

GOVERNING BOARD MEETING AGENDA

Thursday, August 3, 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.



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

Date: Thursday, August 3, 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.

Page 2 – Agenda for the August 3, 2017 Regular Meeting of the ROP Governing Board

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of June 1, 2017 (pages 4-9)
- B. Request the Governing Board to approve the Bill Warrants (pages 10-20)
- C. Request the Governing Board to approve the Personnel Action Items (pages 21-23)
- D. Request the Governing Board to approve the Listed Donations-Tim Lade (page 24)
- E. Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions (pages 25-26)
- F. Request the Governing Board to approve the SkillsUSA Overnight Field Trips for the 2017-2018 School Year (page 27)
- G. Request the Governing Board to approve the Agreement with the National Center for Executive Leadership and School Board Development for Educational Training and Team Building for July 2017 (pages 28-32)
- H. Request the Governing Board to approve the Contract with Atkinson, Andelson, Loya, Ruud and Romo (AALRR) for Legal Services for the 2017-2018 Fiscal Year (pages 33-39)
- I. Request the Governing Board to approve the Contract with Century Carpet, Inc. for Carpet Flooring Services for the 2017-2018 Fiscal Year (pages 40-41)
- J. Request the Governing Board to approve the Contract with Chabot College for Work Based Learning Services for the 2017-2018 School Year (pages 42-47)
- K. Request the Governing Board to approve the Contract with eLearning Experts for the 2017-2018 School Year (pages 48-52)
- L. Request the Governing Board to approve the Contract with Faronics for the Anti-virus Suite for the 2017-2020 Fiscal Years (pages 53-54)
- M. Request the Governing Board to approve the Contract with Gustavo Vega for the Electrical Program for the 2017-2018 School Year (pages 55-60)
- N. Request the Governing Board to approve the Contract with School Webmasters for Website Hosting for Adult Programs for the 2017-2020 School Years (pages 61-74)
- O. Request the Governing Board to approve the Contract with Zamora & Sons Painting for Painting Services for the 2017-2018 Fiscal Year (pages 75-83)
- P. Request the Governing Board to approve the MOU with Associated Builders and Contractors of Northern California (ABC Norcal) for the 2017-2018 School Year (pages 84-86)
- Q. Request the Governing Board to approve the MOU with Hayward Unified School District for Student Transportation for the 2017-2018 Fiscal Year (pages 87-89)

VII. Information Items

- A. SkillsUSA National Competition (pages 90-91)

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 (pages 92-94)
- B. Request the Governing Board to approve the Administrative Personnel as Competent to Evaluate Certificated Staff and Review Policy 4315.1 (page 95-98)
- C. Request the Governing Board to approve the Public Disclosure of the Eden Area ROP Employees' Agreement for the 2016-2017 One Time Stipend (pages 99-119)
- D. Request the Governing Board to approve the Job Descriptions for Classified and Classified Exempt Positions (pages 120-200)
- 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 (pages 201-205)
- 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 (pages 206-211)

IX. Superintendent's Report

X. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XI. Recess to Closed Session

- 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

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

- 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

XIII. Adjournment

Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board
June 1, 2017**

I. Call to Order

Trustee Lisa Brunner, President, called the meeting to order at 5:35 p.m. on Thursday, June 1, 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, Superintendent's Administrative Assistant.

Eden Area ROP Governing Board Present:

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

Superintendent: Linda Granger- present

ROP Administrators in Attendance:

Craig Lang	Director
Sheila Lawrence	Assistant Director of Offsite Programs
Stefanie Bradshaw	Assistant Director of Adult Programs
Evan Goldberg	Grant Coordinator
Marites Fermin	Business Manager

ROP Staff in Attendance:

Gabriela Juarez	Superintendent's Administrative Assistant
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III. Pledge of Allegiance

Evan Goldberg led the pledge of allegiance.

IV. Mission Statement

Craig Lang read the Eden Area ROP mission statement.

V. Approval of Agenda

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

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

VI. Consent Calendar

Trustee Peter Oshinski moved to approve the Consent Calendar items as follows:

- A. Approve the Minutes of the Regular Governing Board Meeting of May 4, 2017
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Listed Donations-Joe Cruz
- E. Approve the Contract with Flagship Inc. for Janitorial Services for the 2017-2018 Fiscal Year
- F. Approve the Contract with Castro Valley Unified School District for Student Transportation for the 2017-2018 Fiscal Year
- G. Approve the Contract with Pacheco Brothers Gardening Inc. for Landscaping for the 2017-2018 Fiscal Year
- H. Approve the MOU with Alameda County Office of Education (ACOE) for Payroll Services for the 2017-2018 Fiscal Year
- I. Approve the Disposal of Obsolete Surplus Items
- J. Approve the Revision of the Eden Area ROP Adult Class Fee Schedule
- K. Approve the MOU with Hayward Unified School District for the 2017 Summer School Program
- L. Approve the MOU with San Leandro Unified School District for the 2017 Summer School Program
- M. Approve the MOU with NFTE for the 2017-2018 School Year

Trustee Janet Zamudio seconded the motion.

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

VII. Information Items

A. Student Awards Ceremony

Mr. Craig Lang, Director, presented information of the student awards ceremony held on Wednesday, May 10, 2017. Students were recognized for perfect attendance, student of the year, student services scholarship awards, SkillsUSA gold medal recipient, DECA international conference participation, NFTE Regional Youth Entrepreneurship Challenge and the President's Volunteer Service Awards. Student of the year recipients were given sashes embroidered with the ROP logo and their program name.

B. The Superintendent's Evaluation Timeline

Linda Granger, Superintendent, shared the Superintendent's evaluation timeline for the 2017-2018 school year.

VIII. Action Items

Open Public Hearing for the Eden Area ROP Adopted Budget for the 2017-2018 Fiscal Year

Trustee Lisa Brunner opened the public hearing at 5:38 p.m. for the Eden Area ROP adopted budget for the 2017-2018 fiscal year to recognize the ROP funds and the use of them in 2017-2018. The Board solicited comments from the public on the budget. No one from the public responded and thus the public hearing was closed.

Close Public Hearing

The public hearing was closed at 5:39 p.m.

A. Request the Governing Board to approve the Adopted Budget for the 2017-2018 Fiscal Year

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Peter Oshinski, the Governing Board approved the Adopted Budget for the 2017-2018 fiscal year.

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

Open Public Hearing for the Eden Area ROP Adoption of Recommended Textbooks for the 2017-2018 School Year

Trustee Lisa Brunner opened the public hearing at 5:59 p.m. for the Eden Area ROP adoption of recommended textbooks for the 2017-2018 school year. The Board solicited comments from the public on the adoption of textbooks. No one from the public responded and thus the public hearing was closed.

Close Public Hearing

The public hearing was closed at 6:00 p.m.

B. Request the Governing Board to approve the Adoption of Recommended Textbooks for the 2017-2018 School Year

Upon review of and a motion by Trustee Peter Oshinski and a second by Trustee Janet Zamudio, the Governing Board approved the adoption of recommended textbooks for the 2017-2018 school year.

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

C. Request the Governing Board to approve the 2017-2018 High School Student Calendar

Upon review of and a motion by Trustee Peter Oshinski and a second by Trustee Janet Zamudio, the Governing Board approved the 2017-2018 high school student calendar.

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

D. Request the Governing Board to approve the Calendar of Governing Board Meetings 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 calendar of Governing Board meetings for the 2017-2018 school year.

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

E. Request the Governing Board to approve the Agreement with Barbara Baker to Provide Mentor Teacher Support

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Peter Oshinski, the Governing Board approved the agreement with Barbara Baker to provide mentor teacher support.

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

IX. Superintendent's Report

Linda Granger was excited to report that the electrical program has officially moved to the ROP center. Now that the major move has happened, ROP staff can work on growing the program.

Superintendent Granger also shared that she met with Chabot College staff to discuss possibly converting current articulation agreements into dual enrollment agreements. This is typically a 2 year process.

X. Communications

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

Linda Granger, Superintendent, presented a letter from the Alameda County Office of Education regarding the Eden Area ROP's second interim report. The second interim complies with the criteria and standards adopted by the State Board of Education pursuant to Education

Code Section 42127. ACOE gave the Eden Area ROP a positive certification on the second interim report and in the letter outlined their comments/concerns.

XI. 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 pm

**A. Conference with Labor Negotiator, (Pursuant to Government Code Section 54957.6)
Designated Representative: Marites Fermin
Unrepresented employees**

**B. Public Employee Performance Evaluation: Superintendent (Government Code Sec. 54957); Personnel (Government Code Section 54957) Public Employee
Appointment/Discipline/ Dismissal/Release**

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

The meeting resumed to open session at 6:40 p.m.

**A. Public Employee Performance Evaluation: Superintendent (Government Code Sec. 54957); Personnel (Government Code Section 54957) Public Employee
Appointment/Discipline/ Dismissal/Release**

The superintendent's evaluation was finalized. It was a positive evaluation. No action was taken in closed session.

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

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Janet Zamudio, the Governing Board approved a one time stipend of up to \$5,000 for the 2016-2017 school year.

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

XII. Adjournment

The meeting was adjourned at 6:45 p.m.

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: August 3, 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 May 17, 2017 through July 14, 2017 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: August 3, 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: August 3, 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 Listed Donations-Tim Lade

CURRENT SITUATION

Occasionally, gifts or monetary items are donated to the ROP. On June 21, 2017, Tim Lade donated the following items: used power tools, tools, cable wire, extension cords, (2) ladders, (1) step stool, boxes of screws, boxes of nails, (1) large tool box on wheels, (2) smaller metal tool boxes, (1) paint drop cloth, and (2) boxes of smaller items to the Eden Area ROP Electrical Training Program.

A letter of acceptance will be sent to all donors.

CONSENT CALENDAR

DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions

BACKGROUND

Education Code 35186 (d) requires the following:

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

CURRENT SITUATION

Attached is a report for the complaints and resolutions through July 1, 2017 as specified by Education Code 35186 (d).

CONSENT CALENDAR

Quarterly Report on Williams Act Complaints

[Education Code 35186 (d)]

Report through: July 1, 2017

District:	Eden Area Regional Occupational Program
Person completing this form:	Gabriela Juarez
Title:	Superintendent's Administrative Assistant

Quarterly Report Submission (check one)→

Date: July 1, 2017

- | | |
|-------------------------------------|--------------|
| <input type="checkbox"/> | January 2017 |
| <input type="checkbox"/> | April 2017 |
| <input checked="" type="checkbox"/> | July 2017 |
| <input type="checkbox"/> | October 2017 |

Date for information to be reported publicly at the Governing Board meeting: August 3, 2017

Please check the box that applies:

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

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

Publicly reported at the Governing Board meeting on: August 3, 2017

Linda Granger, Superintendent



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the Governing Board to approve the SkillsUSA Overnight Field Trips for the 2017-2018 School Year

BACKGROUND

SkillsUSA provides leadership training to students and instructors in the career and technical education sectors.

With three levels of skill and leadership competitions, SkillsUSA encourages growth through participation in leadership and skill activities to enhance classroom learning. SkillsUSA California membership has over 9,100 members.

CURRENT SITUATION

Each year the Eden Area ROP students participate in SkillsUSA competitive events. Below for your approval is a list of 2017-2018 overnight events for those who are eligible:

Date	Activity	Location
April 19-22, 2018	CA State Championship	Ontario, CA
June 18-22, 2018	SkillsUSA National Championship	Horseshoe, IN

CONSENT CALENDAR



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Agreement with the National Center for Executive Leadership and School Board Development for Educational Training and Team Building for July 2017

BACKGROUND

The National Center for Executive Leadership and School Board Development provides training and support to educational administrators and governing boards on a variety of topics from strategic planning and leadership development to team building and ensuring organizational greatness.

CURRENT SITUATION

In order to effectively address the growth and changes to the ROP programs so that we can continue to move the organization forward staff from the National Center for Executive Leadership and School Board Development will facilitate a two day training for ROP administrators focusing on strategic planning and team building.

CONSENT CALENDAR

CONSULTING AGREEMENT

THIS AGREEMENT, made and entered into this **31st day of May, 2017** by and between **Eden Area ROP** hereinafter (**ROP**) and the **National Center for Executive Leadership and School Board Development**, an Independent Consultant, hereinafter (“Consultant”), a Private Consulting Business providing services in the areas of educational consultation, training and team building.

RECITALS

WHEREAS, Consultant has demonstrated training, experience, and competency to perform the special services required by this Agreement throughout his/her career in serving schools and school ROPs.

WHEREAS, Consultant represents that he/she has expertise in the area of Educational Consulting and is ready, willing, and able to provide consulting assistance to ROP on the terms and conditions set forth herein; and

NOW THEREFORE, in consideration of the obligations herein made and undertaken, the parties, intending to be legally bound, covenant and agree as follows:

Article 1

SERVICES TO BE DELIVERED

- 1.1 Consultant shall provide consulting services in the area of Educational Leadership and Team Building. Consultant shall render such services in accordance with the milestones set forth in Appendix A.
- 1.2 ROP shall provide and make available to Consultant such resources as shall be necessary to perform the services called for by this Agreement.

Article 2

COMPENSATION AND PAYMENT

- 2.1 In consideration of the services to be performed by Consultant, ROP shall, within 30 days from receiving an invoice of billing, pay the **National Center for Executive Leadership and School Board Development** the fees set forth in Appendix A attached hereto.

Article 3

DELIVERABLE OWNERSHIP

- 3.1 All right, title, and interest in and to any programs, systems, data, and materials furnished to Consultant by ROP are and shall remain the property of ROP.
- 3.2 All right, title, and interest in and to any programs, systems, data, and materials furnished to ROP by Consultant are and shall remain the property of Consultant.

Article 4

AGREEMENT PRIVACY

- 4.1** Without the permission of the ROP, for a period of 2 years from the date of termination of this Agreement, Consultant shall not disclose the nature of the effort undertaken for ROP or the terms of this Agreement to any other person or entity, except as may be necessary to fulfill Consultant's obligations hereunder.

Article 5

REPRESENTATIONS AND WARRANTIES

- 5.1** ROP warrants that it owns all right, title, and interest in and to any programs, systems, data, or materials furnished to Consultant hereunder.

Article 6

LIABILITY LIMITS

- 6.1** In no event shall either party be liable to the other for any consequential damages or lost profits of the other party.

Article 7

MISCELLANEOUS

- 7.1** Consultant shall not assign, transfer, or subcontract this Agreement or any of its obligations hereunder without the prior written consent of ROP.
- 7.2** This Agreement shall be governed and construed in all respects in accordance with the substantive laws of the **State of California**.
- 7.3** The parties are and shall be independent contractors to one another, and nothing herein shall be deemed to cause this Agreement to create an agency, partnership, or joint venture between the parties. Except as expressly provided in this Agreement, ROP shall not be liable for any debts, accounts, obligations, or other liabilities whatsoever of Consultant, including (without limitation) Consultant's obligation to withhold Social Security and income taxes for itself or any of its employees.
- 7.4** This Agreement constitutes the entire agreement of the parties hereto and supersedes all prior representations, proposals, discussions, and communications, whether oral or in writing. This Agreement may be modified only in writing and shall be enforceable in accordance with its terms when signed by the party sought to be bound.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, on the date and year first above written.

Eden Regional Occupation Program

By: _____

Signature: _____

Title: _____

Date: _____, 2017

National Center for Executive Leadership and School Board Development

By: Walt L. Hanline, Ed.D.

Walt L. Hanline

Title: Executive Director and Consultant

Date: May 31, 2017

Appendix A
Description of Services, Billing Expenses and Dates
Billing Expenses (Includes Travel Costs)

Description of Service	Delivery Date	Individual Service Rate	Discounted Packaged Rate	Billing Date/Amount
On July 26, 2017, from 8:00 - 4:00 Co-present with Dr. Hanline and Dr. Hopewell, Full Day Workshop to the Administrative Leadership Team on Becoming a Functional Team Workshop (6-8 hours)	July of 2017	\$6,000	\$5,000	July 1, 2017
On July 27, 2017, from 8:00 - 12:00 Co-present with Dr. Hanline and Dr. Hopewell, Half-Day Workshop to the Administrative Leadership Team on the Principles that Ensure Organizational Greatness (3-4 hours)	July 2017	\$3,000	\$2,000	July 1, 2017

Workshop Summaries

Building a Functional Team

The workshop entitled, “**Team Building: How to Be a Functional Team,**” will focus on understanding how to be an effective team member and how to develop a functional team. The workshop will provide techniques and strategies designed to improve individual and team effectiveness, by applying the five core ingredients presented by Patrick Lencioni in his book, *The Five Dysfunctions of a Team*. Teamwork remains the one sustainable competitive advantage that is largely untapped by school ROPs. This workshop will teach each participant the necessary skills and understanding required to be an effective team member and team leader within their organization. The workshop will address the two fundamental questions that must be asked of each team and team leader:

Question #1 - Are we really a team?

Question #2 - Are we ready/able to do the “heavy lifting” required of an effective team.



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Contract with Atkinson, Andelson, Loya, Ruud and Romo (AALRR) for Legal Services for the 2017-2018 Fiscal Year

BACKGROUND

For the past few years Atkinson, Andelson, Loya, Ruud and Romo has provided necessary legal services for the Eden Area ROP.

CURRENT SITUATION

The attached is a copy of the Attorney Representation Agreement between Atkinson, Andelson, Loya, Ruud and Romo and the Eden Area ROP through June 30, 2018.

CONSENT CALENDAR

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services ("Agreement") is entered into by and between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a professional corporation, hereinafter referred to as the "Law Firm" and, EDEN AREA ROP, hereinafter referred to as "ROP."

II. PURPOSE

The ROP desires to retain and engage Law Firm to perform legal and, upon request, non-legal consultant services on the ROP's behalf. Law Firm accepts this engagement on the terms and conditions contained in this Agreement.

III. TERMS AND CONDITIONS

A. Fees for Services

1. Standard Hourly Rate Services

ROP agrees to pay the Law Firm at the following standard hourly rates:

Senior Partners	\$295.00
Partners/Senior Counsel	\$270.00
Senior Associates	\$260.00
Associates	\$250.00
Non-Legal Consultants	\$220.00
Senior Paralegals/Law Clerks	\$195.00
Paralegals/Legal Assistants	\$185.00

2. Fixed Fee Services

ROP agrees to pay the Law Firm a fixed fee for the following services:

A full day of training (up to 8 hours)	\$4,500
A half day of training (up to 4 hours)	\$3,000

A two hour training	\$2,500
A one hour training	\$1,750

3. Fee Arrangements for Specialized Legal Services

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, non-profit organizations, immigration and appellate law, the ROP agrees to pay Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the ROP of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

4. Costs and Expenses

In addition to the fees described above, the ROP agrees to pay a five percent (5%) “administrative fee” calculated and based on the total monthly billed fees to cover certain operating expenses of the Law Firm incurred in providing services to the ROP. This administrative fee is in lieu of charging the ROP for Westlaw, photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage.

Costs relating to fees charged by third parties retained to perform services ancillary to the Law Firm’s representation of ROP are not included in the administrative fee and are charged separately. These include, but are not limited to, deposition and court reporter fees, transcript costs, witness fees (including expert witnesses), process server fees, and other similar third party fees. The Law Firm shall not be obligated to advance costs on behalf of the ROP; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the ROP with the prior approval of the Superintendent or designee in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the Superintendent or designee in the event a particular cost item totals \$2,000.00 or less.

If the Law Firm retains, with authorization from the ROP, experts or outside consultants for the benefit of the ROP, rather than the ROP contracting directly with any expert or outside consultant, the ROP agrees to pay a five percent (5%) “consultant processing fee” in addition to the actual costs paid by the Law Firm to the expert or outside consultant in order to offset related costs to the Law Firm resulting from administering and initially paying such expert and outside consultant fees on behalf of the ROP. This fee shall not apply to the services of Law Firm-provided non-legal consultants as set forth in paragraph F., below.

B. Billing Practices

1. A detailed description of the work performed and the costs and expenses advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the ROP on or about the 15th of the following month, unless other arrangements are made. Payment of the full amount due, as reflected on the monthly statement,

will be due to the Law Firm from the ROP by the 10th of the month following delivery of the statement, unless other arrangements are made. In the event that there are funds of the ROP in the Law Firm's Trust Account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

2. The Law Firm shall bill in one-quarter hour increments.

3. Certain tasks shall be billed at established minimum time increments. These include: (a) telephone conference (.25 hour), (b) electronic correspondence (.25 hour), (c) standard written correspondence (.50 hour), (d) provide a document (.50 hour)

4. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the ROP or while providing legal services at the ROP, it may be necessary for the Law Firm to provide billable services to other clients.

5. ROP agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the ROP's receipt thereof shall be deemed to signify the ROP's agreement that the monthly billing statement accurately reflects the services performed; and the proper charge for those services.

C. Termination of Representation on a Particular Matter

The Law Firm reserves the right to discontinue the performance of legal services on behalf of the ROP on a particular matter upon the occurrence of any one or more of the following events:

1. Upon order of a court of law requiring the Law Firm to discontinue the performance of legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue the performance of legal services;

3. Upon a failure of the ROP to perform any of the ROP's obligations with respect to the payment of the Law Firm's fees, costs or expenses as reflected on the monthly bill;

4. Upon a failure of the ROP to perform any of the ROP's obligations with respect to the duty of cooperation with the Law Firm in connection with the Law Firm's representation of the ROP.

In the event that the Law Firm ceases to perform services for the ROP on a matter, the ROP agrees that it will promptly pay to the Law Firm any and all unpaid fees and costs

advanced, and retrieve all of its files, signing a receipt therefor. Further, the ROP agrees that, with respect to any litigation where the Law Firm has made an appearance in a court of law on its behalf, the ROP will promptly execute an appropriate Substitution of Attorney form. Any termination of Law Firm's representation on such a matter may be subject to approval by the applicable court of law.

D. Consent to Joint Representation

The ROP acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The ROP acknowledges that it is often in the best interest of the ROP for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, pursuant to Education Code section 7, the Governing Board of the ROP hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph.

E. Client Cooperation.

The ROP agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the ROP, including but not limited to, attending mandatory court hearings and other appearances, making its employees and officials available, and providing accurate information documentation necessary to enable the Law Firm to adequately represent the ROP.

F. Services performed by Law Firm-provided Non-legal Consultants

The Law Firm has an affiliation with non-legal consultants who are available to provide services in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, special education consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the ROP's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the ROP provide its informed written consent to this arrangement to prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purpose of this paragraph. The ROP is hereby advised that it may seek the advice of an independent attorney of your choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the ROP outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

G. Consent to Law Firm Communication

As part of our commitment to client service, the Law Firm will send the ROP periodic alerts on case developments and legislative changes, and notices of breakfast briefings, conferences, and other training opportunities designed to help the ROP with daily legal concerns. The Law Firm will send those and other additional service notices to the ROP via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. By execution of this Agreement, the ROP and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

H. Miscellaneous

1. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.
2. The parties agree that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the ROP.
3. After a file on a matter is closed, the ROP has a right to request the Law Firm to return the file to the ROP. Absent such a request, the Law Firm shall retain the file on the ROP's behalf.

IV. BINDING ARBITRATION

If any dispute arises out of, or related to, a claimed breach of this agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

V. DURATION

This Agreement shall commence July 1, 2017 and terminate on June 30, 2018 and shall thereafter continue from month to month at the then current rate schedules until modified in writing by agreement between the Law Firm and the ROP up to a maximum of five (5) years duration per Education Code section 17596.

