,423.36	
8		\$76,343.17	\$79,707.39	\$83,241.97	\$86,949.04	
9		\$77,687.79	\$81,121.65	\$84,726.94	\$88,506.87	
10		\$79,061.34	\$82,562.69	\$86,240.84	\$90,095.77	
11			\$84,033.74	\$87,784.74	\$91,718.95	
12					\$93,371.06	
17						\$97,588.12
22						\$99,358.08
27						\$101,163.41

Employees receive an annual benefit package of \$5,500.

Initial placement on the schedule will consider amount and level of experience, education, complexity of subject matter, area salary rates, and relative value of the individual program. *At the discretion of the Superintendent, placement may be at a higher range based on the needs of the program.* Movement to the next column requires evidence of the completion of 15 semester units of instruction that are approved by the Superintendent or designee. A maximum of six (6) years teaching credit will be granted for initial placement on the salary schedule. (See AR 4122)

*Step 17 is a Longevity Step- increase is earned after five years on Step 12, Column E plus 9 semester units of approved Professional Development. Movement down Column F to Step 22 and 27, will each be earned after five additional years plus 9 semester units of approved Professional Development.

Note: Employee may elect to participate at his/her expense in one of the health plan packages offered by the EAROP to its employees.

EDUCATIONAL STIPENDS

Professional Growth: Full time teachers who have been compensated on Step 12, Column E for at least 2 years shall be entitled to a professional growth allowance of \$30 per semester unit with a maximum of 4 semester units per year and 20 semester units total. All units must be approved and earned during the year being credited. These units may be converted to Professional Development units needed for Column F, Step 17, providing the condition below is met.*

***Step 17 is a Longevity Step** – the increase is earned after five years on Step 12, Column E plus 9 semester units of approved Professional Development. Movement down Column F to Step 22 and 27, will each be earned after five additional years plus 9 semester units of approved Professional Development.

Bachelor's Degree	Master's Degree	Doctorate
\$867	\$1,122	\$1,632

Educational Stipends - Employee will receive the highest educational stipend ONLY.

CERTIFICATED HOURLY INSTRUCTORS

STEP	1	2	3	4	5	6
HOURLY RATE	\$35.31	\$38.82	\$40.77	\$42.81	\$44.96	\$47.21

- Initial placement on the schedule will consider amount and level of experience, education, complexity of subject matter, area salary rates, and relative value of the individual program. *At the discretion of the Superintendent, placement may be at a higher range based on the needs of the program.* Movement to the next step will each be earned after six (6) additional years.
- Preparation time is paid at 1 hour per class.

CLASSIFIED EMPLOYEES

STEP	WORK YEAR		CLASSIFIED POSITION TITLES
AE 3	12 months		Administrative Support Specialist
AE 3	12 months		Program Specialist
AE 4	12 months		Instructional Support Specialist
AE 5	12 months		Security

10 months= 193 days

11 months= 223 days

12 months= 260 days

COLUMN AND STEP

Step	Column	1	2	3	4	5	6	7	8	9
AE 3	Hourly	\$23.37	\$24.48	\$25.67	\$26.91	\$28.20	\$29.57	\$30.98	\$32.48	\$34.07
	Monthly	\$3,797.63	\$3,978	\$4,171.38	\$4,372.88	\$4,582.50	\$4,805.13	\$5,034.25	\$5,278	\$5,536.38
	Yearly	\$45,571.50	\$47,736	\$50,056.50	\$52,474.50	\$54,990	\$57,661.50	\$60,411	\$63,336	\$66,436.50
AE 4	Hourly	\$19.22	\$20.18	\$21.19	\$22.25	\$23.37	\$24.48	\$25.67	\$26.91	\$28.20
	Monthly	\$3,123.25	\$3,279.25	\$3,443.38	\$3,615.63	\$3,797.63	\$3,978	\$4,171.38	\$4,372.88	\$4,582.50
	Yearly	\$37,479	\$39,351	\$41,320.50	\$43,387.50	\$45,571.50	\$47,736	\$50,056.50	\$52,474.50	\$54,990
AE 5	Hourly	\$18.26	\$19.11	\$20.02	\$20.99	\$21.99	\$23.03	\$24.14	\$25.30	\$26.51
	Monthly	\$2,967.25	\$3,105.38	\$3,253.25	\$3,410.88	\$3,573.38	\$3,742.38	\$3,922.75	\$4,111.25	\$4,307.88
	Yearly	\$35,607	\$37,264.50	\$39,039	\$40,930.50	\$42,880.50	\$44,908.50	\$47,073	\$49,335	\$51,694.50

Associate's Degree	Bachelor's Degree	Master's Degree	Benefits Package
\$612 per year	\$867 per year	\$1,122 per year	\$968.43 per month

Notes:

- Longevity Columns 6, 7, 8, 9, reached at 10, 15, 20, 25 years respectively.
- Numbers have been rounded.