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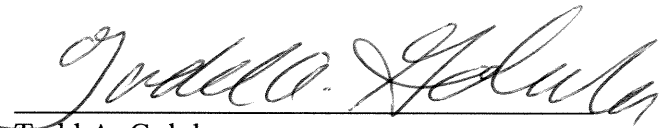
\

Either the ROP or the Law Firm may terminate this Agreement on thirty (30) days' written notice.

"Law Firm"

ATKINSON, ANDELSON, LOYA, RUUD &
ROMO

Dated: 5-26-17

By: 
Todd A. Goluba

"ROP"

EDEN AREA ROP

Dated: _____

By: _____
Linda Granger, Superintendent



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Contract with Century Carpet, Inc. for Carpet Flooring Services for the 2017-2018 Fiscal Year

BACKGROUND

The Eden Area Regional Occupational Program contracts for carpet flooring services when safety hazards, wear and tear or renovation projects warrant replacement.

CURRENT SITUATION

The attached contract provides details of the carpet flooring service contracts with Century Carpet, Inc. for the 2017-2018 fiscal year.

CONSENT CALENDAR



Century Carpet

703 A Street • Hayward • CA 94541

Tel: (510) 886-7555 • SF (415) 252-0650 SJ • (408) 293-0608

Fax: (510) 886-7577 • www.CenturyCarpet.biz • LIC #960320

RE: C-7 AND C-8 CARPET TILE

DATE 6.22.2017

SALESMAN JOHN LEE

DATE PROMISED TBD

JOB SITE: C-7 AND C-8

SOLD TO EDEN AREA ROP

ATTN: MARITES FERMIN E-MAIL: MFERMIN@EDENROP.ORG

ADDRESS 26316 HESPERIAN BLVD TEL: 510 815 4810 FAX: 510 293 8325

CITY HAYWARD CA

DESCRIPTION	WIDTH / LENGTH	UNIT COST	COST
Provide and install new Carpet Tile, Mohawk Get Moving, Color: Indigio Balk	2,112 sq ft	\$7.50 per sqft	\$15,840.00
Provide and install new 4" Rubber Wall Base, color: Blue Bonnet	196 lf	\$4.50 per lf	\$882.00
No furniture moving, no demo. Prevailing wage job normal business hours			
REMARK		SUBTOTAL	\$16,722.00
Contract prices are inclusive of all new first quality materials, all labor and any applicable taxes, If you have any question, please call John Lee at (510) 886-7555.		SALES TAX	Included
		TOTAL	\$16,722.00
		BALANCE	
FURNITURE IN ROOM _ YES _ NO		TERMS:	NET
I agree to terms and conditions of this contract.			
By X <u>Mar</u> Purchaser			
By X <u>John Lee</u> Seller			

NO REFUNDS ON SPECIAL ORDER OR MERCHANDISE CUT ROLL ROLLS.
INTEREST CHARGED 2% PER A MONTH ON ALL PAST DUE AMOUNTS.
CLAIMS FOR SHORTAGE OR DAMAGED GOODS MUST BE MADE WITHIN 15 DAYS

I agree to purchase from Century Carpet, Inc. of Hayward, the personal property described above and to pay you or your assigns therefore the total sum herein stated in the manner herein stated. Title to said personal property shall remain in you or your assigns until said price is paid in full. I agree to keep said property in good conditions and the loss, injury or destruction thereof shall not release me from payment as herein provided. I shall not attempt to sell or encumber the same, or shall I remove it from the job place address above stated without the written consent of you or your assigns. It is agreed that said property shall remain strictly personal property and retain its removal character without regard to the manner of its installation and whether or not same shall be affixed to the reality in any manner whatsoever.

Upon breach of any of the above provision or failure to pay any installment when due, the entire amount unpaid shall at the option of you or your assigns become immediately due and payable and you or your assigns may without legal process or notice of demand enter any premises where said property may be and take possession thereof. All damages for such entry being hereby expressly waived, and you or your assigns may retain all amounts paid and any trade-in merchandise as reasonable compensation for the use of said property work done and expense incurred by you or your assigns. You or Your assigns may also pursue such other or additional remedies as may be provided by law and in the event of suit, I agree to pay all costs and reasonable attorney fees.

This contract embodies the entire agreement and there are no promises or conditions other than these contained here. No waiver of any breach or default shall be deemed a waiver of any other or subsequent breach of default. Not responsible for removal of bases, cutting of doors, not part of carpet installation.

The purchaser acknowledges receipt of a copy of this contract.



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Evan Goldberg, Grant Coordinator
SUBJECT: Request the Governing Board to approve the Contract with Chabot College for Work Based Learning Services for the 2017-2018 School Year

BACKGROUND

In July 2015, the Eden Area ROP was awarded a \$5.8 million grant for the California Career Pathways Trust Round 2 grant. Part of this grant included the development of work-based learning systems in both the K-12 and community college systems.

CURRENT SITUATION

Chabot College is interested in contracting with the Eden Area ROP for work based learning services for the current school year. Jayne Salinger will provide technical assistance on building a work-based learning system at Chabot College, in line with our K-12 California Career Pathway Trust grant efforts. This is a continuation of the work that the Board approved last year.

Fiscal Impact: The Eden Area ROP will receive up to \$9,350 for Jayne Salinger's salary, benefits and employer costs at the rate of \$85 per billable hour.

CONSENT CALENDAR

**EDEN AREA ROP: SCOPE OF WORK TO CHABOT COLLEGE
FOR WORK-BASED LEARNING
8/21/17 – 6/30/18**

System Development

Analysis of Chabot Community College (CCC) CPT efforts and consultation with CTE/Pathways Project Manager to develop system that meets the WBL needs of CCC

- Review of the WBL goals.
- Meet with CCC Business Outreach Liaison and college faculty to determine volume of CCC faculty WBL need.
- Determine faculty existing business connections and WBL activities.
- Research other existing community college WBL programs.
- Meet with CCC counselor's office to determine possible role in WBL program.

Create a system that will record tasks and provide effective communication

- Establish an on-line system that will effectively maintain and facilitate a working relationship between CCC faculty, CCC Business Outreach Liaison and business partners on all WBL requests and opportunities.
- Identify common definitions for WBL activities.
- Develop course mapping materials to align course curriculum to WBL activity.

Identify evaluation, reporting and accountability systems to ensure collection of WBL data and monitoring of WBL experiences.

- Identify current data collection methods being used at CCC.
- Establish a comprehensive online data generating process including identifying responsible individuals to facilitate.
- Determine process for identifying and documenting specific desired outcomes of each WBL experience for faculty and business pathway partner.
- Create evaluation process that will continually improve how WBL activities are carried out.

Develop marketing communications plan.

- Leverage existing CCC grant marketing practices to create online and print materials.
- Research marketing communications practices at other community colleges and adapt accordingly to fit the needs of CCC.
- Create a consistent CCC WBL message for both internal and external partners.
- Develop a PR and media plan that will acknowledge the contributions of business partners.

System Implementation

Work with CCC CTE/Pathways Project Manager and Business Outreach Liaison

- Interview teachers to map spring school term WBL requests.
- Ascertain specific detail per request including date range, time etc.
- Identify, recruit and manage business partner participation.
- Act as liaison to local chambers of commerce.
- Train WBL Coordinator on all mapping, on-line tracking, communication, evaluation systems.
- Coach WBL Coordinator on faculty interviewing best practices.

\$9,350 BILLABLE HOURLY @ \$85.00 PER HOUR ON A MONTHLY BASIS

Chabot-Las Positas Community College District

Contract for Services

This is a contract for professional services between the Chabot-Las Positas Community College District ("District") and _____, Independent Contractor ("Contractor"), entered this _____ day of _____, _____.

1. Contractor agrees to perform the following services in his/her capacity:

2. Contractor hereby understands that no employment relationship is established by this contract for services.

3. The Contractor shall provide his/her own Workers' Compensation Insurance and shall properly report all income in accordance with federal and state law (Labor Code § 3700).

4. Contractor shall be in compliance with the Drug Free Workplace Act of 1988.

5. Services shall begin on or about ____ / ____ / _____, and terminate on or before ____ / ____ / _____. Services shall not be assigned nor subcontracted to another party without written consent of the District.

6. District agrees to pay the Contractor the sum of \$ _____, payable as follows, upon receipt of an invoice, if the services performed are satisfactory to the District.

Date	Payment
_____	_____
_____	_____
_____	_____

7. District retains the right to cancel this contract in the event of funding shortage or for any other reason by written notice of not less than 30 calendar days. In such case, Contractor will be paid for services rendered through the date of cancellation only.

8. This contract is not valid until signed and accepted by the Vice Chancellor, Business Services, nor does the District assume any liability for work performed prior to acceptance by the Vice Chancellor, Business Services.

Independent Contractor

Name

Email Address

Phone #

Address

Signature

CLPCCD

_____	_____
Initiating Manager	Date
_____	_____
President	Date
_____	_____
Vice Chancellor, Human Resources	Date
_____	_____
Vice Chancellor, Business Services	Date



Independent Contractor Questionnaire

The following questions have been developed in order to assist in determining whether an individual is performing work as an employee or as an independent contractor. It is hoped that the specific situations will be clear enough to clearly identify an individual as either an employee or an independent contractor. However, in borderline cases further examination will be required.

Applicant's Name: _____

- | | Yes | No | |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Has the individual ever been employed by the District? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Is the work to be done customarily performed by an employee? |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Does the District have the right to control/ supervise the work being done? |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Does the District establish where and when the individual will work? |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | If the individual is or has been an employee, is the scope of work to be performed outside the normal duties performed in his/her job classification? If the answer is yes, <u>please provide a description of the duties to be performed.</u> |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Is the nature of the contract to perform a specific task for a fixed price? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Does the individual make his/her services available to the general public and does he/she have the right to engage in other jobs while performing services for the District? |

Affirmative answers to questions 1 through 4 and negative answers to questions 5 through 7 will generally mean that there is an employer/employee relationship, that the individual will be treated as an employee and will have to go through the establish employment process.

Negative answers to questions 1 through 4 and affirmative answers to question 5 through 7 will generally mean that the individual is an independent contractor.

If the answers to question 1 through 4 are a combination of yes and no then a further evaluation will have to be made. Please provide additional information regarding the nature of the work, the current employment status, how the work is to be done, where it is to be done, method of payment and any other information that will assist in making the determination of whether or not the individual will be an employee or independent contractor.

Additional Information:

The questionnaire will be signed by the requesting manager and submitted with the requisition for services along with the District Contract for Services Form to the appropriate manager or administrator for approval. All documents will then be forwarded to the Vice Chancellor, Business Services for review and approval. If the individual is determined to be an independent contract, the documents will be forwarded to District's Business Services and a purchase order will be issued. If the individual is determined to be an employee, the forms will be returned and the appropriate personnel procedures followed.

Submitted By:

Date: _____

Approved By:

Date: _____

Program Coordinator's Signature

Administrator's Signature

Business Services Review

Initial Review:

Independent Contract ☐

Employee ☐

College:

☐ Chabot

☐ Las Positas

Reviewed by: _____

Date Reviewed: _____

District:

Reviewed by: _____

Date Reviewed: _____



DATE: August 3, 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 eLearning Experts for the 2017-2018 School Year

BACKGROUND

The Eden Area ROP acquired the Construction Craft Training Center (CCTC) in 2016. CCTC contracted with an online learning platform to offer a hybrid Electrical Training program with updates and additions completed by CCTC staff.

CURRENT SITUATION

The Eden Area ROP has identified eLearning Experts as a qualified vendor for hosting the student online learning platform. This platform is vital to the operation of the Adult Programs. The online learning platform allows students the flexibility of taking a hybrid course for the Electrical Training program. Students spend one week in class and the following week coursework is offered online. This hybrid model allows the Eden Area ROP to offer more evening classes.

Contracting for additional services is a more cost effective method of maintaining the online program.

Fiscal Impact:

Savings of approximately \$41,000.

CONSENT CALENDAR

elearning experts

May 16, 2017

Robert Remley
Eden Area ROP
26316 Hesperian Blvd
Hayward, CA 94545
UNITED STATES OF AMERICA

Dear Robert,

Thank you for contacting Elearning Experts, a certified Moodle services partner. Moodle partners are 'global heroes' of the Moodle community and we look forward to working with you to provide the trust and reliability that Moodle partners are known for worldwide. From consultation to implementation, we provide affordable expert e-learning services to help you manage learners in corporate, small business, professional, and educational settings.

Our Understanding of Your Needs

Eden Area ROP currently provides support and maintenance for the Construction Craft Learning Center site hosted at <http://class.ctcc.edu>. This Moodle site is currently running Moodle 2.2 released December 5, 2011 and support ending July 8, 2013, or four years ago. The current version of Moodle is 3.3, released May 15, 2016. The current Moodle 2.2 site has approximately 351 user accounts with future growth anticipated to expand to 500 users.

There are no known documented changes to the Moodle. The site is currently hosted on a traditional Moodle stack in a private data center which does not provide dedicated Moodle hosting or support.

Due to the age of the existing Moodle site and to prevent any future Moodle problems from occurring, a new Moodle site is recommended in the latest version. Users can be uploaded into the new Moodle site as new manual accounts, and course templates from the Moodle 2.2 site can be backed up and restored in the new Moodle version.

The retired Moodle 2.2 site will be transferred to ElearningExperts to be stored in archive hosting.

Additional Information

and artwork from an existing corporate site, or design an entirely new look with your image in mind.

Legacy Moodle 2.2 Migration to Archive Hosting

As part of our migration we will make a copy of your Moodle site running on our platform for client testing. After Moodle is working to your satisfaction, we will arrange for a second migration of production data from your platform to synchronize data between hosts. During testing phase, it is important not to make any changes to the test site you wish to keep as this will be overwritten by the second and final data migration. Please let us know if you have any questions during the migration process.

1. EdenArea ROP will create a new 'eadmin' account in **class.ctcc.edu** and add to the Site Administrators group in Moodle. You can provide the password via the support portal ticket.
2. Elearning Experts will provision **ctcc.expertlearning.net** in Moodle 2.2.11 as a placeholder to accept the production Moodle site.
3. EdenArea ROP will create a backup of **class.ctcc.edu**. For best practices for completing a Moodle backup see https://docs.moodle.org/32/en/Site_backup. ElearningExperts may also assist here if needed.
4. EdenArea ROP staff will upload the data from self-hosting the ElearningExperts Moodle Cloud via SFTP account.
5. ElearningExperts will unpack and setup the clients data in the EE Cloud Archive Hosting. An SSL certificate is automatically provided on *.expertlearning.net.
6. EdenArea ROP will test **ctcc.expertlearning.net** and compare with the legacy production **class.ctcc.edu** and note any document any issues.
7. For final migration, you may turn on Moodle maintenance mode in the site if desired. Note that any Moodle activity after the final backup takes place may not show up on the Elearning Experts hosted Moodle.

After a migration of class.ctcc.edu (Moodle 2.2) to ctcc.expertlearning.net (Moodle 2.2), a new Moodle site (version 3.1 or higher) will be setup on class.ctcc.edu and pointing to ElearningExperts. A SSL certificate will need to be ordered for this domain.

Recommendations

Moodle LMS – is an open source learning management system to host your content. The current version of Moodle is 3.3, released May 15, 2017.

Moodle LMS Hosting and Server Support (Non-profit/School, annual) <ul style="list-style-type: none"> - Up to 500 active users per year (unique users per year) - 50GB storage - Video streaming from Moodle limited to 6MB per minute - 365/24/7 server support - 10 hours technical support per year (per our <u>Service Agreement</u>) Additional hours +\$100 - SSL certificate cost included for class.ctcc.edu 	1 site	\$2,100.00/yr	\$2,100.00
Moodle Archive Service <ul style="list-style-type: none"> - Set Up a Moodle archive for legacy Moodle 2.2 class.ctcc.edu to ctcc.expertlearning.net. Includes migration fee. Uses support hours from main site after setup. 	1 site	\$1,500.00	\$1,500.00
Additional Hosting and Support (includes Supplemental and Implementation) <ul style="list-style-type: none"> - Does not include complex integrations, SSO or LDAP support, see custom development. 	TBD	\$100.00/hr	TBD
Custom Theme Development <ul style="list-style-type: none"> - Hourly rate for creative staff to develop a theme for Moodle that includes billboards and marketing blocks if desired using customer materials 	5 hours	\$100.00/hr	\$500.00
Instructional Design Support <ul style="list-style-type: none"> - Assistance with creating Moodle courses using customer provided materials. - Expires after 1 year. 	TBD	\$150.00/hr	TBD
Virtual Training <ul style="list-style-type: none"> - Hourly rate, delivered via webinar tool in up to 2 hour increments customized for your needs. - Expires after 1 year. - Moodle Administration training <ul style="list-style-type: none"> - Upload new users via CSV files - Configure new Moodle 3.3 settings - Training on using course backup and restore features 	6 hours	\$150.00/hr	\$900.00
Single Sign-on, Custom Development and Programming <ul style="list-style-type: none"> - Hourly rate for Moodle development or any work that requires a software developer per statement of work 	TBD	\$200.00/hr	TBD

Net 30.

Optional items will be invoiced separately as accrued with payment Net 30.

Development invoiced per separate Scope of Work as required.

This proposal contains multiple optional and contracted hours line items. Some services such as design and custom development may need to be scheduled. Please contact us to narrow down dates and deadlines where applicable.

Elearning Experts Service Agreement and Universal Terms of Service for Moodle Clients apply.

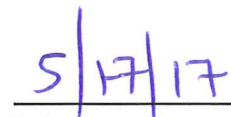
To accept this Proposal as described, sign and date below:

For Eden Area ROP





Printed Name



Date

For Elearning Experts LLC



Digitally signed by Patti Swift
DN: cn=Patti Swift, o=Elearning Experts
LLC, ou=Corporate Office Manager,
email=patti.swift@elearningexperts.net,
c=US
Date: 2017.05.18 17:46:54 -05'00'



Printed Name



Date



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Contract with Faronics for the Anti-virus Suite for the 2017-2020 Fiscal Years

BACKGROUND

Eden Area Regional Occupational Program contracts for antivirus company (Faronics) as an essential component of our secure network.

CURRENT SITUATION

The Faronics Anti-virus Security Suite provides protection against many forms of malware. It also includes the Deep Freeze suite which protects the computers from any detrimental software downloads from internal end users. Insights is a tool that is also included for online classroom monitoring. Attached is the renewal of the three (3) year subscription of Faronics Anti-virus suite for 2017-2020 fiscal years.

CONSENT



Company: 5506 Sunol Blvd.
Suite 202
Pleasanton, CA 94566
United States

Created: 27-Jun-2017
Expiration: 30-Jun-2017
Quote #: 00110180a

Prepared By: Dennis Winkelmann
Email: dennis@faronics.com
Phone: (800) 943-6422 x4049
FAX: (800)943-6488

License To: Robert Remley
Email: rremley@edenrop.org

Bill To: Eden Area Regional Occupational
Program
26316 Hesperian Blvd
Hayward, CA, 94545
United States

Licensee: Eden Area Regional Occupational Program

26316 Hesperian Blvd
Hayward, CA, 94545
United States

Three Year Renewal Option - Less 5% Prepaid Discount - New Expiration Date August 14, 2020

Part #	Product	QTY	MSRP Price	Extended Price
AVE0.NA2LA.SR3.S06.SN	Anti-Virus NA EDU Subscription Ren 3yr 100+ Start Date: 15-Aug-2017 Term: 3 Years	220	\$12.60	\$2772.00
INS0.NA2LA.MR3.C01.SN	Insight Maintenance Renewal EDU SN Start Date: 15-Aug-2017 Term: 3 Years	90	\$10.00	\$900.00
DFK0.NA2LA.MR3.E06.SN	Deep Freeze KIT NA EDU Maintenance Renewal Start Date: 15-Aug-2017 Term: 3 Years	150	\$10.00	\$1500.00

SubTotal: \$5,172.00

Less 5% Discount for PO processed by Faronics before July 1, 2017 -\$258.60

MSRP Total: \$4,913.40

Customers purchasing a Maintenance Renewal can do so within 30 days of the expiration of their Maintenance Agreement. After 30 days has passed the License can be refreshed by purchasing a Version Upgrade with a one-year Maintenance Agreement.

Applicable taxes depending on your geographical location may be added to your order.

Multi-Year discount applies if paid in full within 30 days.

Information on our Maintenance Package can be found here www.faronics.com/maintenance

All software will be electronically delivered via Faronics Labs www.faronicslabs.com.

LETTER OF INTENT

Yes we would like to renew the maintenance/subscription agreements for our Faronics Deep Freeze, Insight and AntiVirus licenses on QUOTE 00110180a, and extend the expiration date for all agreements to expire August 14, 2020.

* Renewal Term - 3 Years

* \$ Amount - \$4,913.40

* Approximate Date for PO submission: () please choose a date in July 2017

NAME:

Robert M Remley

Authorized Signature:

[Handwritten Signature]

Simplifying Computer Management

www.faronics.com



DATE: August 3, 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 Gustavo Vega for the Electrical Training Program for the 2017-2018 School Year

BACKGROUND

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

CURRENT SITUATION

Gustavo Vega is a former Construction Craft Training Center employee that will continue to work closely with the Eden Area ROP. For the 2017-2018 school year, Gustavo will work collaboratively with the Electrical Training teachers and the Assistant Director of Adult Programs by supporting classroom instruction conducive to the Electrical Training program course outline and requirements.

CONSENT CALENDAR

AGREEMENT FOR SERVICE

THIS AGREEMENT FOR SERVICE (this "Agreement") for the **2017-2018 school year**

BETWEEN

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

OF THE FIRST PART

-AND-

Gustavo Vega
(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:
 - **Classroom Instruction conducive to the Electrical Training Program course outline and requirements.**

Term of Agreement

2. The term of this Agreement will begin on **July 1, 2017** and will remain in full force and effect until **June 30, 2018**, 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 **\$35.31 per hour for a maximum of 8 hours per week**. Days worked will be mutually agreed upon by both parties and noted on the Electrical Course Schedule.
5. This compensation will be payable upon completion of the agreed to services on a monthly basis.
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: 510-293-2927
- b. **Gustavo Vega**
19972 Stanton Ave. Apt. #24
Castro Valley, CA 94546

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.

Gustavo Vega

Date

Stefanie Bradshaw
Assistant Director of Adult Programs
Eden Area ROP

Date



DATE: August 3, 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 School Webmasters for Website Hosting for Adult Programs for the 2017-2020 School Years

BACKGROUND

The Eden Area ROP acquired the Construction Craft Training Center (CCTC) in 2016. CCTC contracted with a website hosting company to allow students to register and pay for classes online, with updates and additions completed by CCTC staff.

CURRENT SITUATION

The Eden Area ROP has identified School Webmasters as an appropriate provider for our adult program web hosting needs for the 2017-2020 school years. Hosting the adult programs website through School Webmasters will allow us to provide in-depth information about our course offerings to the public and will serve as a portal for current and prospective students to register and pay for classes. It will also allow us to customize our branding and messaging for the adult programs. Contracting for additional services is a more cost effective method of maintaining the adult programs' webpage.

Fiscal Impact:

Savings of approximately \$41,000.

CONSENT CALENDAR

Get more than just software;
put our staff to work for you!

SCHOOL
WEBMASTERS



PROPOSAL FOR:

Eden Area ROP

May 23, 2017

Eden Area ROP
26316 Hesperian Blvd
Hayward, CA 94545

Dear Robert,

We are very happy you requested a proposal. Our service is unique, and it takes a little explanation to compare what we do to a simple content management software. We hope this will help you find the best solution for your school. This pricing expires on August 21, 2017

We want you to be able to show the best you have to offer, share your stories, and make meaningful connections with your community. We have provided you pricing that will help you do this. It includes everything you would expect in a state of the art content management system like responsive (mobile friendly) design, interactive calendars, slideshows, and more. But, the **most** important part of our services (NOT available through our competitors) is **the ongoing website management** we provide. We become your webmasters. Our staff is dedicated to making your school website an effective communication, public relations, and marketing tool. Our services include:

- Ongoing content updates to keep your sites current and informative
- Easy access to us by your authorized staff for content submission
- Monthly reminders to your authorized staff to get those latest updates
- Proofing and editing of all editable content
- Ongoing graphic updates for website appearance and optimization, including stock photos
- Monthly site reviews to make sure everything looks great and works perfectly
- Timely updates—usually the same day, often within hours, always within two days
- ADA accessibility and 508 compliance to ensure that all visitors can enjoy the site
- Monthly tips to authorized staff to give them ideas for better content submission
- Secure and reliable virtual cloud hosting with 99.999% uptime and redundant backups

Please review the the following proposal / contract, and feel free to give us a call if you have any questions at 888.750.4556 Option 1.

Sincerely,



Jim Leedy
School Webmasters

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What you get

Custom Design & Development

We can build the website with as little information as the school's colors, mascot, and handbook. We would prefer a bit more input than that, but we really include it all. That includes writing the content, researching the types of information that would be most helpful to your community, staff, and parents. We'll make recommendations based upon our school website experience and what other schools have found to be most effective and helpful.

Unlike other website development companies, we don't just give you the space to work in. We'll provide your school with a balance of aesthetically pleasing layout and informational content. This includes custom graphics, professional copywriting, content recommendations, ADA compliance, and a whole list of best practices. We interview key administrators to determine their school's preferences, we'll design a prototype or customize the selected template, make the revisions they desire, and then begin populating the school's website with professionally written content. We can usually have the school's main site completed in six to eight weeks from the time we begin development.

Full-Service Website Management—Your Personal Webmasters

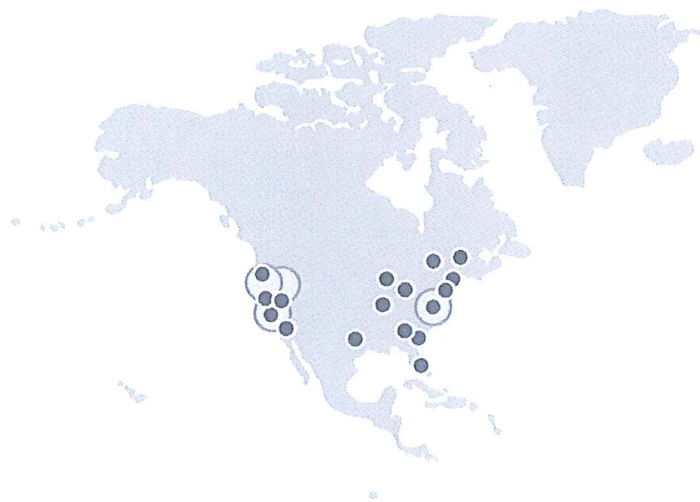
School Webmasters handles all updates, changes, additions, and improvements to your school's website. Many schools find it difficult to dedicate busy staff members (administrators, IT, etc.) to website development and upkeep. By outsourcing your website management to School Webmasters, whose experience and expertise is dedicated to this one aspect of good school communication, your school will be equipped with a superior website that is always current and informative (at a price that is far less than you would spend if you were to keep these tasks in-house).

In addition to ongoing site updates based on information we elicit from your staff, we also provide regular quality control reviews for continued improvements and maintenance of best practices. Regardless of your own staff turnover or current skill sets, School Webmasters can assure strong branding and improved public relations for your district.

Hosting Features and Services

Keeping it at five 9's. 99.999% uptime is fulfilled by the latest in networking and hosting technology. Our sites are hosted on a fully redundant virtualized AWS EC2 Environment. We have multiple web servers that are connected to state of the art load balancers to ensure consistent up time. When periods of exceptional load occur, more servers will automatically come online to deal with the additional traffic. This allows us to be fully scalable, accommodating any amount of load that comes our way. Our server architecture has been designed by School Webmaster's system engineers using best practice methods to suit your needs, and they are on call 24 hours a day to deal with any issues that may arise.

Our infrastructure is built on Amazon's AWS services and hardware, the same service trusted by many top companies such as Netflix, Expedia, and Pinterest. Using state of the art hardware located in datacenters in Oregon and Virginia and crossing multiple availability zones, our system is designed for maximum uptime and stability. This means you can stop worrying about your school's website and focus on where you're needed most.



Pricing

Website Development

We provide three levels of design to help meet the needs / budgets for all schools. Once sites are developed, we provide the same level of custom service for all of our clients, but initial designs can vary from a basic customized template to fully custom design. Many features are included at all levels, like unlimited bandwidth, video hosting, secure pages, etc.

Level 1: Responsive Template Website:

Included for \$1080 - 15 pages and \$40 per page after the first 15

Client chooses design from the pre-designed template library.

- We add your logo, school name, and photos (yours or appropriate stock photos)
- Customize colors to whatever you select
- Fonts are part of the design and will stay the same
- Limit of one graphic or photo per page, and three slide shows per site.
- We provide all of the copy for the site by reorganizing and rewriting the content
- Best practices included
- Developed in four to five weeks

Level 2: Customized Responsive Template Website

Included for \$2150 - 20 pages and \$55 per additional page

Includes everything from Level 1, plus the client can choose from any of our responsive designs as the templates for layout / design,

- Comes with custom header, footer, and big background photo (if desired)
- One custom graphic per page included (can include quotes)
- We provide the copy/content and reorganize your existing site (according to the pages you have chosen).
- Sites are built in five to six weeks
- Great for district websites, high profile schools in a district, and charter schools.

Level 3: Full Custom Responsive Design

Varies but usually around \$7,500 for a 20 page site - \$200 per additional page

Everything provided in a Level 2 site plus:

- Graphic designer creates unique prototypes from scratch (up to two)
- Graphic designer creates all page graphics, custom navigation buttons, rollover effects etc.
- Copywriters write fully custom content and provide in depth research for all areas of the website.

Service or Product	One-time Design Fee	One Year Hosting	Three Year Contract
District/Main Website (28 pages)	\$3,132.50	\$1,788.00	\$2,832.17
School Websites (0 sites)	\$0.00	\$0.00	\$0.00
One-Time design total	\$3,132.50		
Annual Hosting/Updates Cost: (estimated, total will be based on live websites)		\$1,788.00	\$1,788.00
Total First Year Costs		\$4,920.50	\$2,832.17

NOTES: This is for a level 2 custom responsive design. I am basing the scope on the site www.edenrop.org and we would create an ADA compliant site that would really show off the programs.

Cost Escalation: Hosting pricing may be reviewed annually and adjusted to cover cost of living increases or changes in update usage. (These almost never happen. We have only raised rates 2 times in 14 years and have only increased rates for six schools for doing an awesome job.)

One year vs. three years: Some schools would prefer to pay the design fees over the course of three years to help spread out the investment. All we are doing is splitting the design fee into thirds and invoicing for 1/3, for three years. If the school decides to terminate the contract prior to the three years, the remaining design fees would need to be paid.

Website Hosting and Updates

Our full-service hosting includes improvements, updates, and other graphic and content revisions or additions that are necessary to keep your website fresh, informative, and accurate for the duration of the hosting agreement. This includes the design and development of up to 10 additional web pages per year/per site unless otherwise agreed upon by both parties, in writing. The amount of updates required can vary with each school. This pricing reflects our estimate of typical school's update requirements for one year. In the event that a school needs more than the usual amount of our staff time, we will evaluate a three month average from time to time and make adjustments if necessary only to cover our costs. It is understood that there are more updates when a site first goes live, and at the beginning of the school year. We want you to do a great job and use our service, because every hour we work for you means several hours that your staff would otherwise be doing something they weren't hired to do.

Development fees for a one year contract:**Payment with a purchase order will be as follows:**

- ½ development fee due upon site's prototype approval
- ½ development fee due upon website completion - Completion of website is defined as School Webmasters completion of all design elements, layout, and copywriting. Because the process usually only takes 6 weeks, we may just wait until the site goes live to invoice for any of it.

Payment with check or credit card will be as follows:

- ½ development fee due to begin development
- ½ development fee due upon website completion - Completion of website is defined as School Webmasters completion of all design elements, layout, and copywriting.

Hosting Fees:

Hosting fees will begin on the 1st day of the month following School Webmasters submission of completed website to client. Site may be taken live at client's discretion. Hosting fees will be invoiced to district or school monthly or semi-annually (January and July) for hosting and updates (client's preference). Payments are due to School Webmasters within 30 days of invoice date. Invoices are e-mailed.

Late Fees:

Invoices that are 60 days past due will be assessed a late fee of 10% per month on all outstanding balances. Invoices 90 days past due may be submitted for collection and service suspended until all fees, including collection and/or legal expenses are paid in full. Client acknowledges that collection action may result in additional costs, including legal fees, and that any collection expenses will be the client's responsibility. We are not liable for any collection actions resulting for failure to pay.

Renewal

This contract will continue on a month-to-month basis unless written cancellation is provided, and if a purchase order is required by the client, the client is responsible for providing this information to School Webmasters within 30 days of a new fiscal year.

Cancellation Policy

Cancellation policy: Request to terminate services must be made, in writing, at least 30 days prior to last day of service. While all graphics and content of the website(s) is the property of the client, if services are terminated, it is the responsibility of the client to move or retrieve the site. All content owned by the school is public facing and can be copied and archived by the school.

Warranties and Liability

School/District agrees that any material submitted for publication will not contain anything leading to an abusive or unethical use of the Web Hosting Service, the Host Server, or the Developer. Abusive and unethical materials and uses include, but are not limited to, pornography, obscenity, nudity, violations of privacy, computer viruses and malware, harassment, any illegal activity, spamming, advocacy of an illegal activity, and any infringement of privacy.



School/District hereby agrees to indemnify and hold harmless the Developer from any claim resulting from the School/District's publication of material or use of those materials. School Webmasters will make every effort to ensure that information / content posted is not any of the above mentioned items or in violation of copyright law; however School Webmasters will not be liable for the content provided by the school. Developer does not guarantee the functions of the site will meet the client's expectations of site traffic or resulting business or that the operation of the web pages will be uninterrupted and / or error-free.

Disruption in Service

The Internet is a complex worldwide network. At times there will be planned and unplanned outages both in and beyond School Webmasters control. School Webmasters will diligently strive to notify our customers of any planned outages that may impact them. However, School Webmasters will not be liable for any damage or harm of any kind to the Client or any other person or entity who is or may be directly affiliated with the Client, occurring as a direct or indirect result of any network outage or service interruption, whether planned or unplanned, and whether or not the outage was caused by School Webmasters.

Indemnification

School/District agrees that it shall defend, indemnify, save, and hold the Developer harmless from any and all demands, liabilities, losses, costs and claims, including reasonable attorney's fees associated with the Developer's development of the School/District's website. This includes Liabilities asserted against the Developer, its heirs, assigns, subcontractors, agents, School Districts, servants, officers, and employees that may arise or result from any service provided or performed or agreed to be performed or any product sold by the School/District, its agents, employee or assigns.

School/District also agrees to defend, indemnify, and hold harmless the Developer against Liabilities arising out of any injury to person or property caused by any products or services sold or otherwise distributed over the client's website. This includes infringing on the proprietary rights of a third party, copyright infringement, trademark infringement, and delivering any defective product or misinformation that is detrimental to another person, organization, or business.

Responsibilities (Who is doing what)

Responsibilities of the District/School

Identify and/or obtain, unless otherwise agreed, all elements to be included as content for this project on an "as needed" basis.

- Provide any specific artwork, animations, images, data, or District/School-specific files (e.g., logos, mascots, employee photos, student artwork or photos, etc.) These will be assumed to be royalty free / non-rights managed. If you are unsure, please let us use our stock photos. The legal responsibility of the website falls on the owner, not the developer.
- PDFs and videos and other uneditable content will be posted as is, and may not be ADA / Section 508 compliant if it is not provided that way.
- Provide School Webmasters with all pertinent information and consultation in a timely manner. (Should the project become inactive or be delayed for reasons outside the control of School Webmasters, or if client becomes unresponsive or fails to provide timely feedback without providing any advance notice for a period not to exceed 10 calendar days, School Webmasters will immediately bill for all work it has performed to date on the project. School Webmasters will suspend any further work on the project from that point forward, pending communication from client. Client expressly agrees to pay for all billable work up to the date that School Webmasters receives written notice of client's intent to inactivate or delay the project or after 10 calendar days of client being unresponsive to requests from School Webmasters.)

Responsibilities of School Webmasters

Handle all aspects of development, production, and delivery throughout the project, including:

- Build a component-based system that handles all aspects of the scoped project.
- Consult with the School District on content and any requested advanced system architecture.
- Work with the District to identify functionality for all navigation necessary for "ease of use."
- Test Internet application and debug on the top three Internet browsers at current major revision.
- Provide accessibility for the visually impaired, and include provision for screen readers and other section 508 compliance. This will include AA level compliance in areas like necessary Alt tags, skip navigation, color contrast, etc.
- Develop and oversee the implementation of the final product.

Assumptions

- Schools will make technical and graphic decisions within three (3) business days of submission of contract proposal.

- School Webmasters will complete all development off-site.
- All new informational content will be entered into the website by School Webmasters or its designated site managers, based upon direction from each school's designated site contact. School Webmasters will send monthly reminders requesting changes or additions to those designated individuals.

Deliverables

- Final acceptance of the site will be performed when the website becomes live on the web server.

Ongoing Updates

Upon site completion and after a week or two of site revision with the development team, we will assign website administrators to the District/School. Your team of site administrators will manage all ongoing updates, page additions, calendar updates, minor graphic changes or additions, and other client needs. These individuals will also ensure that monthly reminders are sent to identified district personnel to keep your site current and accurate. The District is responsible for keeping School Webmasters informed about who those key personnel are who should receive our reminders. The more people at the school who have access to submit information as they get it, the more likely the information will end up on the website where it will actually be seen by your target audience. Because no one needs any training or special skills to get information onto the website, it doesn't cost anything to get lots of people involved. All of the department heads, the secretaries, involved teachers, and of course principals, and administrators. Everyone who touches the information can easily get it to us so that we can turn it into a story that will help engage parents, students, and the community to make your job easier.

Next Step

Once School Webmasters is selected as your school's webmaster, the following steps will begin the development of your new website(s):

1. Purchase order and signed Terms and Conditions are faxed or e-mailed to School Webmasters (or credit card information if preferred). Fax to 480.240.9796 or e-mail Info@SchoolWebmasters.com.
2. Development questionnaire link will be e-mailed to the person who is designated to approve the prototype design.
3. A meeting will be scheduled by your assigned project coordinator to discuss the development questionnaire, template selection, etc.
4. Graphic designer will begin the prototype design or template customization based on information gathered from the questionnaire or other input received.
5. Copywriter will begin to gather information, contact any staff for additional information needed, and begin the writing process and site map development.
6. Prototype will be delivered to the individual authorized to approve the Home page design. Changes, if any, will be made to the design.
7. Website design will be completed by the design team of graphic designers, copywriter, and layout designer.
8. School will be invoiced for one-time design fees, and then hosting/updates will be invoiced bi-annually (January/July) unless requested otherwise.
9. Transition will be made to the customer support team to begin the ongoing update phase of website management. E-mails with logins and instructions will be sent to all identified authorized school personnel for submitting informational updates.



The following parties agree to the terms and conditions outlined in the PROPOSAL provided:

School Webmasters

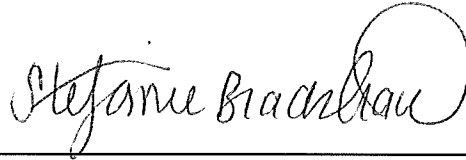
Eden Area ROP

By:



Jim Leedy / Co-owner and Sales Manager

By:



(Signature)

Stefanie Bradshaw Assistant Director of Adult Programs

(Print Name / Title)

Date Created: May 23, 2017

Date: 7/11/17

Payments and notices to School Webmasters shall go to:

School Webmasters
2846 E. Nora Street
Mesa, AZ 85213
p:(888) 750-4556 / f: (480) 240-9796
info@SchoolWebmasters.com

Invoices and notices for Eden Area ROP

Name: Stefanie Bradshaw Title: Assistant Director of Adult Programs

E-mail: Sbradshaw@edenrop.org

Mailing Address: 26316 Hesperian Blvd

Mailing City/State/Zip: Hayward, CA 94545

Phone: (510) 293-2910 Fax: (510) 293-8224

Please send this signed form, along with your purchase order, to Info@SchoolWebmasters.com or fax it to (480) 240-9796.

The price is the same for each option. We split the design fee into thirds and invoice 1/3 each year with one year's hosting fees. On year four, you would just pay for hosting and updates.

One Year Contract ☐ Three Year Contract ☒

If choosing to pay with credit card, please include credit card information here:

Name on card: _____ Card CV2# _____

Credit Card #: _____ Expiration Date: _____



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Contract with Zamora & Sons Painting for Painting Services for the 2017-2018 Fiscal Year

BACKGROUND

Each year the Eden Area Regional Occupational Program contracts for painting services to repair and maintain Eden ROP center's facilities.

CURRENT SITUATION

The attached contract provides details of the painting service with Zamora & Sons Painting for the 2017-2018 fiscal year.

CONSENT CALENDAR



Zamora & Sons Painting
1526 Havenscourt Boulevard
Oakland, California 94621



Office: (510) 638-2057 Cellular: (510) 798-8446
License # 647565

PROPOSAL and CONTRACT

Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, 9835 Goethe Road, Sacramento, California 95827.

Date: July 10, 2017

To: Eden Area ROP Job Name: Eden ROP Building G Hall 2017
26316 Hesperian Boulevard
Hayward, CA 94545 (510) 293-2906 mfermin@edenrop.org
Attn: Marites Fermin

Dear Ms. Fermin:

The undersigned proposes to furnish all materials and perform all labor on the following described real property:

As described below

necessary to complete the following work of improvement in accordance with the plans and specifications attached hereto, and by reference incorporated herewith.

Building G (Hall): Ceilings, Walls, Doors, Restrooms

1. Prepare surfaces for painting.
2. Apply spot primer to necessary areas.
3. Apply two coats of finish top coat (up to 2 colors).
4. Clean up job site.

All of the above work to be completed in a substantial and workmanlike manner according to standard practices on or before 2-3 working days save and except for any delays caused by strikes, Acts of God, or other unforeseen happenstances over which the contractor has no control, for the sum of:

Two thousand five hundred (\$2,500.00)

Payment to be made as follows:

Full payment due upon completion of job: \$2,500.00 ✓

The entire amount is to be paid upon completion of work, unless otherwise indicated. Any alteration or deviation from the above specifications involving extra cost of material or labor, will only be executed upon written orders for same, and will become any extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Eden ROP Building G Hall 2017

This proposal shall be binding upon the contractor for a period not to exceed 60 days, unless earlier revoked by written notice of revocation prior to acceptance, at which time, this proposal shall terminate automatically. No contractual rights arise until this proposal is accepted in writing.

Respectfully submitted,



7/10/17

FRANCISCO ZAMORA
ZAMORA & SONS PAINTING

ACCEPTANCE

The above proposal is hereby accepted as contract according to the terms thereof and the owner agrees to pay the amounts mentioned in said proposal and according to the terms thereof.


Authorized Representative Signature

Date: 7/10/17

Marites Ferran
Print Name / Title



Eden ROP Buildings H, F, G, B1 2017

This proposal shall be binding upon the contractor for a period not to exceed 60 days, unless earlier revoked by written notice of revocation prior to acceptance, at which time, this proposal shall terminate automatically. No contractual rights arise until this proposal is accepted in writing.


Respectfully submitted,

 7/10/17

FRANCISCO ZAMORA
ZAMORA & SONS PAINTING

ACCEPTANCE

The above proposal is hereby accepted as contract according to the terms thereof and the owner agrees to pay the amounts mentioned in said proposal and according to the terms thereof.

 Date: 7/10/17

Authorized Representative Signature

Marites Fermin

Print Name / Title



Zamora & Sons Painting
1526 Havenscourt Boulevard
Oakland, California 94621



Office: (510) 638-2057 Cellular: (510) 798-8446
License # 647565

PROPOSAL and CONTRACT

Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, 9835 Goethe Road, Sacramento, California 95827.

Date: June 28, 2017

To: Eden Area ROP Job Name: Eden ROP Building F Auto 2017
26316 Hesperian Boulevard
Hayward, CA 94545 (510) 293-2906 mfermin@edenrop.org
Attn: Marites Fermin

Dear Ms. Fermin:

The undersigned proposes to furnish all materials and perform all labor on the following described real property:

As described below: Building F (Auto)

necessary to complete the following work of improvement in accordance with the plans and specifications attached hereto, and by reference incorporated herewith.

- **Auto 1: Paint interior with epoxy and one block of wall, door post**
- **Auto 2: Paint partial hallway**

1. Prepare surfaces for painting (fill holes with compound, etc.).
2. Apply spot primer and two coats of finish top coat – two colors will be used (existing color to walls and doors).
3. Clean up debris caused by job.

All of the above work to be completed in a substantial and workmanlike manner according to standard practices on or before **3-4** working days save and except for any delays caused by strikes, Acts of God, or other unforeseen happenstances over which the contractor has no control, for the sum of:

Five thousand six hundred dollars (\$5,600.00)

Payment to be made as follows:

Full payment due upon completion of job: \$5,600.00

The entire amount is to be paid upon completion of work, unless otherwise indicated. Any alteration or deviation from the above specifications involving extra cost of material or labor, will only be executed upon written orders for same, and will become any extra charge over the sum mentioned in this contract. All agreements must be made in writing.

This proposal shall be binding upon the contractor for a period not to exceed 60 days, unless earlier revoked by written notice of revocation prior to acceptance, at which time, this proposal shall terminate automatically. No contractual rights arise until this proposal is accepted in writing.


Respectfully submitted,

 6/29/017

FRANCISCO ZAMORA
ZAMORA & SONS PAINTING

ACCEPTANCE

The above proposal is hereby accepted as contract according to the terms thereof and the owner agrees to pay the amounts mentioned in said proposal and according to the terms thereof.

 Date: 6/24/17

Authorized Representative Signature

Marites Fern

Print Name / Title



Zamora & Sons Painting
1526 Havenscourt Boulevard
Oakland, California 94621



Office: (510) 638-2057 Cellular: (510) 798-8446
License # 647565

PROPOSAL and CONTRACT

Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board, 9835 Goethe Road, Sacramento, California 95827.