Salary Scale Chart 3 – Classified Exempt Employees

2017-2018

STEP	CLASSIFIED EXEMPT POSITION TITLES
A-0	Work Based Learning Specialist (10 Months)
A-1	Personnel Coordinator (12 Months)
A-2	Technology Coordinator (12 Months)

Column and Step

Step	Column	1	2	3	4	5	6	7	8	9
A-0	Hourly	\$55.43	\$58.20	\$61.11	\$64.16	\$65.76	\$67.40	\$69.08	\$70.81	\$72.58
	Monthly	\$7,607.77	\$7,987.95	\$8,387.35	\$8,805.96	\$9,025.56	\$9,250.65	\$9,481.23	\$9,718.67	\$9,961.61
	Yearly	\$76,077.68	\$79,879.50	\$83,873.48	\$88,059.60	\$90,255.60	\$92,506.50	\$94,812.30	\$97,186.73	\$99,616.05
A-1	Hourly	\$40.11	\$41.73	\$43.43	\$45.20	\$47.09	\$49.26	\$51.54	\$53.94	\$56.45
	Monthly	\$6,517.83	\$6,781.08	\$7,057.33	\$7,344.96	\$7,652.08	\$8,004.71	\$8,375.21	\$8,765.21	\$9,173.08
	Yearly	\$78,214	\$81,373	\$84,688	\$88,139.50	\$91,825	\$96,056.50	\$100,502.50	\$105,182.50	\$110,077
A-2	Hourly	\$37.66	\$39.16	\$40.73	\$42.36	\$44.08	\$46.11	\$48.24	\$50.47	\$52.82
	Monthly	\$6,119.71	\$6,363.46	\$6,618.58	\$6,883.46	\$7,162.96	\$7,492.84	\$7,838.96	\$8,201.33	\$8,583.21
	Yearly	\$73,436.50	\$76,361.50	\$79,423	\$82,601.50	\$85,955.50	\$89,914	\$94,067.50	\$98,416	\$102,998.50

EDUCATIONAL STIPENDS

Associate's Degree	\$612 per year
Bachelor's Degree	\$867 per year
Master's Degree	\$1,122 per year

- **Employees receive an annual benefit package of \$5,500.**
- Longevity Columns 6, 7, 8, 9, reached at 10, 15, 20, 25 years respectively.
- 12 Month Classified Exempt employees accrue vacation at one step higher than their organization vacation accrual rate.
- Employee may elect to participate at his/her expense in one of the health plan packages offered by the EAROP to its employees.
- Numbers have been rounded.

Salary Scale Chart 4 – Management

2017-2018

STEP	MANAGEMENT POSITION TITLES
A	Director - Certificated Position 220 day work year
B	Principal – Certificated Position 217 day work year (<i>Not filled at this time</i>)
C	Assistant Director - Certificated Position 217 day work year
C	Grant Coordinator - Certificated Position 217 day work year
D	Business Manager - Classified Position-260 day work year

Range and Column

Range	Column	1	2	3	4	5
A	Daily	\$571.66	\$599.23	\$628.18	\$658.57	\$690.48
	Monthly	\$10,337.52	\$10,836.12	\$11,359.55	\$11,909.16	\$12,486.13
	Annually	\$124,050.22	\$130,033.46	\$136,314.65	\$142,909.95	\$149,833.50
B	Daily	\$519.88	\$545.86	\$573.16	\$601.83	\$631.91
	Monthly	\$9,401.16	\$9,870.98	\$10,364.62	\$10,883	\$11,427.06
	Annually	\$112,812.96	\$118,451.79	\$124,375.44	\$130,596.03	\$137,124.67
C	Daily	\$524.17	\$548.92	\$574.90	\$602.20	\$630.87
	Monthly	\$9,418.68	\$9,926.28	\$10,396.18	\$10,889.82	\$11,408.20
	Annually	\$113,744.18	\$119,115.36	\$124,754.19	\$130,677.84	\$136,898.43
D	Daily	\$428.62	\$449.27	\$470.98	\$493.75	\$517.67
	Monthly	\$9,286.82	\$9,734.25	\$10,204.48	\$10,697.87	\$11,216.25
	Annually	\$111,441.78	\$116,810.94	\$122,453.81	\$128,374.43	\$134,595.02

EDUCATIONAL STIPENDS

Bachelor's Degree	\$867 per year
Master's Degree	\$1,122 per year
Doctorate Degree	\$1,632 per year

- **Employees receive an annual benefit package of \$5,500.**
- Daily rate=total annual salary / number of days in work year.
- Employee may elect to participate at his/her expense in one of the health plan packages offered by the EAROP to its employees.
- Certificated work year does not include vacations or holidays. Classified work year does include vacation and holidays.
- Numbers have been rounded.



DATE: September 7, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Stefanie Bradshaw, Assistant Director of Adult Programs
SUBJECT: Request the Governing Board to approve the Contract with Dr. Rhea Settles to Provide Mentor Teacher Support for the Adult Programs' Instructors for the 2017-2019 School Years

BACKGROUND

The Eden Area ROP acquired the Construction Craft Training Center (CCTC) in 2016.

Prior to joining the Eden Area ROP, the rules governing CCTC did not require teachers to obtain a CTE credential. As part of our credentialing process, new teachers are required to have a mentor teacher.