Date: June 27, 2017

To: Eden Area ROP Job Name: Eden ROP Building F Hallway Summer 2017
26316 Hesperian Boulevard
Hayward, CA 94545 (510) 293-2906 mfermin@edenrop.org
Attn: Marites Fermin

Dear Ms. Fermin:

The undersigned proposes to furnish all materials and perform all labor on the following described real property:

As described below

necessary to complete the following work of improvement in accordance with the plans and specifications attached hereto, and by reference incorporated herewith.

Building F (Hallway): Ceilings, Walls, Doors, Restrooms

1. Prepare surfaces for painting.
2. Apply spot primer to necessary areas.
3. Apply two coats of finish top coat (up to 2 colors).
4. Clean up job site.

All of the above work to be completed in a substantial and workmanlike manner according to standard practices on or before **2-3** working days save and except for any delays caused by strikes, Acts of God, or other unforeseen happenstances over which the contractor has no control, for the sum of:

Three thousand six hundred dollars (\$3,600.00)

Payment to be made as follows:

Full payment due upon completion of job: \$3,600.00

The entire amount is to be paid upon completion of work, unless otherwise indicated. Any alteration or deviation from the above specifications involving extra cost of material or labor, will only be executed upon written orders for same, and will become any extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Eden ROP Building F Hallway Summer 2017

This proposal shall be binding upon the contractor for a period not to exceed 60 days, unless earlier revoked by written notice of revocation prior to acceptance, at which time, this proposal shall terminate automatically. No contractual rights arise until this proposal is accepted in writing.

Respectfully submitted,


FRANCISCO ZAMORA
ZAMORA & SONS PAINTING

6/26/17

ACCEPTANCE

The above proposal is hereby accepted as contract according to the terms thereof and the owner agrees to pay the amounts mentioned in said proposal and according to the terms thereof.


Authorized Representative Signature

Date: 6/26/17

Marcos Ferrn
Print Name / Title



DATE: August 3, 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 MOU with Associated Builders and Contractors of Northern California (ABC NorCal) for the 2017-2018 School Year

BACKGROUND

Apprenticeship in California dates back to the Shelly-Maloney Apprenticeship Labor Standards Act of 1939. Apprenticeship programs include on-the-job training and related and supplementary classroom instruction. In order for an apprenticeship to exist one of the required partners must be a local education agency (LEA). LEAs may provide both the instructor and the classroom facilities or only serve as the fiscal agent.

CURRENT SITUATION

Associated Builders and Contractors of Northern California (ABC NorCal) provides apprenticeship programs throughout the state in electrical, carpentry, plumbing, painting, and skilled labor. Our partnership with ABC NorCal has generated benefits for our students by expanding their links to employers and labor representatives, updating curriculum to interface with these programs, and encouraging non-traditional career opportunities for women and minorities.

The agreement before you tonight is a continuation of the agreement that has been approved in past years, in that the Eden Area ROP will continue to serve as the fiscal agent. This would require us to monitor the hours of service provided by the programs. In return, the Eden Area ROP retains a minimum of twenty (20) percent for administrative costs and pre-apprenticeship opportunities for our students.

CONSENT CALENDAR



26316 Hesperian Blvd.

Hayward, CA 94545

P: (510) 293-2900 • F: (510) 293-8225 • www.edenrop.org

Superintendent: Linda Granger

MEMORANDUM OF UNDERSTANDING

Eden Area Regional Occupational Program (Eden Area ROP) agrees to become the Local educational Agency for the Associated Builders and Contractors, Northern California Chapter (Apprenticeship Committee), from July 1, 2017 to June 30, 2018. Both parties will agree to the following:

1. Eden Area ROP will reimburse the Associated Builders and Contractors for apprenticeship expenses according to the current annual apportionment when the 2017-2018 allocation is distributed.
2. The Apprenticeship Committee understands that of the hours allocated, zero hours belong to the Apprenticeship Committee and are transferable. The remaining 42,000 hours are loaned to the Committee and belong to Eden Area ROP and will return to the ROP at the end of the agreement period.
3. Any reimbursement of unused money from the above allocation will be made effective within forty-five (45) days of the following schedule:
Forty-five (45) days after documentation is submitted and approved.
4. The Apprenticeship Committee understands that all reimbursement expenses must be preapproved and documented in hard copy.
5. The Apprenticeship Committee understands that any reimbursement can only be used on apprenticeship-related expenses.
6. The Eden Area ROP will reimburse only in accordance with the amount of hours actually generated. Any hours not generated up to the 42,000 hours will not be reimbursed.
7. The Apprenticeship Committee is responsible for any expenses accrued over the actual amount of student hours generated or the allocation stated above. The Apprenticeship committee will be responsible to reimburse Eden Area ROP for the amount of the shortfall.
8. Expenses incurred for this apprenticeship Committee by Eden Area ROP during a reimbursement period will be deducted from the total reimbursement amount. Expenses are defined as, but not limited to: salaries, administrative assistants, mandatory benefits, instructional materials and other related costs.

9. It is understood that Eden Area ROP will retain twenty (20) percent for administration costs.
10. This agreement is for the period mentioned above and is on a year to year basis and is automatically renewable as agreed upon by all parties. Should either party wish to rescind the agreement, it can do so by May 1 of the year noted above.
11. The Apprenticeship committee is responsible to keep attendance using Eden Area ROP forms and returning them to Eden Area ROP at prearranged times.
12. The Apprenticeship Committee understands that Eden Area ROP must be contacted concerning any changes in scheduling, instructors, etc. or any other change that would alter this agreement.
13. The Apprenticeship Committee operates student apprenticeship programs registered by the Division of Apprenticeship Standards under the supervision of the Eden Area ROP. In accordance with California Labor Code section 3368, the Eden Area ROP shall be considered the employer under Division 4 of the California Labor Code (commencing with Section 3200) of persons receiving this apprenticeship training, unless the persons during the training are being paid a cash wage or salary by a private employer. Further, an apprentice, while attending related and supplemental instruction classes, shall be considered to be in the employ of the apprentice's employer, unless the apprentice is unemployed. The parties acknowledge that the Apprentice Committee shall not be responsible for providing workers compensation coverage to its apprentices under any circumstances.

Apprenticeship Director

Date

Assistant Director of Adult Programs, Eden Area ROP

Date



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the MOU with
Hayward Unified School District for Student Transportation for
the 2017-2018 Fiscal Year

CURRENT SITUATION

Each year the Eden Area ROP contracts for transportation services for students with the participating districts and outside vendors.

For the 2017-2018 school year we are continuing the contract between Hayward Unified School District and Eden Area ROP to provide daily transportation services to and from Hayward Unified School District and San Leandro Unified School District high schools and the ROP Center.

CONSENT CALENDAR



HAYWARD UNIFIED SCHOOL DISTRICT

Building a Culture of Success



MEMORANDUM OF UNDERSTANDING EDEN AREA REGIONAL OCCUPATIONAL PROGRAM AND HAYWARD UNIFIED SCHOOL DISTRICT 2017-18 TRANSPORTATION AGREEMENT

This is an agreement between the Eden Area Regional Occupational Program (ROP) and the Hayward Unified School District (HUSD), to provide transportation for San Leandro Unified School District (SUSD) and Eden Area Regional Occupational Center, as agreed-upon and on agreed-upon calendar days.

HUSD shall secure and maintain valid permits, licenses and certification that are required by law for the execution of these agreements.

HUSD shall maintain insurance and workers compensation coverage as required by current laws and regulations. HUSD shall maintain insurance that names Eden Area ROP and its Governing Board and employees indemnified for any claims or damages to property sustained by any person, firm or corporation caused by neglect, default or omission of HUSD and its employees in connection with performance under this agreement.

HUSD agrees to assign for each vehicle qualified drivers who are employed, trained and licensed in accordance with the California rules and regulations governing the operation of school transportation vehicles.

HUSD shall provide accident reports as required by law within the prescribed timeline. In the event an accident occurs which results in serious injuries or death, HUSD will immediately notify the Eden Area ROP.

Vehicle equipment and services covered by this agreement must comply with applicable laws and regulations.

HUSD shall observe all requirements of California laws governing the safe operation of school bus equipment and training of personnel as it relates to the safety of students transported for the Eden Area ROP.

HUSD agrees to provide bus transportation from August 2017 through June 2018. The costs will be \$228,428.00 with a maximum of 31,500 miles for 180 days.



HAYWARD UNIFIED SCHOOL DISTRICT

Building a Culture of Success



The daily and average mileage is as follows:

DISTRICT	EST. MILES/DAY	EST. MILES/YEAR
Hayward	96	17,280
San Leandro	76	13,680
TOTAL	172	31,500

Mileage in excess of 31,500 miles will be charged at \$7.50 per mile which, if applicable, will be invoiced to Eden ROP within sixty days of the end of this agreement.

HUSD agrees that the above payment calculation is for exclusive use of buses for Eden Area ROP programs. HUSD agrees that when Hayward buses are utilized for programs other than the Eden Area ROP, the above rates including, but not limited to, mileage will be adjusted on subsequent invoices. Eden ROP agrees to pay the actual cost of any repairs to seats or items vandalized by students riding the bus. HUSD will furnish Eden Area ROP a daily report or log for any damages or items that are vandalized by ROP students subject to inspection by Eden Area ROP security.

Eden Area ROP agrees to pay the base contract amount of \$228,428.00 in four quarterly installments of \$57,107.00 on or before September 30, 2017, December 31, 2017, March 31, 2018, and June 30, 2018.

Signed

Dr. Matt Wayne, Interim Superintendent
Hayward Unified School District

6-7-17
Date

Signed

Linda Granger, Superintendent
Eden Area ROP

6/2/2017
Date

HUSD Board of Education Approval Date: _____

Information Items





DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: SkillsUSA National Competition

BACKGROUND

SkillsUSA was created to raise the quality of education for students in trade, industrial, and technical programs. As one of more than 245,000 members, students become part of a national organization that serves trade, industrial, and technical students in public schools, occupational centers and community colleges.

In 52 states and territorial associations students are part of successful partnerships that link students, educators, businesses, labor, and government. As a member of one of nearly 14,000 local chapters nationwide, students learn to work as part of a team and develop management skills.

CURRENT SITUATION

Nine Eden Area ROP students competed in the SkillsUSA National competition, held in Louisville, Kentucky on June 19-23, 2017.

Four of the nine students ranked in the top 10.

Name	Program	High School	Ranking
Jasmine Vera	Crime Scene Investigation	Arroyo	7
Beatriz Hernandez	Crime Scene Investigation	Mt. Eden	7
Leonardo Garcia	Crime Scene Investigation	Tennyson	7
Tyler Sparks	Law Enforcement	Castro Valley	5

The following students also participated in the competition.

Name	Program	High School
Nicole Butler	Crime Scene Investigation	San Lorenzo
Carlos Rangel	Crime Scene Investigation	San Leandro
Cynthia Tamaya	Crime Scene Investigation	Arroyo

Alejandro Montes Osorio	Auto Refinishing	Brenkwitz
Judith Lindoro	Medical Assisting	San Lorenzo

RECOMMENDATION

Information only

Action Items





DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the adoption of Resolution 1-17/18: Mid-year Revision: Signature Card-Authorized Agents/Payroll Warrants and Disbursements and Resolution 2-17/18: Mid-year Revision: Signature Card-Authorized Agents for Official Documents and Reports

CURRENT SITUATION

Pursuant to Education Code Section 42632 for K-12 and Section 85232 for community colleges, require that signatures of all Governing Board members and signatures of persons authorized by the Governing Board to sign orders must be filed with the County Superintendent of Schools. Due to change in staff the ROP is bringing for a mid-year revision to the signature card-Authorized Agents for Payroll Warrants and Disbursements and the signature card-Authorized Agents for Official Documents and Reports

RECOMMENDATION

It is recommended that the Governing Board 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.



Resolution No. 1-17/18

Signature Card - Authorized Agents for Payroll Warrants & Disbursements

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

WHEREAS, pursuant to Education Code Section 42632 for K-12 Education and Section 85232 for Community Colleges, each order drawn on the funds of our school district shall be signed by at least a majority of the members of the governing board of the district or by a person(s) authorized by the governing board to sign orders in its name.

NOW, THEREFORE BE IT RESOLVED, the following signature(s) is/are the person(s) in addition to signatures authorized by the governing board to sign orders in its name:

1.	<hr/>	Bernard Phelan
	Signature	Type Name
		Assistant Director of Off-Site Programs
		Title
<input type="checkbox"/> Additional		
<input checked="" type="checkbox"/> Replacement		
	Replaces:	Sheila Lawrence
		Type Name

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 3rd day of August 2017 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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

Date

Signature, President of the Governing Board



Resolution No. 2-17/18

Signature Card - Authorized Agents for Official Documents & Reports

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

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

NOW, THEREFORE BE IT RESOLVED, the following signature(s) is/are the person(s) in addition to signatures authorized by the governing board to sign orders in its name:

1.	<hr/>	Bernard Phelan
	Signature	Type Name
		Assistant Director of Off-Site Programs
		Title
<input type="checkbox"/> Additional		
<input checked="" type="checkbox"/> Replacement		
	Replaces:	Sheila Lawrence
		Type Name

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 3rd day of August 2017 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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

Date

Signature, President of the Governing Board

DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Personnel Coordinator
SUBJECT: Request the Governing Board to approve the Administrative Personnel as Competent to Evaluate Certificated Staff and Review Policy 4315.1

BACKGROUND

Policy 4315.1: Administrative and Supervisory Personnel was approved by the Governing Board on June 7, 2012 and shall be reviewed by the Eden Area ROP Governing Board biennially.

In accordance with Policy 4315.1 it is necessary that the Eden Area ROP meet the obligation to conduct timely evaluation of work performance of certificated personnel. The Superintendent shall determine a program leading to evaluation certification and shall recommend to the Board qualified evaluators of instruction.

CURRENT SITUATION

It is recommended that the following administrative personnel be approved as competent to evaluate certificated personnel:

Linda Granger	Superintendent
Craig Lang	Director of Educational Services
Bernard Phelan	Assistant Director of Off-site Programs
Stefanie Bradshaw	Assistant Director of Adult Programs
Evan Goldberg	Grant Coordinator

RECOMMENDATION

It is recommended that the Governing Board approve the administrative personnel as competent to evaluate certificated staff.

STAFF EVALUATING TEACHERS

It is the intent of the Governing Board to certify that personnel assigned to evaluate teachers have demonstrated competency in instructional methodologies and evaluation of instruction. The Superintendent shall determine a program leading to evaluation certification and shall recommend to the Board qualified evaluators of instruction. The Board shall approve criteria developed by the Superintendent and certify the competence of personnel recommended by the Superintendent as having met the criteria. Performance standards established as a result of this policy shall be communicated to all affected individuals.

This policy shall be reviewed biennially by the Eden Area Regional Occupational Program (ROP) Board.

*Legal Reference:*EDUCATION CODE*33039 Guidelines for teacher evaluation**44660-44665 Evaluation and assessment of performance of certificated employees**44681-44689 Administrator training and evaluation*GOVERNMENT CODE*3543.2 Scope of representation (re evaluation procedures)*

STAFF EVALUATING TEACHERS

Criteria for certification of qualified evaluators will include but not be limited to:

1. Possession of a valid administrative services or supervision and coordination credential.
2. Demonstrated understanding of adopted curriculum priorities, policies, and practices; including development, implementation and evaluation.
3. Demonstrated understanding of adopted standards on student progress.
4. Demonstrated competence in instructional methodologies.
5. Understanding of adopted policies and procedures for personnel supervision, performance evaluation, and staff development.
6. Demonstrated skills in supervision of instruction.
7. Demonstrated skills in techniques of evaluation of instruction

Procedures Leading to Evaluation Certification

The Superintendent shall:

1. Identify individual evaluators.
2. Determine that the following qualifications for certification have been met.
 - a. Possession of a valid administrative services or supervision and coordination credential.
 - b. Competencies in instructional methodologies.
 - c. Competencies for supervision of instruction.
 - d. Techniques and procedures for evaluation and instruction.
3. Assess individual evaluator's demonstration of competencies
4. Develop a professional improvement program for/with each evaluator.
5. Implement professional improvement programs.

STAFF EVALUATING TEACHERS (continued)

6. Develop and implement system for monitoring each evaluator's skills and progress.
7. Recommend to the Governing Board those administrators who in his/her opinion qualify for evaluation certification.



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Public Disclosure of the Eden Area ROP Employees' Agreement for the 2016-2017 One Time Stipend

CURRENT SITUATION

On June 1, 2017, during closed session, the ROP presented to the Board a request for a one time stipend for all ROP employees. After the presentation and deliberation, the Governing Board approved up to \$5,000 stipend per current full time employee off the salary schedule. Part time and hourly employees would receive a pro-rated stipend based on hours worked.

The Governing Board approved the requested one time stipend in open session at the June 1, 2017 Board meeting.

The Business Services Department has prepared the Public Disclosure Statement, Certification of the Eden Area ROP's ability to meet the costs of this request, in accordance with AB 1200, verifying that the Eden Area ROP can afford to fund the one time stipend for fiscal year 2016-2017. The document attached contains detailed and specific information about how this agreement affects district funds. This document was submitted on June 2, 2017 and reviewed by Alameda County Office of Education (ACOE). Attached is ACOE's approval that the Eden Area ROP is able to meet the reserve requirements on a multi-year level.

Code/Policy: Government Code 3547.5

Fiscal Impact: The projected costs is funded by the ROP local revenues and other grants.

Supporting documents: Certification – AB 1200 report submitted and approved by Alameda County Office of Education (ACOE)

RECOMMENDATION

It is recommended that the Governing Board approve the public disclosure of the Eden Area ROP employees' agreement for the 2016-2017 one time stipend.

Date: June 30, 2017

To: Eden Area ROP – ACOE Permanent File

From: Natalie Zaderey
Director, District Advisory Services

Subject: Review of 2016-17 One-Time Stipend for All Current Employees

We have completed our review of the Eden Area ROP's 2016-17 settlement with all current employees for a one-time stipend. During our review process, we noted the following.

2016-17 Settlement with All Current Employees

We have reviewed the Public Disclosure for all employees of the Eden Area ROP covering the period beginning July 1, 2016 and ending June 30, 2017. The purpose of our review is to determine whether this agreement will have a material impact on the financial condition of the ROP in the current and subsequent two fiscal years.

The agreement represents a one-time stipend of up to \$5,000 for all current employees. Part-time and hourly employees will receive a pro-rated stipend based on the number of hours worked. Our analysis of the impact on the financial condition of this agreement was based on taking the Multi-Year Projection submitted with the latest 2016-17 Second Interim Report and incorporating the increase from the one-time stipend. As a result, it appears the ROP will continue to meet the 5% minimum reserve requirement for 2016-17 and the two subsequent fiscal years.

The ROP does not have any bargaining units. The agreement was acted upon by the ROP Board on June 1, 2017 and was received by Alameda County Office of Education on June 2, 2017.

No formal letter was issued by our office to the ROP.

cc: Marites Fermin, Business Manager, Eden Area ROP

Certification of the Districts Ability to Meet the Costs of Collective Bargaining Agreement

This disclosure document must be signed by the District Superintendent and Chief Business Official prior to the public disclosure.

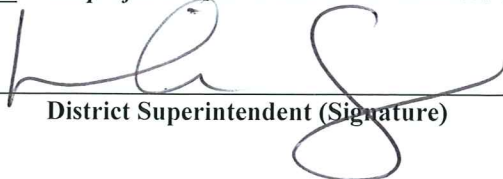
In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of Eden Area ROP District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and all employees (No Bargaining Unit in the district), during the term of the agreement from 07/01/2016 to 06/30/2017.

The budget revisions necessary to meet the costs of the agreement in each year of its term are itemized below. If the District does not adopt all of the revisions in the current fiscal year, the County Superintendent is required to issue a qualified or negative certification on the next Interim Report per Government Code (GC) 3547.5(c)

Budget Adjustment Categories	Increase(Decrease) Year 1	Increase(Decrease) Year 2	Increase(Decrease) Year 3
Revenues/Other Financing Sources			
ROP revenues	452,181	0	0
Expenditures/Other Financing Uses			
Salaries and Benefits	274,195	0	0
Ending Balance Increase (Decrease)	177,986	0	0

N/A _____ (No budget revisions necessary)

_____ *These projections are based on the attached assumptions, which become an integral part of this document.*


District Superintendent (Signature)

6/12/2017
Date

Linda Granger
District Superintendent (Type Name)


Chief Business Official (Signature)

6/2/2017
Date

Marites Fermin
Chief Business Official (Type Name)

EDEN AREA ROP School District
Public Disclosure of Collective Bargaining Agreement
In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

Bargaining Unit: Certificated/ Classified/ Exempt/ Management Employees of Eden Area ROP

The district does not have any bargaining unit

The proposed agreement covers the period beginning 7/1/2016 and ending 6/30/2017

and was acted on by the Governing Board at its meeting on June 1, 2017.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation		Annual Cost Prior to Proposed Agreement 2016-2017	Fiscal Impact of Proposed Agreement		
			Year 1 Increase/(Decrease) 2016-2017	Year 2 Increase/(Decrease) 2017-2018	Year 3 Increase/(Decrease) 2018-2019
1.	Salary Schedule (This is to include Step & Column, which is also reported separately in item 6)	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
2.	Other Compensation Stipends, Bonuses, Longevity, Overtime Differential, Callback or Standby Pay, etc.		\$ 230,094	\$ -	\$ -
			\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
2a.	Description of Other Compensation		\$ -	\$ -	\$ -
3.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ -	\$ 44,101	\$ -	\$ -
			\$ 44,101	\$ -	\$ -
4.	Health/Welfare Plans ACA - \$2,500 per employee other than classified	\$ -	\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
5.	Total Compensation - Add Items 1 through 4 to equal 5	\$ -	\$ 274,195	\$ -	\$ -
			0.00%	0.00%	0.00%
6.	Step & Column - Due to movement plus any changes due to settlement. This is a subset of item No. 1.	\$ -	\$ -	\$ -	\$ -
7.	Total number of represented Employees (Use FTEs)		57.78	0	0
8.	Total Compensation Average Cost per Employee	\$ -	\$ 4,746	\$ -	\$ -
			0.00%	0.00%	0.00%

EDEN AREA ROP School District
Public Disclosure of Collective Bargaining Agreement
In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

Up to \$5,000 one time stipend for all current employees. Part time and hourly employees will receive a pro-rated stipend based on hours worked

The district does not have any bargaining unit, only salary committee

10. Were any additional steps, columns or ranges added to the schedules? (If yes, please explain.)

No

11. Please Include comments and explanations as necessary. (If more room is necessary, please attach additional sheet.)

- B. **Proposed Negotiated Changes in Non-compensation Items** (e.g. class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

- C. **What are the Specific Impacts (Positive or Negative) on Instructional and Support Programs to Accommodate the Settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (e.g. counselors, librarians, custodial staff, etc.).

No reduction in program

- D. **What Contingency Language is Included in the Proposed Agreement (e.g. reopeners, etc.)?**

N/A

- E. **Will this Agreement Create, Increase, or Decrease Deficit Financing in the Current or Subsequent Year(s)?**

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

The district is positive

EDEN AREA ROP School District
Public Disclosure of Collective Bargaining Agreement
In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

- F. Identify Other Major Provisions that do not Directly Affect the District's Costs; such as Binding Arbitration, Grievances Procedures, etc.

None

- G. Source of Funding for Proposed Agreement

1. Current Year

District anticipates ending fund balance of \$452,181

Grant awards and continued state and local revenues plus participating charter school fees

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

It is one time - not ongoing per G.1 above.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A - one time only

EDEN AREA ROP School District
Public Disclosure of Collective Bargaining Agreement
In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

H. Impact of Proposed Agreement on Current Year Operating Budget (Ed. Code 42142)

	Column 1 Latest Board- Approved Budget Before Settlement As of: 6/1/2017	Column 2 Cost of Adjustments as a Result of Settlement	Column 3 Other Revisions Costs Increases (Decreases)	Column 4 Total New Budget (Col 1+2+3)
Revenues				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)- LCFF/AE	\$ 15,132,966	\$ -	\$ -	\$ 15,132,966
Total Revenues	\$ 15,132,966	\$ -	\$ -	\$ 15,132,966
Expenditures				
1000 Certificated Salaries	\$ 2,927,584	\$ 148,486	\$ -	\$ 3,076,070
2000 Classified Salaries	\$ 1,034,064	\$ 81,608	\$ -	\$ 1,115,672
3000 Employee Benefits	\$ 1,393,061	\$ 44,101	\$ -	\$ 1,437,162
4000 Books and Supplies	\$ 413,831	\$ -	\$ -	\$ 413,831
5000 Services and Operating Expenses	\$ 8,593,920	\$ -	\$ -	\$ 8,593,920
6000 Capital Outlay	\$ 346,325	\$ -	\$ -	\$ 346,325
7000 Other Outgo	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 14,708,785	\$ 274,195	\$ -	\$ 14,982,980
Operating Surplus (Deficit)	\$ 424,181	\$ (274,195)	\$ -	\$ 149,986
Other Sources and Transfers In	\$ 28,000	\$ -	\$ -	\$ 28,000
Other Uses and Transfers Out	\$ -	\$ -	\$ -	\$ -
Current Year Increase (Decrease) In Fund Balance	\$ 452,181	\$ (274,195)	\$ -	\$ 177,986
Beginning Balance	\$ 8,413,549			\$ 8,413,549
Current Year Ending Balance	\$ 8,865,730	\$ (274,195)	\$ -	\$ 8,591,535
Components of Ending Balance				
Nonspendable and Restricted 9711-9740	\$ 1,062,484	\$ -	\$ -	\$ 1,062,484
Reserved for Economic Uncertainties 9789 (6%)	\$ 882,527	\$ 16,452	\$ -	\$ 898,978
Committed and Assigned 9770-9780	\$ 6,617,015	\$ -	\$ -	\$ 6,617,015
Unassigned/Unappropriated 9790	\$ 303,704			\$ 13,058

EDEN AREA ROP School District
Public Disclosure of Collective Bargaining Agreement
In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

If the total amount of the adjustment in Column 2 on page 4 does not agree with the amount of the Total Compensation Increase in Section A, line 5, page 1 (e.g. increase was partially budgeted), explain the variance below:

Please include any additional comments and explanations of page 4 as necessary:

In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Page 4, Column 4, total Expense & Other Uses and Transfers Out <i>(Must include restricted and unrestricted expenditures)</i>	\$ 14,982,980
b. State Standard Minimum Reserve Percentage for this District	6.00%
c. State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a. times Line b. or \$50,000.	\$ 898,979

a. General Fund Budgeted Unrestricted Reserve for Economic Uncertainties	\$ 898,979
b. General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount	\$ 13,058
c. Special Reserve Fund 17-Budgeted Reserve for Economic Uncertainties	\$ -
d. Special Reserve Fund 17-Budgeted Unassigned/Unappropriated Amount	\$ -
e. Article XIII-B Fund 72-Budgeted Reserve for Economic Uncertainties	\$ -
f. Article XIII-B Fund 72-Budgeted Unassigned/Unappropriated Amount	\$ -
g. Total District Budgeted Unrestricted Reserves	\$ 912,037

If NO, how do you plan to restore your reserves?

[illegible]

EDEN AREA ROP School District
Public Disclosure of Collective Bargaining Agreement
In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

Revised MYP Including the Effects of Collective Bargaining

Eden Area ROP General Fund Multi-Year Projections Budget Year: 2016/2017			
	ADA: 1,497	ADA: 1,517	ADA: 1,535
	0.00%	1.56%	2.15%
	Deficit: none	Deficit: none	Deficit: none
Revenues	2016-2017	2017-2018	2018-2019
Revenue Limit Sources	0	0	0
Federal Revenue	70,609	0	0
Other State Revenue	7,746,695	6,424,622	594,443
Local Revenue	7,315,662	7,347,973	7,504,407
Total Revenue	15,132,966	13,772,595	8,098,850
Expenditures			
Certificated Salaries	2,927,584	2,961,918	2,961,918
Step & Column Adjustment	0	0	45,210
Cost-of-Living Adjustment	0	0	0
Other Adjustments	0	0	0
Classified Salaries	1,034,064	1,044,327	1,044,327
Step & Column Adjustment	0	0	12,357
Cost-of-Living Adjustment	0	0	0
Other Adjustments	0	0	(89,879)
Employee Benefits	1,393,061	1,399,989	1,437,648
Books & Supplies	413,831	168,048	153,411
Services, Other Operating Exp	8,593,920	8,094,884	3,355,480
Capital Outlay	346,325	0	0
Other Outgo	0	0	0
Direct Support/Indirect Costs			
Total Expenditures	14,708,785	13,669,166	8,920,472
Operating Surplus (Deficit)	424,182	103,430	(821,621)
Other Financing Sources & Transfers In(Positive figure)	28,000	29,000	31,000
Other Financing Uses & Transfers Out (Neg Figure)			
Current Yr Inc(Dec) in Fund Balance	452,182	132,430	(790,621)
Beginning Fund Balance	8,413,549	8,865,730	8,998,160
Audit Adjustments/Restatements			
Ending Balance	8,865,730	8,998,160	8,207,539
Restricted Balance	1,062,484	647,601	414,504
Required Reserve	882,527	820,150	713,638
Committed and Assigned	6,617,015	7,220,915	6,740,356
Unrestricted Balance (Incl Revolving)	303,704	309,494	339,041
Comments (Major changes): Deficit for Fiscal year 2018-19 is a carry over from CTEIG received in 2015/16 member district's superintendents and board members agreed and approved to use the funds in 2018/19 - \$882,759. Net effect is positive Net Increase of \$92,138			

EDEN AREA ROP School District
Public Disclosure of Collective Bargaining Agreement
In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

J. Salary Notification Requirement

The following section is applicable and should be completed when any Salary/Benefit Negotiations are settled after the district's final budget has been adopted.

Comparison of Proposed Agreement to Change in District Base Revenue Limit

The district revenues are not based from Revenue Limit

- | | |
|---|------------------------|
| (a) Current Year Base Revenue Limit (BRL) per ADA:
(obtain from the FY _____ County Office-provided Revenue Limit or B263
Form RL, Line 3 | \$ _____ - (Estimated) |
| (b) Prior Year Base Revenue Limit per ADA:
(Form RL, Line 1) | \$ _____ - (Actual) |
| (c) Amount of Current Year Increase: (a) minus (b) | \$ _____ - |
| (d) Percentage Increase in BRL per ADA: (c) divided by (b) | _____ 0.00% |
| (e) Indicate Total Settlement Percentage Increase from Section A,
line 5, Page 1 for current year | _____ 0.00% |

K. Certification

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code 3547.5.

District Superintendent (or Designee)
(Signature)

6/12/2017

Date

After public disclosure of the major provisions contained in this summary, the Governing Board, at its meeting on September 5, 2013, took action to approve the proposed Agreement with the Certificated, Classified, Exempt and Management Employees of Eden Area ROP

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Alameda County Office of Education reserves the right to ask any additional questions or request any additional information we feel is necessary to review the district properly under AB 1200, including a copy of the Tentative Agreement.

Certification of the Districts Ability to Meet the Costs of Collective Bargaining Agreement

This disclosure document must be signed by the District Superintendent and Chief Business Official prior to the public disclosure.

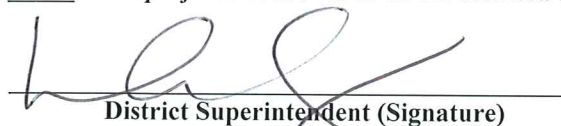
In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of Eden Area ROP District – **Adult Education**, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and all employees (No Bargaining Unit in the district), during the term of the agreement from 07/01/2016 to 06/30/2017.

The budget revisions necessary to meet the costs of the agreement in each year of its term are itemized below. If the District does not adopt all of the revisions in the current fiscal year, the County Superintendent is required to issue a qualified or negative certification on the next Interim Report per Government Code (GC) 3547.5(c)

Budget Adjustment Categories	Increase(Decrease) Year 1	Increase(Decrease) Year 2	Increase(Decrease) Year 3
Revenues/Other Financing Sources			
ROP revenues	50,695	0	0
Expenditures/Other Financing Uses			
Salaries and Benefits	28,365	0	0
Ending Balance Increase (Decrease)	22,330	0	0

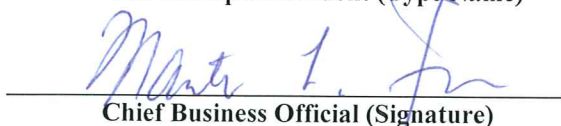
N/A _____ (No budget revisions necessary)

_____ *These projections are based on the attached assumptions, which become an integral part of this document.*


District Superintendent (Signature)

6/12/2017
Date

Linda Granger
District Superintendent (Type Name)


Chief Business Official (Signature)

6/12/2017
Date

Marites Fermin
Chief Business Official (Type Name)

EDEN AREA ROP School District
Public Disclosure of Collective Bargaining Agreement
In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

Bargaining Unit: Certificated/ Classified/ Exempt/ Management Employees of Eden Area ROP- Adult Ed
The district does not have any bargaining unit

The proposed agreement covers the period beginning 7/1/2016 and ending 6/30/2017

and was acted on by the Governing Board at its meeting on June 1, 2017.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation		Annual Cost Prior to Proposed Agreement 2016-2017	Fiscal Impact of Proposed Agreement		
			Year 1 Increase/(Decrease) 2016-2017	Year 2 Increase/(Decrease) 2017-2018	Year 3 Increase/(Decrease) 2018-2019
1.	Salary Schedule (This is to include Step & Column, which is also reported separately in item 6)	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
2.	Other Compensation Stipends, Bonuses, Longevity, Overtime Differential, Callback or Standby Pay, etc.		\$ 23,872	\$ 0	\$ 0
			\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
2a.	Description of Other Compensation		\$ -	\$ -	\$ -
3.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ -	\$ 4,493	\$ -	\$ -
			\$ 4,493	\$ -	\$ -
4.	Health/Welfare Plans ACA - \$2,500 per employee other than classified	\$ -	\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
5.	Total Compensation - Add Items 1 through 4 to equal 5	\$ -	\$ 28,365	\$ -	\$ -
			0.00%	0.00%	0.00%
6.	Step & Column - Due to movement plus any changes due to settlement. This is a subset of item No. 1.	\$ -	\$ -	\$ -	\$ -
7.	Total number of represented Employees (Use FTEs)		6.0	0	0
8.	Total Compensation <u>Average</u> Cost per Employee	\$ -	\$ 4,728	\$ -	\$ -
			0.00%	0.00%	0.00%

EDEN AREA ROP School District -
Adult Education
Public Disclosure of Collective Bargaining Agreement
In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

Bargaining Unit: Certificated/ Classified/ Exempt/ Management Employees of Eden Area ROP- Adult Ed
The district does not have any bargaining unit

The proposed agreement covers the period beginning 7/1/2016 and ending 6/30/2017

and was acted on by the Governing Board at its meeting on June 1, 2017.

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation		Annual Cost Prior to Proposed Agreement 2016-2017	Fiscal Impact of Proposed Agreement		
			Year 1 Increase/(Decrease) 2016-2017	Year 2 Increase/(Decrease) 2017-2018	Year 3 Increase/(Decrease) 2018-2019
1.	Salary Schedule (This is to include Step & Column, which is also reported separately in item 6)	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
2.	Other Compensation Stipends, Bonuses, Longevity, Overtime Differential, Callback or Standby Pay, etc.		\$ 23,872	\$ 0	\$ 0
			\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
2a.	Description of Other Compensation		\$ -	\$ -	\$ -
3.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ -	\$ 4,493	\$ -	\$ -
			\$ 4,493	\$ -	\$ -
4.	Health/Welfare Plans ACA - \$2,500 per employee other than classified	\$ -	\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
5.	Total Compensation - Add Items 1 through 4 to equal 5	\$ -	\$ 28,365	\$ -	\$ -
			0.00%	0.00%	0.00%
6.	Step & Column - Due to movement plus any changes due to settlement. This is a subset of item No. 1.	\$ -	\$ -	\$ -	\$ -
7.	Total number of represented Employees (Use FTEs)		6.0	0	0
8.	Total Compensation <u>Average</u> Cost per Employee	\$ -	\$ 4,728	\$ -	\$ -
			0.00%	0.00%	0.00%

EDEN AREA ROP School District -
Adult Education

Public Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

Up to \$5,000 one time stipend for all current employees. Part time and hourly employees will receive a pro-rated stipend based on hours worked

The district does not have any bargaining unit, only salary committee

10. Were any additional steps, columns or ranges added to the schedules? (If yes, please explain.)

No

11. Please Include comments and explanations as necessary. (If more room is necessary, please attach additional sheet.)

- B. **Proposed Negotiated Changes in Non-compensation Items** (e.g. class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

- C. **What are the Specific Impacts (Positive or Negative) on Instructional and Support Programs to Accommodate the Settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (e.g. counselors, librarians, custodial staff, etc.).

No reduction in program

- D. **What Contingency Language is Included in the Proposed Agreement (e.g. reopeners, etc.)?**

N/A

- E. **Will this Agreement Create, Increase, or Decrease Deficit Financing in the Current or Subsequent Year(s)?**

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

The district is positive

EDEN AREA ROP School District -
Adult Education

Public Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

- F. Identify Other Major Provisions that do not Directly Affect the District's Costs; such as Binding Arbitration, Grievances Procedures, etc.

None

- G. Source of Funding for Proposed Agreement

1. Current Year

District anticipates ending fund balance of \$50,695

Fees from electrical and medical programs. Revenues from CCTC assumption

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

It is one time - not ongoing per G.1 above.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A - one time only

**EDEN AREA ROP School District -
Adult Education**

Public Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

H. Impact of Proposed Agreement on Current Year Operating Budget (Ed. Code 42142)

	Column 1 Latest Board- Approved Budget Before Settlement As of: 6/1/2017	Column 2 Cost of Adjustments as a Result of Settlement	Column 3 Other Revisions Costs Increases (Decreases)	Column 4 Total New Budget (Col 1+2+3)
Revenues				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)- LCFF/AE	\$ 1,196,580	\$ -	\$ -	\$ 1,196,580
Total Revenues	\$ 1,196,580	\$ -	\$ -	\$ 1,196,580
Expenditures				
1000 Certificated Salaries	\$ 275,198	\$ 16,772	\$ -	\$ 291,970
2000 Classified Salaries	\$ 175,638	\$ 7,100	\$ -	\$ 182,738
3000 Employee Benefits	\$ 135,540	\$ 4,493	\$ -	\$ 140,033
4000 Books and Supplies	\$ 48,664	\$ -	\$ -	\$ 48,664
5000 Services and Operating Expenses	\$ 510,845	\$ -	\$ -	\$ 510,845
6000 Capital Outlay	\$ -	\$ -	\$ -	\$ -
7000 Other Outgo	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,145,885	\$ 28,365	\$ -	\$ 1,174,250
Operating Surplus (Deficit)	\$ 50,695	\$ (28,365)	\$ -	\$ 22,330
Other Sources and Transfers In	\$ -	\$ -	\$ -	\$ -
Other Uses and Transfers Out	\$ -	\$ -	\$ -	\$ -
Current Year Increase (Decrease) In Fund Balance	\$ 50,695	\$ (28,365)	\$ -	\$ 22,330
Beginning Balance	\$ -			\$ -
Current Year Ending Balance	\$ 50,695	\$ (28,365)	\$ -	\$ 22,330
Components of Ending Balance				
Nonspendable and Restricted 9711-9740	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties 9789 (6%)	\$ -	\$ -	\$ -	\$ -
Committed and Assigned 9770-9780	\$ 8,856	\$ -	\$ -	\$ 8,856
Unassigned/Unappropriated 9790	\$ 41,839			\$ 13,474

EDEN AREA ROP School District -
Adult Education

Public Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

If the total amount of the adjustment in Column 2 on page 4 does not agree with the amount of the Total Compensation Increase in Section A, line 5, page 1 (e.g. increase was partially budgeted), explain the variance below:

Please include any additional comments and explanations of page 4 as necessary:

**EDEN AREA ROP School District -
Adult Education**

Public Disclosure of Collective Bargaining Agreement

*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5
Revised MYP Including the Effects of Collective Bargaining*

Eden Area ROP Adult Education Multi-Year Projections Budget Year: 2016/2017			
	ADA: 503	ADA: 528	ADA: 617
	0.00%	0.00%	0.00%
	Deficit: none	Deficit: none	Deficit: none
Revenues	2016-2017	2017-2018	2018-2019
Revenue Limit Sources	0	0	0
Federal Revenue	0	0	0
Other State Revenue	322,588	245,960	245,960
Local Revenue	873,992	926,930	1,227,510
Total Revenue	1,196,580	1,172,890	1,473,470
Expenditures			
Certificated Salaries	275,198	318,211	397,320
Step & Column Adjustment	0	0	6,700
Cost-of-Living Adjustment	0	0	0
Other Adjustments	0	0	0
Classified Salaries	175,638	189,539	212,516
Step & Column Adjustment	0	0	0
Cost-of-Living Adjustment	0	0	0
Other Adjustments	0	0	0
Employee Benefits	135,540	166,190	173,928
Books & Supplies	48,664	70,755	72,276
Services, Other Operating Exp	510,845	418,984	502,991
Capital Outlay	0	0	0
Other Outgo	0	0	0
Direct Support/Indirect Costs			
Total Expenditures	1,145,885	1,163,679	1,365,731
Operating Surplus (Deficit)	50,696	9,212	107,740
Other Financing Sources & Transfers In(Positive figure)	0	0	0
Other Financing Uses & Transfers Out (Neg Figure)			
Current Yr Inc(Dec) in Fund Balance	50,696	9,212	107,740
Beginning Fund Balance	0	50,695	59,907
Audit Adjustments/Restatements			
Ending Balance	50,695	59,907	167,647
Restricted Balance	0	0	0
Required Reserve	0	0	0
Committed and Assigned	8,856	14,604	20,352
Unrestricted Balance (Incl Revolving)	41,839	45,303	147,295

EDEN AREA ROP School District -
Adult Education

Public Disclosure of Collective Bargaining Agreement

In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

J. Salary Notification Requirement

The following section is applicable and should be completed when any Salary/Benefit Negotiations are settled after the district's final budget has been adopted.

Comparison of Proposed Agreement to Change in District Base Revenue Limit

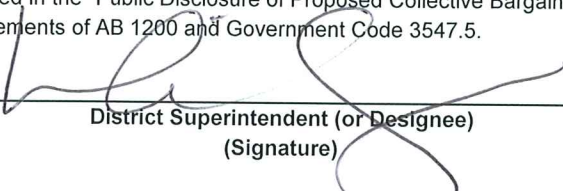
The district revenues are not based from Revenue Limit

- (a) Current Year Base Revenue Limit (BRL) per ADA:
(obtain from the FY _____ County Office-provided Revenue Limit or+B263
Form RL, Line 3 \$ - (Estimated)
- (b) Prior Year Base Revenue Limit per ADA:
(Form RL, Line 1) \$ - (Actual)
- (c) Amount of Current Year Increase: (a) minus (b) \$ -
- (d) Percentage Increase in BRL per ADA: (c) divided by (b) 0.00%
- (e) Indicate Total Settlement Percentage Increase from Section A,
line 5, Page 1 for current year 0.00%

K. Certification

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code 3547.5.



District Superintendent (or Designee)
(Signature)

6/12/2017

Date

After public disclosure of the major provisions contained in this summary, the Governing Board, at its meeting on September 5, 2013, took action to approve the proposed Agreement with the Certificated, Classified, Exempt and Management Employees of Eden Area ROP

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Alameda County Office of Education reserves the right to ask any additional questions or request any additional information we feel is necessary to review the district properly under AB 1200, including a copy of the Tentative Agreement.



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Job Descriptions for Classified and Classified Exempt Positions

BACKGROUND

Job Descriptions for all positions are maintained by the Personnel Coordinator. To ensure that the positions remain current, job descriptions are periodically reviewed and updated, if needed.

CURRENT SITUATION

Last year the Personnel Coordinator reviewed the Board approved job descriptions with employees. Employees suggested updates to the job descriptions based on current responsibilities. These suggestions were integrated into the current job descriptions and given to the supervising administrator for review. Edits from the administrator review were given to the Personnel Coordinator and finalized for recommendation to the Board.

Job Description Updates Only

Accounting Technician
Accounts Receivable/Purchasing Technician
Administrative Support Specialist
Attendance Specialist
Career Counselor
Director's Secretary
Instructional Assistant (Dental)
Instructional Assistant (Special Education)
Instructional Assistant (Student Store)
Office Support Specialist
Personnel Coordinator
Technology Coordinator

Job Description Updates & Title Changes**Previous Title**

High School Liaison

Security/Grounds Officer 1

Security/Grounds Officer 2

Superintendent's Secretary

New Title

Public Relations & Marketing Specialist

Security/Grounds Officer-Open

Security/Grounds Officer-Close

Executive Assistant

New Job Descriptions

Instructional Support Specialist

Program Specialist

RECOMMENDATION

It is recommended that the Governing Board approve the job descriptions for classified and classified exempt positions.