CURRENT SITUATION

Dr. Rhea Settles will provide mentor teacher support for five Electrical Program instructors leading to the completion of their CTE credential. Dr. Settles holds the credentials required to serve as a mentor teacher. Dr. Settles will meet with the instructors in person as well as provide ongoing support via email and by phone. Dr. Settles will work closely with the Assistant Director of Adult Programs to track the instructors' progress and timeline towards completing all requirements for the CTE credential.

RECOMMENDATION

It is recommended that the Governing Board approve the contract with Dr. Rhea Settles to provide mentor teacher support for the adult programs' instructors for the 2017-2019 school years.

AGREEMENT FOR SERVICE

THIS AGREEMENT FOR SERVICE (this "Agreement") for the **2017-2019 school year**

BETWEEN

Eden Area ROP of 26316 Hesperian Blvd, Hayward, California, 94545
(the "Customer")

OF THE FIRST PART

-AND-

Dr. Rhea Settles
(the "Service Provider")

OF THE SECOND PART

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services to the Customer.
- B. The Service Provider is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Services Provided

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") consisting of:
 - Serve as a Mentor Teacher for five Electrical instructors, (Larry Norton, Rob Soileau, Abel Jimenez, Frank Adamo and Timothy Troxell) to complete their CTE credential process by October 1, 2019.
 - Follow the LA County Office of Education (LACOE) Mentor Role and Responsibility procedures.
 - Meet all required deadlines for the LA County Office of Education (LACOE) CTE credential program.

- Work with the Assistant Director of Adult Programs (via email, phone and in-person) to ensure teacher participant is on track with CTE course objectives and goals.

Term of Agreement

2. The term of this Agreement will start on August 15, 2017 and remain in full force and effect until **September 30, 2019**, subject to earlier termination as provided in this Agreement, with the said term being capable of extension by mutual written agreement of the parties.

Performance

3. The parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Compensation

4. The service provider will be paid \$150 per month per instructor (total of 5 instructors) pro-rated over three calendar school years:
August 15, 2017 – June 30, 2018 (\$8,250) and July 1, 2018 – June 30, 2019 (\$9,000) and July 1, 2019 – September 30, 2019 (\$2,250) for a total of \$19,500. Days worked will be mutually agreed upon by both parties and noted on the Mentor Roles and Responsibilities Contact Log.
5. This compensation will be payable monthly upon submission of invoice for the agreed to services.
6. The Customer is entitled to deduct from the Service Provider's compensation any applicable deductions and remittances as required by law.

Confidentiality

7. The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information with respect to the business of the Customer, which the Service Provider has obtained, except as may be necessary or desirable to further the business interests of the Customer. This obligation will survive indefinitely upon termination of this Agreement.

Non-Competition

8. Other than with the express written consent of the Customer, which will not be unreasonably withheld, the Service Provider will not, during the continuance of this Agreement, be directly or indirectly involved with a business which is in direct competition with the particular business line of the Customer, divert or attempt to divert from the Customer any business the Customer has enjoyed, solicited, or attempted to solicit, from other individuals or corporations, prior to termination of this Agreement.

Ownership of Materials

9. All materials developed, produced, or in the process of being so under this Agreement will be the property of the Customer. The use of the mentioned materials by the Customer will not be restricted in any manner.
10. The Service Provider may retain use of the said materials and will not be responsible for damages resulting from their use for work other than services contracted for in this Agreement.

Return of Property

11. Upon the expiration or termination of this Agreement, the Service Provider will return to the Customer any property, documentation, records, or confidential information which is the property of the Customer.

Assignment

12. The Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

Capacity/Independent Contractor

13. It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services under this Agreement. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Modification of Agreement

14. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

Notice

15. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the parties of this Agreement as follows:

- a. Eden Area ROP
26316 Hesperian Blvd., Hayward, California 94545
Fax Number: 510-293-8325
- b. Dr. Rhea Settles
PO Box 509
El Cerrito, California 94530
(510) 725-7745

or to such other address as to which any Party may from time to time notify the other.

Costs and Legal Expenses

16. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Time of the Essence

17. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Entire Agreement

18. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Limitation of Liability

19. It is understood and agreed that the Service Provider will have no liability to the Customer or any other party for any loss or damage (whether direct, indirect, or consequential) which may arise from the provision of the Services.

Indemnification

20. The Service Provider will indemnify and hold the Customer harmless from any claims against the Customer by any other party, arising directly or indirectly out of the provision of the Services by the Service Provider.

Enurement

21. This Agreement will ensure to the benefit of and be binding on the parties and their respective heirs, executors, administrators, successors and permitted assigns.

Currency

22. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in United States dollars.

Titles/Headings

23. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

Gender

24. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

25. It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of California, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

26. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

27. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Additional Provisions

28. Service Provider is responsible to pay their own taxes. Customer (Eden Area ROP) will issue a 1099 at the end of the year.

Dr. Rhea Settles

Date

Stefanie Bradshaw
Assistant Director of Adult Programs
Eden Area ROP

Date