Job Description Updates Only

Accounting Technician
Accounts Receivable/Purchasing Technician
Administrative Support Specialist
Attendance Specialist
Career Counselor
Director's Secretary
Instructional Assistant (Dental)
Instructional Assistant (Special Education)
Instructional Assistant (Student Store)
Office Support Specialist
Personnel Coordinator
Technology Coordinator

JOB DESCRIPTION

TITLE: Accounting Technician

REPORTS TO: Business Manager

DESCRIPTION/DEFINITION: Performs two distinct and equally important functions: Accounting functions- responsible for the timely and accurate processing and payment of bills and obligations. Utilizes state-of-the-art equipment and software to create, update and reconcile all actions related to payables. Responsible for maintaining cash accounts and detailed records of all transactions. Payroll functions- responsible for handling all day-to-day activities relating to ROP payroll. Provides limited back up and assistance for some of the functions of the Business Manager. This position includes confidential responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs accounts payable functions, which include but may not be limited to:

- Creates batch, updates and reconciles accounts payable on designated software systems
- Prepares and transmits warrants to vendors
- Maintains warrant register binders for record and review
- Prepares and files vendor payment records
- Audits conference request, cash advances and reimbursement for travel and conference expenses
- Researches and resolves accounts payable discrepancies and complaints
- Monitors materials and receives reports to verify arrival and receipt of merchandise and take follow-up action on purchases not received
- Maintains and processes reimbursements for petty cash and revolving cash
- Maintains checking accounts; issue, and distribute checks for EAROP's agency funds: Student Store and Student Organizations
- Reviews monthly vendor statements/invoices and resolves discrepancies and/or past due notices
- Processes and audits mileage requests
- Assists Business Manager in posting journal entries to the general ledger
- Assists Business Manager in posting budget transfers

Accounting Technician (continued)

- Assists Business Manager in preparation of various projection worksheets and financial reports
- Assists Business Manager in maintaining chart of accounts.
- Refunds lab fees
- Maintains postal equipment
- Reconciles credit card expenditures
- Fills out credit applications
- Disencumbers completed purchase orders with remaining balances
- Provides assistance as necessary to collect fees, sell books and register students
- Prepares cover sheet with bill warrants for Governing Board
- Assists with sophomore tours
- Performs other duties as assigned

Performs payroll functions, which include but may not be limited to:

- Receives and verifies all payroll timesheets
- Verifies correct account number/Over time/leave pay status, etc.
- Obtains required approval for timesheets
- Responsible for pre-list verification
- Receives and files all personnel forms related to payroll
- Liaison to ACOE payroll staff
- Perform other payroll projects as assigned

QUALIFICATIONS:

Ability to: Organize, resolve problems quickly and professionally; maintain accurate bank records and payroll calculations; interpret and apply complex federal, state and educational regulations related to payroll; maintain files and records; input data accurately; communicate clearly in oral and written form; work with a minimum of supervision; operate and utilize business machines to improve efficiency and effectiveness; exercise software packages which improve efficiency and product appearance; project professional, helpful and friendly assistance to staff, parents and students.

Training and Experience: Minimum requirements: Equivalent of the completion of high school with one year work experience in purchasing, accounts payable or accounts receivable. Desired requirements: Post secondary courses and three years work experience in purchasing, accounts payable or accounts receivable.

TERMS OF EMPLOYMENT: Step C on Eden Area ROP Salary Schedule. Year to year based on successful annual evaluation. Additional 5% stipend for confidential responsibilities.

Approved by Eden Area ROP Board – June 3, 2010

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:	Accounting Technician	Reports to:	Business Manager
Job Location:	Hayward Center	Department:	Business Services

Position Overview

Purpose:

Perform two distinct and equally important functions: Accounting and payroll functions.

Accounts Payable Duties and Responsibilities:

- Create batches, update and reconcile accounts payable on designated software systems
- Prepare and transmit warrants to vendors
- Maintain warrant register binders for record and review
- Prepare and file vendor payment records, including quarterly sales tax
- Audit conference request, cash advances and reimbursement for travel and conference expenses
- Research and resolve accounts payable discrepancies and complaints
- Receive packing slip reports to verify arrival and receipt of merchandise and take follow-up action on purchases not received
- Maintain and process reimbursements for petty cash and revolving cash
- Maintain checking accounts; issue and distribute checks for EAROP's agency funds
- Review monthly vendor statements/invoices and resolve discrepancies and/or past due notices
- Processes and audit mileage requests
- Assist Business Manager in posting journal entries to the general ledger
- Assist Business Manager in posting budget transfers
- Assist Business Manager in preparation of various projection worksheets and financial reports
- Assist Business Manager in maintaining chart of accounts
- Refund lab fees
- Maintain postal equipment
- Reconcile credit card expenditures, bank accounts, revolving and petty cash
- Disencumber completed purchase orders with remaining balances
- Provide assistance as necessary to collect fees, sell books, etc.
- Prepare cover sheet for bill warrants for Governing Board
- Assist with sophomore tours

Payroll Duties and Responsibilities:

- Receive and verify all payroll timesheets
- Verify correct account number/over time/leave pay status, etc.
- Responsible for monthly payroll pre-list verification
- Receive and file all personnel forms related to payroll
- Serve as liaison to ACOE payroll staff
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

JOB DESCRIPTION

Knowledge:

- QuickBooks journal entry, fixed asset reports and/or other spreadsheet programs
- Advanced computer skills, specifically Microsoft Word, Excel, and online navigation
- Bookkeeping and accounting principles
- Calculating, posting and managing accounting figures and financial records
- Perform mathematical computations quickly and accurately
- Complex filing systems

Abilities:

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Close attention to detail; input data accurately
- Skilled at multi-tasking; perform a variety of tasks simultaneously with different priorities
- Comfortable dealing with numbers and processing financial information
- Accurately record and count money

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
- College courses in accounting preferred
- Accounting or business degree preferred

Experience:

- Two (2) years work experience in accounting
- Previous cash handling experience

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

Salary Schedule Placement:	C 5% Confidential Stipend	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare high school and adult students for further education as well as to instill skills, workplace attitudes and knowledge that will enable them to compete successfully in a diverse, technologically advanced, and ever-changing economy.

Job Title:	Accounts Receivable/Purchasing	Reports to:	Business Manager
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Job Purpose:

Duties and Responsibilities:

- Receive and process purchase requisitions and purchase orders generated by the program
- Verify and corrects budget coding
- Verify budget availability through designated software database
- Prepare open purchase orders for utilities, insurance, supplies, mileage, copy services, maintenance agreements, and standard re-occurring activities
- Maintain vendor file
- Maintain contracts and certificates
- Monitor monthly copier readings on copiers at program site
- Enter journal entries to reflect program expenditures
- Arrange for equipment repairs or service as necessary
- Arrange for waste management services as requested by maintenance staff
- Prepare and monitor invoices for funds due to the program
- Receive, process and deposit funds for services and goods from instructional, auxiliary and enterprise programs
- Record cash revenues in accounting systems
- Maintain and monitor book/materials inventory
- Assist Business Manager in inter-district transfer preparation and tracking of transfers with participating districts
- Assist Business Manager with daily tasks as needed
- Assist with sophomore tours
- Perform other duties as assigned

Job Location:	Eden Area ROP	Department:	Business Services
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Employment Type:	Full-time	Employment Category:	Classified
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Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00 pm
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Salary Schedule Placement:	D	Annual Salary:	\$35,433 *Additional 5% stipend for confidential responsibilities
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Annual Benefits:	\$8,452.08 (\$704.34/month) *Mandatory Vision & Dental deducted	Governing Board Approved	June 3, 2010
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Skills:

Abilities:

Organize and process receivables, purchase orders and purchase requisitions quickly and accurately; accurately record and count money; maintain files and records; input data accurately; communicate clearly in oral and written form; work with a minimum of supervision; operate and utilize business machines to improve efficiency and effectiveness; utilize software packages which improve efficiency and product appearance; project professional, helpful and friendly assistance to staff, parents and students.

Training and Experience:

One year work experience in purchasing, accounts payable or accounts receivable. Post secondary courses and three years work experience in purchasing, accounts payable or accounts receivable desired.

JOB DESCRIPTION

Education:	Equivalent of the completion of high school	Additional Requirements:	<ul style="list-style-type: none">• Basic Drivers License• Basic Skills Test
Terms of Employment :			
Year to year based on successful annual evaluation.			

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:	Accounts Receivable/ Purchasing Technician	Reports to:	Business Manager
Job Location:	Hayward Center	Department:	Business Services

Position Overview

Purpose: Perform accounts receivable, cash handling and purchasing functions involving both specific routines and broadly defined policies and procedures.

Duties and Responsibilities:

- Receive and process requisitions and generate the purchase orders
- Verify and corrects budget coding of all requisitions before processing
- Verify approval of purchase requisitions and budget availability through a designated software database
- Prepare budget transfers or budget revisions for purchase requisitions
- Prepare open purchase orders for utilities, insurance, supplies, mileage, copy services, maintenance agreements and standard recurring expenditures
- Maintain all vendor files
- Maintain all contracts and insurance certificates binders and spreadsheet
- Monitor monthly copier readings and prepare spreadsheets for journal entry into Escape
- Prepare all journal entries for both revenues and expenditures for materials, supplies, services, contracts and capital assets and leasehold expenditures
- Arrange for equipment repairs or services as necessary
- Research products and services for most competitive pricing
- Arrange for waste management services as requested by maintenance staff
- Prepare invoices for grants and awards
- Receive, process and deposit all payment of invoices and all other receipts issued through receipt book or QuickBooks
- Receive, verify and prepare deposits for Student Store
- Record revenues and accounts receivable in Escape accounting system
- Monthly monitor and follow up receivables/revenues as inter district transfers from member districts and ACOE
- Monthly reconciliation of cash account in Escape
- Maintain and monitor materials inventory
- Maintain binders of budget transfers, journal entries, cash, inter fund transfers
- Order, distribute and maintain inventory of keys
- Coordinate delivery of received items for the purpose of ensuring items ordered are delivered in a timely and accurate manner
- Prepare shipments for postal or commercial conveyance
- Receive incoming materials and compare information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customer
- Inspect shipments for damages or defects; record discrepancies or damages and notifies supervisor and/or purchasing personnel
- Deliver items to requisitioning departments and obtain authorized signatures for accepted items
- Maintain fixed assets accounts
- Assist Business Manager with daily tasks as needed
- Assist with sophomore tours
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days)	Days/Hours:	Monday-Friday

JOB DESCRIPTION

	*15 paid holidays		7:30am-4:00pm
Position Qualifications			
<p>Knowledge:</p> <ul style="list-style-type: none"> Advanced computer skills, specifically Microsoft Word, Excel, and online navigation Bookkeeping and accounting principles Calculating, posting and managing accounting figures and financial records Perform mathematical computations quickly and accurately Complex filing systems <p>Abilities:</p> <ul style="list-style-type: none"> Perform in an independent, self-directed manner and present a professional, positive representation of the ROP Communicate effectively and professionally both verbally and in writing Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy Skilled at multi-tasking Close attention to detail; input data accurately Comfortable dealing with numbers and processing financial information Accurately record and cash counting <p>Soft Skills:</p> <ul style="list-style-type: none"> 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 <p>Education:</p> <ul style="list-style-type: none"> Equivalent of the completion of high school College courses in accounting preferred Accounting or business degree preferred <p>Experience:</p> <ul style="list-style-type: none"> Two (2) years work experience in purchasing, accounts receivable or accounts payable Previous cash handling experience Previous experience working in a school setting <p>Certifications/Credentials:</p> <ul style="list-style-type: none"> Basic Driver License <p>Additional Requirements:</p> <ul style="list-style-type: none"> Pass Basic Skills Test 			
Salary Schedule Placement:	D	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

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:	Administrative Support Specialist	Reports to:	Assistant Director of Adult Programs
Job Location:	Hayward Center	Department:	Adult Programs

Position Overview

Purpose:

Under the direction of the Assistant Director of Adult Programs, performs a variety of advanced accounting, clerical and support duties involving both specific routines and broadly defined policies and procedures. Primary support for Assistant Director of Adult Programs; greets and interacts with the public; works cooperatively with staff, students, and parents; and performs other related duties as assigned.

Duties and Responsibilities:

- Provide wide range of complex office administration and support to the Assistant Director of Adult Programs
- Manages Assistant Director's calendar; and schedule meetings, appointments and travel arrangements
- Answer phone inquiries, emails and disseminate information regarding ROP adult programs
- Maintain adult programs personnel records
- Maintain state applications
- Communicate with employers (progress reports, invoices, etc.) and DIR
- Assist Assistant Director of Adult Programs in preparation of various worksheets and financial reports
- Assist with orientations and registrations
- Process drops for adult programs and maintain data with all names of students who dropped and reason for drop
- Process and monitor adult registration, payments and refunds
- Organize and monitor payment plans
- Establish, maintain and monitor accurate, neat and efficient electronic and manual adult accounting and filing systems
- Receive and process adult programs purchase requisitions, purchase orders and receiving in collaboration with business office
- Prepare and monitor adult programs budgets, create billing/invoice and collect the payments.
- Order, maintain and monitor class materials
- Monitor and update budget, accounting and other related financial data including preparation and tracking of revenue and expenditures.
- Verify and correct budget coding and budget availability through designated software database
- Maintain vendor files and source bids when needed
- Maintain adult program contracts, MOU's, W9's, leases, insurance certificates and permits/licenses
- Arrange for equipment repairs or service as necessary
- Process receipts and invoices from vendors and contractors then submit for payment
- Establish vendor files and maintain copies of completed PO's. Source out vendors and bids as needed
- Process bank deposits from fees collected and post in financial system
- Reconcile bank statements and other deposit accounts
- Maintain fixed assets and reconcile inventory records
- Prepares, maintain and review financial records using the online financial system
- Data input in QuickBooks, journal entry, budget entry and revision and cash handling
- Perform other duties as assigned

JOB DESCRIPTION

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 9:30am-6:00pm <u>or</u> 10:00am-6:30pm
Position Qualifications			
<p>Knowledge:</p> <ul style="list-style-type: none"> • QuickBooks journal entry, fixed asset reports and/or other spreadsheet programs • Bookkeeping and accounting principles • Calculating, posting and managing accounting figures and financial records • Complex filing systems <p>Abilities:</p> <ul style="list-style-type: none"> • Perform in an independent, self-directed manner and present a professional, positive representation of the ROP • Advanced computer skills, specifically Microsoft Word, Excel, PowerPoint, webpage maintenance and online navigation • Communicate effectively and professionally both verbally and in writing • Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy • Skilled at multi-tasking • Comfortable with public speaking • Efficient time management • Comfortable dealing with numbers and processing financial information • Accurately record and count money <p>Soft Skills:</p> <ul style="list-style-type: none"> • Trustworthiness • 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 • Close attention to detail; input data accurately • Extremely organized and successfully meeting deadlines <p>Education:</p> <ul style="list-style-type: none"> • Equivalent of the completion of high school • College courses in accounting preferred • Accounting or business degree preferred <p>Experience:</p> <ul style="list-style-type: none"> • Previous cash handling experience • Previous accounting and/or bookkeeping experience • Previous administrative support experience desired • Experience working with an online payment system desired <p>Certifications/Credentials:</p> <ul style="list-style-type: none"> • Basic Driver License <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Pass Basic Skills Test 			

JOB DESCRIPTION

Salary Schedule Placement:	AE3	Annual Benefits:	\$11,621.16 (\$968.43/month) *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	May 4, 2017

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:	Administrative Support Specialist	Reports to:	Assistant Director of Adult Programs
Job Location:	Hayward Center	Department:	Adult Programs

Position Overview

Purpose:

Perform a variety of advanced accounting, clerical and support duties involving both specific routines and broadly defined policies and procedures. Primary support for Assistant Director of Adult Programs.

Duties and Responsibilities:

- Provide wide range of complex office administration and support to the Assistant Director of Adult Programs
- Manage Assistant Director of Adult Programs' calendar and schedule meetings, appointments and travel arrangements
- Answer phone inquiries and emails, and disseminate information regarding ROP adult programs
- Establish, maintain and monitor accurate, neat and efficient electronic and manual adult accounting and filing systems
- Maintain state applications
- Work in collaboration with the Program Specialist and the Assistant Director of Adult Programs to maintain accurate student enrollment and payment plan trackers per term
- Assist with orientations and registrations for Adult Programs
- In collaboration with Program Specialist, process drops for Adult Programs and maintain data with all names of students who dropped and reason for drop
- Collect all payments (credit cards, checks and cash), keep accurate records and prepare payments for deposit
- Process and monitor adult registration, payments and refunds
- Assist Assistant Director of Adult Programs in preparation of various worksheets and financial reports
- Work with Assistant Director of Adult Programs to track and monitor Adult Programs grants
- Work with Assistant Director of Adult Programs to invoice and collect payments from employers, grants, DSP, DOR, CalWORKS, ETPL, Veteran Affairs, etc.
- Track all expenditures for Adult Programs in collaboration with Business Office
- Verify and correct budget coding and budget availability through designated software database
- Process bank deposits from fees collected and post in financial system
- Reconcile bank statements and other deposit accounts
- Prepare and submit reimbursement forms to Business Office for Assistant Director of Adult Programs and Adult Programs staff
- Receive and process adult programs purchase requisitions, purchase orders and receiving in collaboration with business office
- Order, maintain and monitor class supplies for all Adult Programs Process Adult Program contracts, MOU's, W9's, leases, insurance certificates and permits/licenses for approval
- Establish contact and source out vendor bids, when needed; establish and maintain vendor files; maintain and process paperwork for vendors and contractors
- Maintain fixed assets and reconcile inventory records for Adult Programs
- Arrange for equipment repairs or service as necessary
- Act as backup for Program Specialist as appropriate
- Perform other duties as needed

JOB DESCRIPTION

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 9:30am-6:00pm
Position Qualifications			
<p>Knowledge:</p> <ul style="list-style-type: none"> • QuickBooks journal entry, fixed asset reports and/or other spreadsheet programs • Advanced computer skills, specifically Microsoft Word, Excel, and online navigation • Bookkeeping and accounting principles • Calculating, posting and managing accounting figures and financial records • Perform mathematical computations quickly and accurately • Complex filing systems <p>Abilities:</p> <ul style="list-style-type: none"> • Perform in an independent, self-directed manner and present a professional, positive representation of the ROP • Communicate effectively and professionally both verbally and in writing • Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy • Skilled at multi-tasking • Close attention to detail; input data accurately • Comfortable dealing with numbers and processing financial information • Accurately record and count money • Comfortable with public speaking • Efficient time management <p>Soft Skills:</p> <ul style="list-style-type: none"> • 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 <p>Education:</p> <ul style="list-style-type: none"> • Equivalent of the completion of high school • College courses in accounting preferred • Accounting or business degree preferred <p>Experience:</p> <ul style="list-style-type: none"> • Previous cash handling experience • Previous accounting and/or bookkeeping experience • Experience working with an online payment system desired • Previous administrative support experience desired <p>Certifications/Credentials:</p> <ul style="list-style-type: none"> • Basic Driver License <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Pass Basic Skills Test 			

JOB DESCRIPTION

Salary Schedule Placement:	AE3	Annual Benefits:	\$11,621.16 (\$968.43/month) *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare high school and adult students for further education as well as to instill skills, workplace attitudes and knowledge that will enable them to compete successfully in a diverse, technologically advanced, and ever-changing economy.

Job Title:	Attendance Specialist	Reports to:	Business Manager
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Job Purpose:

Perform as liaison with school sites and instructors as required to obtain attendance data; analyze and key data and process all attendance reports; prepare submissions.

Duties and Responsibilities:

- Coordinate attendance with numerous staff of the JPA
- Receive and verify all attendance data
- Monitor and update apprenticeship data
- Provide off grounds passes to students
- Compile and enter complete, accurate and timely attendance data into software program
- Train, furnish work direction, and participate in the evaluation of the Attendance Clerk
- Compile and maintain complete, accurate and timely emergency information on students
- Compile and prepare a variety of complete, accurate and timely attendance statistics and reports as needed
- Prepare complete, accurate and timely staff mandated records and reports
- Respond accurately to all questions pertaining to attendance accounting procedures, processes and reporting
- Gather attendance documents from off-site instruction, such as apprenticeship programs
- Maintain data base information for PBA, and special programs
- Set up and maintain general files and specialized attendance files
- Call parents as necessary regarding excused absences
- Cross train Attendance Clerk in all duties and responsibilities
- Prepare letters of verification of attendance upon request
- Assist with sophomore tours
- Perform other duties as assigned

Job Location:	Eden Area ROP	Department:	Business Services
Employment Type:	Full-time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00 pm
Salary Schedule Placement:	D	Annual Salary:	\$35,433 *Additional 5% stipend for confidential responsibilities
Annual Benefits:	\$8,452.08 (\$704.34/month) *Mandatory Vision & Dental deducted	Governing Board Approved	June 4, 2009

Skills:

Knowledge of:

Computers, calculators, software that incorporates attendance accounting and data base management, e-mail, Internet access and spreadsheets.

Abilities:

Perform interpretation of raw data; correct and accurately resolve discrepancies; interpret and apply complex federal, state and educational regulations related to attendance accounting; maintain files and records; input data accurately; communicate clearly in oral and written form; work with a minimum of supervision; operate and utilize

JOB DESCRIPTION

business machines to improve efficiency and effectiveness; exercise software packages which improve efficiency and product appearance; project professional, helpful and friendly assistance to staff, parents and students.

Training and Experience:

Work experience in business/ business administration. Completion of Associate Arts degree in Business Administration and two years desired.

Education:

Equivalent of the completion of high school

Additional Requirements:

- Basic Drivers License
- Basic Skills Test

Terms of Employment :

Year to year based on successful annual evaluation.

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:	Attendance Specialist	Reports to:	Assistant Director of Off-Site Programs
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform as the liaison with school sites and instructors as required to obtain attendance data; analyze and key data and process all attendance reports; prepare submissions.

Duties and Responsibilities:

- Coordinate attendance with numerous staff of the JPA
- Import and maintain off site attendance (drops, enrollment, grades and graduation list)
- Receive and verify all attendance data
- Compile and enter complete, accurate and timely attendance data into software program
- Compile and maintain complete, accurate and timely emergency information on students
- Compile and prepare a variety of complete, accurate and timely attendance statistics and reports as needed
- Print and scan enrollment bubble sheets for registration; ensure students are enrolled in correct class and section
- Maintain class rosters
- Create courses, classes and sections
- Input and maintain school calendars, bell schedules, school sites, new staff and teachers
- Collect and distribute grades on site and off site; print and scan grades
- Print and collect H reports; maintain weekly ADA spreadsheet
- Print and scan C101 reports
- Perform queries and run miscellaneous reports as needed
- Prepare complete, accurate and timely staff mandated records
- Prepare P1, P2 and annual reports
- Respond accurately to all questions pertaining to attendance accounting procedures, processes and reporting
- Gather attendance documents from off-site instruction, such as apprenticeship programs
- Print and scan WASC surveys
- Maintain data base information for special programs
- Assist with CALPADs changes
- Report apprenticeship attendance to the state
- Train new teachers how to use attendance system and input attendance
- Set up and maintain general files and specialized attendance files
- Provide off grounds passes to students
- Call parents as necessary regarding excused absences
- Train and oversee Office Support Specialist while completing attendance responsibilities
- Prepare letters of verification of attendance upon request
- Order forms and supplies as needed
- Assist with sophomore tours
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days)	Days/Hours:	Monday-Friday

JOB DESCRIPTION

	*15 paid holidays		7:30am-4:00pm
Position Qualifications			
<p>Knowledge:</p> <ul style="list-style-type: none"> Advanced computer skills, specifically Microsoft Word, Excel, PowerPoint, and online navigation Strong documentation skills Complex filing systems Attendance system Telephone etiquette Basic math <p>Abilities:</p> <ul style="list-style-type: none"> Perform in an independent, self-directed manner and present a professional, positive representation of the ROP Communicate effectively and professionally both verbally and in writing Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy Skilled at multi-tasking Flexibility Efficient time management <p>Soft Skills:</p> <ul style="list-style-type: none"> 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 <p>Education:</p> <ul style="list-style-type: none"> Equivalent of the completion of high school Two years college desired <p>Experience:</p> <ul style="list-style-type: none"> At least 2 years' experience working in an attendance office Previous experience working in a school setting <p>Certifications/Credentials:</p> <ul style="list-style-type: none"> Basic Driver License <p>Additional Requirements:</p> <ul style="list-style-type: none"> Pass Basic Skills Test 			
Salary Schedule Placement:	D 5% Confidential Stipend	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

EAROP 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:	Career Counselor	Reports to:	Director
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Job Purpose:

Under the direct supervision of the Director, serve as a resource to students, staff and parents by monitoring, implementing and providing support services to those students experiencing difficulties that may interfere with being successful in programs offered by the Eden Area ROP.

- Act as an advisor to staff regarding student issues
- Act as a liaison with home school counselors or other school personnel regarding student issues and necessary support
- Support students by advising them in exploring career guidance and/or college options
- Ensure that students understand options in all facets of career pathways
- Provide referrals for families and students to appropriate community agencies
- Provide support to students so that they understand the value of their enrollment and attendance in the ROP program
- Provide promotion of the programs by participating in student tours, classroom and community presentations
- Provide staff with skills that are necessary to support the unique needs of their students
- Advise students so that they take responsibility for themselves in making appropriate career choices
- Assist students in clarifying and understanding appropriate classroom behavior
- Assist students in applying for grants and scholarships
- Schedule speakers to student groups in exploring post-secondary options such as apprenticeships (as appropriate)
- Assist with the development and writing of appropriate grants
- Provide support and monitoring of students' IEP's
- Assist with the supervision of students
- Act as a substitute instructor when necessary

Job Location:	Hayward Center	Department:	Educational Services
Employment Type:	Full Time	Employment Category:	Certificated
Work Year:	10 month (183 work days)	Days/Hours:	Monday-Friday 8:00am-4:00pm
Salary Schedule Placement:	Salary Placement Based on Education and Experience	Annual Salary:	\$64,203--\$90,811
Annual Benefits:	\$3000 Annually *Mandatory Vision & Dental deducted	Governing Board Approved	October 25, 2005

Skills:

Abilities:

- Work well and collaboratively with a wide range of high school students
- Demonstrate interest in professional growth
- Maintain a positive working relationship with law enforcement groups and courts
- Develop and maintain records of competency level and attendance for each student
- Use poise, tact, good judgment, and work effectively with district personnel, community representatives, and students

JOB DESCRIPTION

- Communicate with parents, counselors and administrators as needed
- Performs other job related duties as required

Knowledge of:

California Codes (Education, Welfare, Instructions, Labor, Penal, etc.) as they relate to the welfare of students and to the practices and procedures of pupil services; and the physical, intellectual, social, and emotional growth patterns of students.

Training and Experience:

- Valid California Driver License & private transportation required
- Possess a valid California Pupil Personnel Services Credential
- Possess or qualify for a California teaching credential (desired)

Education:

- Bachelor of Arts or Science degree

Additional Requirements:

- Basic Driver's License
- California Pupil Personnel Services Credential

Terms of Employment :

Placement on the Eden Area ROP certificated salary schedule or hourly as required. Year to year based on conditions listed in the "Offer of Certificated Employment".

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:	Career Counselor	Reports to:	Director
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Serve as a resource to students, staff and parents by monitoring, implementing and providing support services to those students experiencing difficulties that may interfere with being successful in programs offered by the Eden Area ROP

Duties and Responsibilities:

- Act as an advisor to staff regarding student issues
- Act as a liaison with home school counselors or other school personnel regarding student issues and necessary support
- Responsible for enrollment, the ADD/DROP process and program changes of high school students at the Hayward Center
- Maintain ongoing awareness of and involvement in issues regarding scheduling, grades and student retention
- Support students by advising them in exploring career guidance and/or college options
- Ensure that students understand options in all facets of career pathways
- Provide referrals for families and students to appropriate community agencies
- Provide support to students so that they understand the value of their enrollment and attendance in the ROP program
- Provide promotion of the programs by participating in student tours, classroom and community presentations
- Plan and implement effective tours for counselors and participating school teachers to the Hayward Center
- Act as advisor to ambassador program
- Provide staff with skills that are necessary to support the unique needs of their students
- Advise students so that they take responsibility for themselves in making appropriate career choices
- Responsible for Student of the Month and Student of the Year monthly and annual duties
- Assist students in clarifying and understanding appropriate classroom behavior
- Assist students in applying for grants and scholarships
- Schedule speakers to student groups in exploring post-secondary options such as apprenticeships (as appropriate)
- Provide support and monitoring of students' IEP's
- Assist with the supervision of students
- Perform other duties as needed

Employment Type:	Full Time	Employment Category:	Certificated
Work Year:	10 month (183 work days) Additional days on separate calendar	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- California Codes (Education, Welfare, Instructions, Labor, Penal, etc.) as they relate to the welfare of students, the practices and procedures of pupil services, and the physical, intellectual, social, and emotional growth patterns of students
- Proficient Microsoft Word, Excel, PowerPoint and online navigation

JOB DESCRIPTION

Abilities:

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing with co-workers, students, counselors, administrators, parents and/or the community
- Skilled at multi-tasking
- Able to deal effectively with crises and a wide range of issues and personalities
- Efficient time management
- Work well and collaboratively with a wide range of high school students
- Demonstrate interest in professional growth
- Maintain a positive working relationship with law enforcement groups and courts
- Develop and maintain records of competency level and attendance for each student
- Use poise, tact, discretion and good judgment

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:

- Bachelor's degree

Experience:

- Previous counseling experience desired
- Previous experience working in a school setting

Certifications/Credentials:

- Basic Driver License
- California Pupil Personnel Services Credential
- California Teaching Credential preferred

Additional Requirements:

N/A

Salary Schedule Placement:	Salary Placement Based on Education and Experience	Annual Benefits:	\$5,500 (\$550/month) *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

TITLE: Secretary

REPORTS TO: Director

DESCRIPTION/DEFINITION: Under the direct supervision of the Director, provides secretarial support for the instruction and business departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs secretarial duties, which include but may not be limited to:

- Prepares and maintains logs and records of student discipline activities
 - Assists with attendance/enrollment reports
 - Prepares and processes correspondence including as parent notifications, student improvement contracts, suspension notices, site agreements, Co-op/Community Classroom Visitation/placement logs
 - Maintains under-16-year-old waivers and assists with creating reports and confirmations
 - Assists with compiling off-site compliance data and developing reports and compiling statistics
 - Answers phones inquiries and disseminates information regarding ROP programs
 - Provides payroll and clerical assistance to programs as needed
 - Supports Business, Personnel and Attendance departments
 - Assists in verifying attendance data
 - Assists in compiling and entering attendance data into software program
 - Assists in compiling and preparing a variety of attendance statistics and reports
 - Cross train with Attendance Specialist in all duties and responsibilities
 - Supports Attendance Specialist as necessary
 - Assists with sophomore tours
 - Perform other duties as assigned
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QUALIFICATIONS:

Knowledge of: ROP operations, policies and objectives; modern office practices and procedures; oral and written communication skills; computer operations and various software; and interpersonal relations skills.

Ability to: Work independently; understand and follow oral directions; compose letters, memos or other communications; operate a computer using various software; operate various office machines; maintain a variety of filing systems; meet schedules and time lines; work confidentially; communicate effectively both orally and in writing;

Training and Experience: High school diploma or equivalency required; pass pre-employment basic skills test; two years of business office related experience Two years related college or vocational education desired.

TERMS OF EMPLOYMENT: Step D on the Eden Area ROP salary schedule. Year to year based on successful annual evaluation.

Approved by Eden Area ROP Governing Board– June 3, 2010

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:	Director's Secretary	Reports to:	Director
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform a variety of clerical and support duties for on-site instructors and the educational services department. Primary support for Director.

Duties and Responsibilities:

- Provide wide range of complex office administration and support to the Director
- Manage Director's calendar and schedule meetings, appointments and travel arrangements
- Answer phone inquiries and emails, and disseminate information regarding ROP programs
- Receive and direct incoming calls
- Prepare and maintain logs and records of student discipline activities
- Assist with attendance/enrollment reports
- Prepare and process correspondence including as parent notifications, student improvement contracts, suspension notices, site agreements, Co-op/Community Classroom Visitation/placement logs
- Prepare student handbook
- Prepare materials for CTSO's
- Prepare donation acceptance letters and maintain donation file
- Maintain and updates Educational Department records, forms and supplies
- Maintain Master Calendar and Meetings Calendar
- Arranges for copying/printing for the Educational Department and instructors
- Schedule meetings and workshops for the department and staff
- Prepare Certificates of Completion for ROP students
- Prepare Certificates of Appreciation for Businesses who support ROP students and programs
- Maintain first aid equipment for instructors and distributes first aid supplies to students as needed
- Arrange for substitute instructors as required
- Maintain accurate data of substitute service for payroll
- Accept staff calls or messages for illness/absence
- Maintain accurate staff attendance data
- Assist with sophomore tours
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:00am-3:30pm

Position Qualifications

Knowledge:

- Proficient Microsoft Word, Excel, PowerPoint and online navigation
- General school office/ professional environment rules and principles
- Correct English grammar, punctuation, spelling, and proofreading
- Record keeping and complex filing systems

JOB DESCRIPTION

Abilities:

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Work confidentially
- Communicate effectively and professionally both verbally and in writing
- Skilled at multi-tasking

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
- Two years college desired

Experience:

- One year administrative support experience
- Previous experience working in a school setting

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

Salary Schedule Placement:	D 5% confidential stipend	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

EAROP 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:	Classroom Instructional Assistant	Reports to:	Director
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Job Purpose:

Under direct supervision of the Instructor, assist the teacher to achieve teaching objectives by working with individual students or small groups.

Duties and Responsibilities:

- Assist students with academic and career technical skills
- Observe and report the behavior of students according to approved procedures
- Assist in maintaining order in classroom
- Report progress to instructor
- Operate audio-visual equipment, computer and other related equipment used in the instructional program
- Assist with preparation of instructional and testing materials
- Assist in scoring of tests and papers
- Maintain accurate and current clerical records for attendance and payroll purposes
- Assist with sophomore tours
- Perform other duties as assigned

Job Location:	Hayward Center	Department:	Educational Services
Employment Type:	Part-time	Employment Category:	Classified
Work Year:	TBD	Days/Hours:	TBD
Salary Schedule Placement:	L	Hourly Rate:	\$10.00
Benefits:	None	Governing Board Approved	April 5, 2001

Skills:

Abilities:

- Work with individual students or small groups of students to reinforce learning of material of skills initially introduced by the teacher.
- Assist the teacher in instruction, devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Operate and care for equipment used in the classroom for instructional purposes.
- Assist students' mastery of equipment or instructional materials assigned by the teacher.
- Assist with the supervision of students during class, job training and scheduled breaks.
- Check and record student attendance and skill competencies.
- Exceptional customer service orientation.
- Alert the teacher to any problem or special information about an individual student.
- Serve as the chief source of information and help to substitute teacher assigned in the absence of the regular teacher.
- Observe and report behavior of students according to approved procedures.
- Assist in providing instruction to small groups of students in community settings under the direction of the instructor.
- Demonstrate sound judgment in daily operation of the program.

JOB DESCRIPTION

Knowledge of:

- Experience with desktop operating systems including Microsoft Windows
- Good understanding of the organization's goals and objectives
- Exceptional written and oral communication skills
- Exceptional interpersonal skills, with a focus on rapport-building, listening and questioning skills
- Strong documentation skills

Training and Experience:

- Experience in an education classroom setting preferable

Education:

- High School Diploma or Equivalent

Additional Requirements:

- Basic Driver's License
- Private Transportation

Terms of Employment :

Year to year based on successful annual evaluation.

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 academic and career technical skills
- Observe and report the behavior of students according to approved procedures
- Assist in maintaining order in classroom
- Report progress to instructor
- Operate audio-visual equipment, computer and other related equipment used in the instructional program
- Assist with preparation of instructional and testing materials
- Assist in scoring of tests and papers
- Maintain accurate and current clerical records for attendance and payroll purposes
- Input daily attendance and H-Reports
- 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

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

JOB DESCRIPTION

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



JOB DESCRIPTION

TITLE: Instructional Assistant/Classroom – Merchandising

REPORTS TO: Program Instructor

DESCRIPTION/DEFINITION: Under direct supervision, assist the teacher to achieve teaching objectives by working with individual students or small groups with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs Instructional Assistant duties, which include but may not be limited to:

- Assist students with academic and vocational skills
 - Observe and report the behavior of students according to approved procedures
 - Report progress to instructor
 - Assist in maintaining order in classroom
 - Operates audio-visual equipment, computer and other related equipment used in the instructional program
 - Assist with preparation of instructional and testing materials
 - Assist in scoring of tests and papers
 - Maintains accurate and current clerical records for attendance and payroll purposes
 - Perform other duties as assigned
-

QUALIFICATIONS:

Ability to: Work with individual students or small groups of students with disabilities to reinforce learning of material of skills initially introduced by the teacher. Assist the teacher in instruction, devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities. Operate and care for equipment used in the classroom for instructional purposes. Assist students mastery of equipment or instructional materials assigned by the teacher. Assist with the supervision of students during class, job training and scheduled breaks. Check and record student attendance and skill competencies.

Alert the teacher to any problem or special information about an individual student. Serve as the chief source of information and help to substitute teacher assigned in the absence of the regular teacher. Observe and report behavior of students according to approved

Instructional Assistant/Classroom – Merchandising (continued)

procedures. Assist in providing instruction to small groups of students in community settings under the direction of the instructor. Demonstrate sound judgment in daily operation of the program.

Training and Experience: High School diploma or equivalent. Pass pre-employment basic skills test. Experience in a special education classroom setting preferable.

TERMS OF EMPLOYMENT: Step H on the Eden Area ROP Salary Schedule. Year to year based on successful annual evaluation.

Approved by Eden Area ROP Governing Board - April 5, 2001

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 (Special Education)	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 with disabilities.

Duties and Responsibilities:

- Assist students with academic and career technical skills
- Observe and report the behavior of students according to approved procedures
- Assist in maintaining order in classroom
- Report progress to instructor
- Operate audio-visual equipment, computer and other related equipment used in the instructional program
- Assist with preparation of instructional and testing materials
- Assist in scoring of tests and papers
- Maintain accurate and current clerical records for attendance and payroll purposes
- Assist students with disabilities with academic and career technical skills
- Assist instructor in the determination of type and level of jobs most suitable for students; make referrals to employers; monitor placements for success in job performances
- Maintain and update all special education student files with current Individualized Education Plans (IEP's) and accommodations and verifies appropriate placement in ROP classes
- Observe and report the behavior of students according to approved procedures
- Set up job sites as necessary
- Visit job sites and interview employers to obtain information about job openings and job requirements
- Perform student visits on jobsites and complete evaluation/rubric
- Maintain files of job applications, available jobs, and other designated information
- Answers questions in person or on the telephone from job applicants and employers about the program, procedures and actions taken
- Communicate regularly with ROP teachers and Special Education staff at the high schools to ensure that they are aware of all accommodations that should be made in classes for Special Education students
- Assist with the collection and entering of grant data
- Interview, collect and input IEP student data into a CDE database
- File and keep confidential IEP information locked in storage file
- Call students for follow-up info and input into CDE database
- Type purchase order requests and follow up with accounts receivable
- Assist with sophomore tours
- Perform other duties as assigned

Employment Type:	Part Time	Employment Category:	Classified
Work Year:	10 month (183 work days) *10 paid holidays	Days/Hours:	Monday-Friday 12:00pm-4:00pm

Position Qualifications

Knowledge:

- Microsoft Word, Excel, PowerPoint and online navigation programs
- Complex filing systems

JOB DESCRIPTION

Abilities:

- Work with individual students or small groups of students with disabilities to reinforce learning of material of skills initially introduced by the teacher
- Assist the teacher in instruction, devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
- Operate and care for equipment used in the classroom for instructional purposes
- Assist students' mastery of equipment or instructional materials assigned by the teacher
- Assist with the supervision of students during class, job training and scheduled breaks
- Check and record student attendance and skill competencies
- Exceptional customer service orientation
- Alert the teacher to any problem or special information about an individual student.
- Serve as the chief source of information and help to substitute teacher assigned in the absence of the regular teacher
- Observe and report behavior of students according to approved procedures
- Assist in providing instruction to small groups of students in community settings under the direction of the instructor
- Exceptional interpersonal skills, with a focus on rapport-building, listening and questioning skills
- Strong documentation skills
- Demonstrate sound judgment in daily operation of the program
- Communicate effectively and professionally both verbally and in writing
- 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:

- Previous school experience
- Experience in a special education classroom setting preferable

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

**Salary Schedule
Placement:**

F1

Annual Benefits:

**Pro-Rated based on
hours (1.0 FTE =
\$11,621.16)**

JOB DESCRIPTION

			*Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending



JOB DESCRIPTION

TITLE: Instructional Assistant (Student Store)

REPORTS TO: Program Instructors

DESCRIPTION/DEFINITION: Under the direct supervision of instructors, manages the student store, providing job skills and workplace knowledge. Provides assistance to teachers and students relating to computer applications, telecommunications, and business technology and office skills in the Computer Business Technology class.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs Instructional Assistant functions, which include but may not be limited to:

- Supervise and schedule students in the student store
 - Assist with inventory of supplies
 - Verify and deposit cash daily
 - Evaluate student performance
 - Ensure daily transactions are recorded and posted daily to Excel and Quicken
 - Supports Security
 - Supports other ROP departments as necessary
 - Assists with sophomore tours
 - Perform other duties as assigned
-

QUALIFICATIONS:

Knowledge of: Microsoft Office-Word, Excel, PowerPoint, ACCESS, Windows and Quicken.

Ability to: Work well with students, confidentially and with discretion. Provide assistance in maintaining computer and keyboarding labs. Provide assistance in software applications training. Lift twenty pounds. Communicate clearly both orally and in writing. Prepare written reports. Supervise students working in the student store.

Training and Experience: High School diploma or equivalency. Pass pre-employment basic skills test. Two years of business/office related experience or vocational education desirable.

TERMS OF EMPLOYMENT: Step H on the Eden Area ROP Salary Schedule. Year to year based on successful annual evaluation.

Approved by Eden Area ROP Governing Board - June 4, 2009

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 (Student Store)	Reports to:	Director
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform under indirect supervision of the Instructor to teach objectives by working with individual students or small groups.

Duties and Responsibilities:

- Assist students with academic and career technical skills
- Observe and report the behavior of students according to approved procedures
- Assist in maintaining order in classroom
- Report progress to instructor
- Operate audio-visual equipment, computer and other related equipment used in the instructional program
- Assist with preparation of instructional and testing materials
- Assist in scoring of tests and papers
- Maintain accurate and current clerical records for attendance and payroll purposes
- Supervise and schedule students in the student store
- Perform inventory controls, oversee and evaluate stock rotation
- Train store staff and instruct store staff on proper procedures
- Receive, document and process orders
- Order supplies and maintain stock
- Keep a clean and safe working environment within and outside the store
- Evaluate student performance
- Ensure daily transactions are recorded and posted daily to Excel and Quicken
- Follow quality service standards and comply with procedures, rules and regulations
- Prepare fresh food daily to sell
- Operate cash register, conduct cash transactions with customers and reconcile cash
- Enter transactions into accounts receivable system, cash register or cash receipt journal/log
- Count the cash and submit the cash & supporting documentation to the Business Department
- Monitor cash receipting functions
- Authorize various transactions, such as refunds, voids, and cash drawer reconciliations
- Retrieve & count cash receipts from the business day
- Store the cash in a secure location until it is deposited
- Break down boxes and palettes
- 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 and online navigation programs

JOB DESCRIPTION

- Perform mathematical computations quickly and accurately
- Basic bookkeeping and accounting principles

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 working in the student store
- Exceptional customer service orientation
- Demonstrate sound judgment in daily operation of the program

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:

- Previous cash handling 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

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:	Office Support Specialist	Reports to:	Assistant Director of Off-Site Programs
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Job Purpose:

Provide administrative support to Assistant Director of Offsite Programs and certificated staff.

Duties and Responsibilities:

- Act as primary administrative support to Assistant Director of Off-Site Programs
- Assist with preparation of C101 reports
- Act as articulation contact for off-site and district contracted teachers
- Act as articulation contact for on-site teachers
- Assist with compiling off-site compliance data and developing reports and compiling statistics
- Plan and coordinate various educational services activities such as CTE month, principals' breakfast, counselors' luncheon, student awards ceremonies
- Organize students of the month to the Board
- Organize monthly students of the month for each class
- Assist with adult enrollment, registration and drops
- Answer phones inquiries and disseminate information regarding Adult ROP programs
- Give presentations about the Program to schools, public agencies and other organizations with interest in services and classes provided by the ROP
- Update social media sites
- Prepare quarterly newsletters
- Answer phones inquiries and disseminate information regarding ROP programs
- Assist with sophomore tours
- Maintain under-16-year-old waivers and assists with creating reports
- Prepare and maintain list of students with medical conditions
- Assist with WASC preparation
- Act as back up for Director's Secretary
- Assist in verifying attendance data
- Cross train with attendance department
- Assist with attendance/enrollment reports
- Provide support and back up Attendance Specialist
- Prepare attendance verification letters
- Perform other duties as assigned

Job Location:	Eden Area ROP	Department:	Educational Services
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Employment Type:	Full-time	Employment Category:	Classified
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Work Year:	11 months/ 223 days	Days/Hours:	Monday-Friday 8:00 am-4:30 pm
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Salary Schedule Placement:	B2	Annual Salary:	\$35,624-\$43,301
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Annual Benefits:	\$11,621.16 (\$968.43/month)	Governing Board Approved	August 6, 2015
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Skills:

Abilities:

Communicate effectively verbally and in writing; interact positively and effectively with high school students and staff; organize promotional events and activities; perform in an independent, self-directed manner and present a professional, positive representation of the ROP.

JOB DESCRIPTION

Training and Experience: Possess effective advanced computer skills.			
Education:	<ul style="list-style-type: none">• Bachelor's Degree preferred	Additional Requirements:	<ul style="list-style-type: none">• Basic Driver License• Private Transportation• Basic Skills Test
Terms of Employment :			
Year to year based on successful annual evaluation.			

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:	Office Support Specialist	Reports to:	Assistant Director of Off-Site Programs
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform administrative support duties for the Assistant Director of Off-Site Programs and off-site certificated staff.

Duties and Responsibilities:

- Provide wide range of complex office administration and support to the Assistant Director of Off-Site Programs
- Manage Assistant Director of Off-Site Programs' calendar and schedule meetings, appointments and travel arrangements
- Answer phone inquiries and emails, and disseminate information regarding ROP programs
- Receive and direct incoming calls
- Assist with preparation of C101 reports
- Act as point of contact for all early college credit options provided
- Assist with compiling off-site compliance data and developing reports and compiling statistics
- Maintain Master Schedule
- Maintain under-16-year-old waivers and assists with creating reports and confirmations
- Plan and coordinate various educational services activities such as CTE month, principals' breakfast, counselors' luncheon, student awards ceremonies, etc.
- Assist with students of the month activities
- Assist with planning Student of the Year program
- Prepare and maintain list of students with medical conditions and maintain emergency information
- Assist with WASC preparation
- Act as back up for Director's Secretary
- Assist in verifying attendance data
- Assist with attendance/enrollment reports and filing of attendance records
- Provide support and back up Attendance Specialist
- Assist with sophomore tours
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	11 month (223 work days) *10 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- Proficient Microsoft Word, Excel, PowerPoint and online navigation
- General school office/ professional environment rules and principles
- Correct English grammar, punctuation, spelling, and proofreading
- Record keeping and complex filing systems

Abilities:

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP

JOB DESCRIPTION

- Communicate effectively and professionally both verbally and in writing
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Skilled at multi-tasking
- Efficient time management

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
- Bachelor's degree preferred

Experience:

- 2+ years administrative support experience
- Previous experience working in a school setting

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

Salary Schedule Placement:	B2	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

Mission Statement: The mission of the Eden Area Regional Occupational Program is to prepare high school and adult students for further education as well as to instill skills, workplace attitudes and knowledge that will enable them to compete successfully in a diverse, technologically advanced, and ever-changing economy.

Job Title:	Personnel Coordinator	Reports to:	Superintendent
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Job Purpose:

Duties and Responsibilities:

- Oversee all Personnel functions
- Maintain complete and accurate Personnel files, sick leave, and vacation records
- Maintain Personnel/position control data base and enters monthly payroll information related to Personnel
- Document and refine Personnel operating procedures and calendar
- Prepare Personnel Actions for entry into database
- Prepare advertisement and posting for vacancies
- Coordinate applications, interview, and hiring process, including pre-testing of classified staff
- Prepare and update job descriptions for approval by Governing Board
- Prepare and update personnel board policies, per Superintendent, for approval by Governing Board
- Distribute job postings to educational/business community
- Maintain TB files
- Monitor applicant tracking
- Process new hire documents; develop and provide orientation
- Monitor employee evaluations and provide coaching for formal discipline procedures
- Facilitate exit interviews
- Coordinates and communicates employee benefits programs for new, active, terminated and retired employees of the District.
- Orients new employees, informing them of their rights and responsibilities and ensures that all forms are complete.
- Maintains, collects and verifies benefit forms (medical, dental, long term disability and bargaining unit enrollment) for accuracy and completeness; distributes copies to appropriate parties; interfaces with payroll staff to resolve payroll deduction issues.
- Processes records for new employees; maintains both on-line and hard copy records of employees benefit status.
- Communicates and coordinates open enrollment activities annually.
- Assists employees by providing information related to benefit concerns and questions; acts as liaison with insurance carriers to resolve problems.
- Obtains rates from benefits plan carriers and prepares listings of benefit plan costs.
- Operates, enters, maintains and retrieves employee data using a variety of standard computer applications and other office equipment.
- Completes forms required to terminate employees, coordinates personal interview if necessary, advises employee of rights and benefits where appropriate; processes forms and distributes to the appropriate parties.
- Prepares a periodic Board of Education listing of personal transactions.
- Assists with other personnel functions, including preparing surveys and reports, providing factual information to staff and the public and supporting recruitment, selection and related personnel functions.
- Provides a variety of general office support to the personnel function to which assigned.
- Prepares a variety of reports and documents; including charts and graphs of survey information related to benefit comparisons with other districts.
- Assists in providing staff support to the Insurance Committee, Personnel Commission and other appointed and elected staff as assigned.
- Process COBRA information for exiting employees
- Prepare annual teaching agreements and management contracts
- Liaise for benefits, tax shelter annuities and professional growth
- Monitor budget and purchase requisitions for Personnel & Administration departments

JOB DESCRIPTION

<ul style="list-style-type: none"> • Monitor credential status and TB database • Process EDD unemployment correspondence and records • Prepare Personnel Consent Calendar for Governing Board Agenda • Act as back-up for substitute calling • Act as back-up of Governing Board meeting-preparation and minutes • Assist with sophomore tours • Perform other duties as assigned 			
Job Location:	Eden Area ROP	Department:	Administration
Employment Type:	Full-time	Employment Category:	Classified Exempt
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:30 am-4:00 pm
Salary Schedule Placement:	A-1	Annual Salary:	\$66,456
Annual Benefits:	Benefit allowance Included in salary	Governing Board Approved	June 3, 2010
Skills:			
<p>Knowledge of :</p> <p>ROP operations, policies and objectives preferred, correct English usage, grammar, spelling, punctuation, and composition; excellent oral and written communication skills; current job-related technology, Microsoft Word and Excel; and Personnel practices and procedures.</p> <p>Abilities:</p> <p>Proficiently operate standard office equipment, including personal computers; maintain complex filing systems which contain confidential or sensitive information; communicate effectively both orally and in written form; plan and organize workflow to meet schedules and timelines; work independently and confidentially.</p> <p>Training and Experience:</p> <p>Four years of increasingly responsible office experience, preferably including experience in a school district. BA/BS Degree or equivalent desired.</p>			
Education:	Equivalent of the completion of high school	Additional Requirements:	<ul style="list-style-type: none"> • Basic Drivers License • Basic Skills Test
Terms of Employment :			
Year to year based on successful annual evaluation.			

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:	Personnel Coordinator	Reports to:	Superintendent
Job Location:	Hayward Center	Department:	Human Resources

Position Overview

Purpose:

Perform day to day personnel functions, support all employee and provide ethical leadership in the operation of the human resources department in such a manner as to enhance the performance and morale of staff, as well as develop a culture that enables employees to perform in accordance with the organization mission and vision.

Duties and Responsibilities:

- Plan, direct and coordinate recruitment, initial screening, interviewing, selection and employment of certificated, classified, confidential, administrative, substitute and hourly employees
- Audit and process new hire documentation, conduct comprehensive orientation to insure that new employees experience a positive and effectual transition
- Establish and maintain complete and accurate personnel files, sick leave and vacation records
- Document and refine personnel operating procedures and calendar
- Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines
- Maintain effective communication with all administrators in planning and anticipating certificated and classified personnel needs
- Develop annual contracts and salary projections for all management, certificated and classified personnel
- Monitor and track performance evaluations for certificated and classified employees, assist with remediation processes and work with appropriate personnel in the development/revision of evaluation procedures when needed
- Process and coordinate formal employee disciplinary actions in accordance with Education Code requirements and board policies
- Perform all personnel functions in database including, but not limited to, employee set up, position control, account designation, retirement systems, benefits and leaves
- Prepare Personnel Actions to track and document changes in personnel, budget and position control
- Communicate with county payroll and business department with respect to position control and database setup for all staffing
- Monitor, track and process substitute and hourly staff sick leave accrual according to AB 1522
- Provide retirement information to current and retired employees; process enrollment, separation and retirement paperwork; and liaise with the California State Teachers Retirement System and the California Public Employees Retirement System regarding staff
- Conduct salary research, classification studies and other comparisons related to human resources for the Superintendent
- Maintain and revise salary schedules as needed per Superintendent
- Serve as a resource to Superintendent and administration in resolving staffing issues and concerns
- Develop job descriptions for new staff positions and coordinate the periodic review and revision of existing job descriptions for approval by Governing Board
- Counsel employees to resolve complaints, concerns and other matters relative to personnel management and work with administrators on difficult or sensitive personnel matters

JOB DESCRIPTION

- Manage the process for employee separation from the district, including conducting exit interviews, processing final check out forms and paperwork, reviewing COBRA options and insuring that employees have a complete understanding of their rights and responsibilities
- Monitor credentials for new and existing employees to insure compliance with commission requirements and guidelines, process additional paperwork (waivers, referrals, applications, etc.) when needed
- Monitor credentials for district contracted employees to insure compliance with commission requirements and guidelines, work with Assistant Director of Off-Site Programs to finalize Master Schedule
- Recommend policy and administrative regulation adoptions and amendments deemed important to the attainment of the organization mission and vision
- Prepare and update personnel board policies, per Superintendent, for approval by Governing Board
- Prepare and disseminate documents and statements regarding matters impacting employees to ensure policy and procedural changes are communicated
- Communicate with administrators, staff, service providers, public agencies, insurance companies, and other outside organizations to coordinate activities, resolve issues and conflicts and exchange information regarding employee benefits
- Obtain rates from benefits plan carriers, prepare benefit comparisons and provide input and propose changes, as needed
- Assist employees by providing information related to benefit concerns and questions; acts as liaison with insurance carriers and third party administrators to resolve problems
- Coordinate open enrollment activities annually and process coordinating paperwork for county and internal payroll departments, section 125 plan, tax shelter annuities and other optional benefit providers
- Maintain, collect and verify benefit forms (medical, dental, long term disability and bargaining unit enrollment) for accuracy and completeness; distribute copies to appropriate parties; interface with payroll staff to resolve payroll deduction issues
- Plan and administer Workers' Compensation program in conjunction with Executive Assistant to insure compliance
- Work with Executive Assistant to process State Disability and Employment Development forms and documentation
- Maintain communication with the Executive Assistant to keep the Human Resources section of the district website updated
- Prepare in an accurate and timely manner state and federal documentation and reports for the purpose of compliance
- Prepare documents periodically for auditing purposes
- Process employment verifications and certification of experience for current and past employees
- Distribute and process intent to return forms and mandated paperwork annually
- Monitor, maintain and track tuberculosis clearances for staff according to state regulations
- Monitor live scan processing and results for new and existing employees to maintain compliance with California Education Code policies and Department of Justice regulations
- Prepare Personnel Consent Calendar for Governing Board Agenda
- Organize and implement employee recognition programs
- Attend professional growth opportunities for the purpose of keeping current on human resource knowledge with changing laws and regulations
- Monitor budget and purchase requisitions for personnel department; order supplies
- Act as back-up of Governing Board meeting-preparation and minutes
- Perform other duties as assigned

Employment Type:

Full Time

**Employment
Category:**

Classified Exempt

JOB DESCRIPTION

Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm
Position Qualifications			
<p>Knowledge:</p> <ul style="list-style-type: none"> • General school office/professional environment rules and principles • Correct English grammar, punctuation, spelling and proofreading • Record keeping and complex filing systems • Advanced computer skills, specifically Microsoft Word, Excel, PowerPoint, Adobe Professional and online navigation • Confidentiality requirements and ethical guidelines for local, state and federal laws and policies • Knowledge of applicable Federal, state and local laws, regulations, and emerging practices pertaining to human resources <p>Abilities:</p> <ul style="list-style-type: none"> • Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies and procedures. • Perform in an independent, self-directed manner and present a professional, positive representation of the ROP • Extremely organized, efficient time management, task prioritization and record keeping • Recognize areas of concern relating to human resource issues and propose appropriate solutions • Promote team building and shared responsibilities among staff • Exemplary skills in written and oral language with the ability to communicate respectfully, clearly and concisely by telephone, in person, and in written form; strong documentation skills • Interpret and apply complex laws regulations and policies • Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy • Skilled at multi-tasking • Leadership skills • Efficient time management • Understand systems and how they work together <p>Soft Skills:</p> <ul style="list-style-type: none"> • 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 <p>Education:</p> <ul style="list-style-type: none"> • Equivalent of the completion of high school • Bachelor's degree in human resources or related field of study <p>Experience:</p> <ul style="list-style-type: none"> • At least 3 years of experience in the human resource field • Experience public education preferred 			

JOB DESCRIPTION

Certifications/Credentials:

- Personnel Academy completion or equivalent
- Basic Driver License

Additional Requirements:

N/A

Salary Schedule Placement:	A-2	Annual Benefits:	\$5,500 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

EAROP 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:	Technology Coordinator	Reports to:	Business Manager
Job Purpose:			
Duties and Responsibilities: <ul style="list-style-type: none"> Assist staff through a series of actions, either face to face or over the telephone to help set up systems or resolve issues. Replace parts as required. Set up new users' accounts and profiles and address password issues. Work continuously on a task until completion (or refer to third parties, if appropriate). Prioritize and manage multiple open cases at one time. Install, administer and maintain systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users. Prepare written materials (e.g. procedures, system level documentation, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information. Recommend equipment, supplies and materials (e.g. purchase equipment, lease equipment, etc.) for the purpose of acquiring required items and completing jobs efficiently. Recommend policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives. Respond to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support. Train other staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems and application software. Analyze and resolve system problems to ensure continuous system operations required for scheduled data processing functions. Install and configure workstations and various peripherals; install software applications. Disconnect, move reconnect and test computers reassigned to new locations. Maintain a schedule of events such as upgrades, planned outages, and other service impacting events. Perform and manage system backups and recovery. Uphold and enforce the set security and procedural policies and practices of the district. Assist in the development, implementation, modification and evaluation of technology plan. Prepare and maintain records related to passwords, licenses, work orders and other computer-related matters. Create scripts and applications to support the smooth operation of various services. Update and maintain ROP webpage and any other relevant media forums. Assume related responsibilities and perform work as required. 			
Job Location:	Hayward Center	Department:	Business Services
Employment Type:	Full-time	Employment Category:	Classified Exempt
Work Year:	12 month (260 work days)	Days/Hours:	Monday-Friday 7:30 am-4:00 pm
Salary Schedule Placement:	A-2	Annual Salary:	\$63,258-\$78,566
Annual Benefits:	Included in Salary *Mandatory Vision & Dental deducted	Governing Board Approved	May 1, 2014

JOB DESCRIPTION

Skills:

Abilities:

- Ability to conduct research into a wide range of computing issues as required.
- Ability to absorb and retain information quickly.
- Ability to present ideas in a user-friendly language.
- Highly self-motivated and directed
- Keen attention to detail.
- Proven analytical and problem-solving skills.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Exceptional customer service orientation.
- Experience working in a team-oriented, collaborative environment.

Knowledge of:

- Defining and analyzing issues and solutions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job which include: current, legacy and emerging operating systems; environments and network protocols; router configurations; inter/internet applications; data security; and project management, processes and methodology.
- Installation, functions, configuration and capabilities of personal computer and network operating systems
- Basic computer hardware
- Experience with desktop operating systems including Windows 7 and MAC OS X and network systems including VM1 environment and Windows Domain servers
- Extensive application support experience
- Working knowledge of a range of diagnostic utilities
- Good understanding of the organization's goals and objectives
- Exceptional written and oral communication skills
- Exceptional interpersonal skills, with a focus on rapport-building, listening and questioning skills
- Strong documentation skills

Training and Experience:

- At least 3 years of experience that is directly related to the duties and responsibilities specified.

Education:	<ul style="list-style-type: none"> • Bachelor's degree preferred 	Additional Requirements:	<ul style="list-style-type: none"> • Basic Driver's License • The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, pulling, stooping, kneeling, crouching, crawling and fine finger dexterity.
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Terms of Employment :

Year to year based on successful annual evaluation.

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:	Technology Coordinator	Reports to:	Business Manager
Job Location:	Hayward Center	Department:	Business Services

Position Overview

Purpose:

Perform the overall planning, organizing, and execution of all IT functions for the Center, including directing all IT operations to meet staff and students' requirements as well as the support and maintenance of existing applications and development of new technical solutions.

Duties and Responsibilities:

- Assist on-site and off-site staff, either face to face or over the telephone, to help set up systems or resolve issues
- Set up new users' accounts and profiles and address password issues
- Provide software support for all school applications, supported by the ROP
- Prioritize and manage multiple open cases at one time
- Install, administer and maintain systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users
- Prepare written materials (e.g. Governing Board cover sheets, procedures, system level documentation, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
- Responsible for maintaining company website and communicating with host
- Establish, install and maintain phone systems
- Recommend equipment, supplies and materials (e.g. purchase equipment, lease equipment, etc.) for the purpose of acquiring required items according to the technology plan
- Recommend policies, procedures and/or actions for the purpose of providing direction for meeting the district's technology goals and objectives
- Provide technical support (hardware and software) in the offices, labs and classrooms
- Train other staff for the purpose of ensuring their ability to use new and/or existing operating systems and application software
- Provide network support for presentations and ceremonies on and off site as needed
- Analyze and resolve system problems to ensure continuous system operations required for scheduled data processing functions
- Install and configure workstations and various peripherals.
- Disconnect, move reconnect and test computers reassigned to new locations
- Maintain a schedule of events such as upgrades, planned outages, and other service impacting events
- Conduct system back-ups and monitor back-up schedule
- Maintain and regularly audit secure storage of technical inventory/equipment
- Uphold and enforce the set security and procedural policies and practices of the district.
- Lead in the development, implementation, modification and evaluation of technology plan
- Prepare and maintain records related to passwords, licenses, work orders and other computer-related matters
- Manage school's technology including: documentation procedures, file organization, track technology, staff development, update technology plan, manage student photos, sounds, clipart, and shared files for student use
- Electronically maintain inventory of all existing multi-media equipment and any new purchases

JOB DESCRIPTION

- Attend monthly County Tech Committee meeting and report back to supervisor
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified Exempt
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- A working understanding of Microsoft Active Directory and Server
- Good understanding of the organization's goals and objectives
- Advanced computer hardware troubleshooting and repair
- Working knowledge of a range of diagnostic utilities
- A solid understanding of fiber-optic networks
- TCP/IP networking model
- OSI model from a troubleshooting perspective
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job which include: current, legacy and emerging operating systems; environments and network protocols; router configurations; inter/internet applications; data security; and project management, processes and methodology
- Familiar with Enterprise-level antivirus systems

Abilities:

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing; present ideas in a user-friendly language; and strong documentation skills
- Extensive application support experience and exceptional customer service orientation
- Skilled at multi-tasking; effectively prioritize and execute tasks in a high-pressure environment
- Installation, functions, configuration and capabilities of personal computer and network operating systems
- Defining and analyzing issues and solutions
- Replace parts as required
- Conduct research into a wide range of computing issues as required
- Absorb and retain information quickly
- Keen attention to detail
- Proven analytical and problem-solving skills

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
- Bachelor's degree

JOB DESCRIPTION

Experience:

- At least 3 years of experience that is directly related to the duties and responsibilities specified
- Experience with desktop operating systems including Windows 7 and MAC OS X and network systems including VM1 environment and Windows Domain servers
- Network Administration experience preferred
- Experience managing back-up systems
- Experience managing Microsoft Server Environments
- Experience with VOIP communications
- Experience managing wireless networks
- Experience managing switches, VLANs etc.

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Lifting, carrying, pushing, stooping, crawling, crouching and fine finger dexterity

Salary Schedule Placement:	A-2	Annual Benefits:	\$5,500 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending



Job Description Updates & Title Changes

Previous Title

High School Liaison
Security/Grounds Officer 1
Security/Grounds Officer 2
Superintendent's Secretary

New Title

Public Relations & Marketing Specialist
Security/Grounds Officer-Open
Security/Grounds Officer-Close
Executive Assistant

JOB DESCRIPTION

TITLE: High School Liaison **REPORTS TO:** Director

DESCRIPTION/DEFINITION: Promotion of ROP Programs and recruitment of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Disseminate information to students at high school sites regarding ROP recruitment and program promotion
 - Communicate with guidance counselors at high school sites regarding ROP recruitment and program promotion
 - Coordinate orientations at high school, ROP Center and other sites as needed
 - Maintain ongoing awareness of and involvement in issues regarding scheduling, grades, and student retention
 - Coordinate opportunities for high school students to become familiar with the opportunities available at the Hayward Center, which include Sophomore Tours and other activities as appropriate
 - Organize and coordinate guest speaker opportunities for Hayward Center instructors at high school sites
 - Prepares and oversees PR and related communications
 - Assist in the ADD/DROP process and program change of students at the Hayward Center
 - Plan and implement effective tours of counselors and participating school teachers to the Hayward Center
 - Communicate with Alternative Programs regarding ROP recruitment and program promotion
 - Plan and facilitate guest speaker opportunities with participating district middle schools
 - Represent ROP at high schools and community events such as Career Fairs and Careers Nights
 - Prepare quarterly newsletters
 - Web page maintenance
 - Cross train with attendance department
 - Assist with adult enrollment, registration and drops
 - Other duties as assigned
-

QUALIFICATIONS:

Ability to: Communicate effectively verbally and in writing; interact positively and effectively with high school students and staff; organize promotional events and activities; perform in an independent, self-directed manner and present a professional, positive representation of the ROP.

High School Liaison (continued)

Training and Experience: High School diploma or equivalency required; pass pre-employment basic skills test. Have knowledge of components and correlations between academic and vocational education. Possess effective recruitments methods and basic computer skills. Valid California driver license and private transportation required.

TERMS OF EMPLOYMENT: Step B on Eden Area ROP Salary Schedule. Year to year based on successful annual evaluation. Ten-month position with mileage allowance.

Approved by Eden Area ROP Governing Board – June 3, 2010

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:	Public Relations & Marketing Specialist	Reports to:	Assistant Director of Off-Site Programs & Director
Job Location:	Hayward Center	Department:	Educational Services

Position Overview

Purpose:

Perform all aspects of marketing and promotion of the Eden Area ROP through appropriate advertising, public relations and community activities. These events and activities are designed to increase community awareness and promote a positive program image.

Duties and Responsibilities:

- Promote ROP program to a variety of audiences, including high school students, middle school students and adults seeking to expand skills, learn new skills or change occupations
- Coordinate opportunities for high school and middle school students to become familiar with the opportunities available at the Hayward Center, which include Sophomore Tours, ROP Showcase and other activities as appropriate
- Communicate with guidance counselors at high school sites regarding ROP recruitment and program promotion
- Create and update marquees at high school sites
- Communicate with career techs at high school sites regarding ROP recruitment and program promotion
- Coordinate orientations at high schools, ROP Center and other sites as needed
- Communicate with Alternative Programs regarding ROP recruitment and program promotion
- Update social media platforms (Facebook, twitter Instagram, etc.)
- Facilitate monthly meetings at all high schools with Career Techs and collaborate on events
- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Disseminate information to students at high school sites regarding ROP recruitment and program promotion
- Market ROP to stakeholders
- Represent ROP at high schools and evening community events such as career fairs, college fairs and back to school nights
- Supports ROP Director and Assistant Director
- Assist with activities including principals breakfast, counselor luncheons, teachers meetings and student of the year awards
- Assist Career Counselor with Student of the Month and Student of the Year activities
- Help Career Counselor coordinate student ambassador activities
- Assist with all marketing strategies, including creation of brochures and marketing documents
- Write press releases and take pictures as newsworthy events occur and maintain communication connections with area newspapers
- Answer phone inquiries and disseminate information regarding ROP programs
- Perform other duties as needed

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

JOB DESCRIPTION

Knowledge:

- Computer skills, specifically Microsoft Word, Excel, PowerPoint, Adobe Illustrator, poster printer and online navigation
- Social media etiquette

Abilities:

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Skilled at multi-tasking
- Comfortable with public speaking
- Efficient time management
- Close attention to detail; input data accurately

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
- Bachelor's degree preferred

Experience:

- Previous experience working in a school setting
- Previous marketing and/or public relations experience desired

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test
- Private transportation

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



JOB DESCRIPTION

TITLE: Security/Grounds Officer #1

REPORTS TO: Director

DESCRIPTION/DEFINITION: Responsible for the security, custodial, grounds maintenance and transportation operations of the center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs duties, which include but may not be limited to:

- Monitors the opening and closing of the site
- Coordinates transportation services required for ROP programs
- Alarm, clock, and phone maintenance
- Monitors use of facilities services and contracts
- Schedules day and evening security personnel
- Responds to security calls during daily operations and off hours as necessary
- Monitors arrival and departure of students
- Patrols the area in a random manner to maintain security presence
- Attends and represents the ROP at necessary meetings with external security agencies
- Initiates any and all actions to keep ROP grounds clean and groomed
- Serves on the Safety Committee
- Removes hazardous materials as scheduled
- Checks roofs and gutters for leaks and drainage
- Evaluates work orders and establishes repair priorities
- Performs minor repairs as required
- Evaluates facilities and operations routinely for safety and security improvement
- Prepares busing schedule and coordinates routes with partner districts
- Monitors bus services to maintain safety, efficiency and effectiveness
- Resolves transportation problems
- Attends transportation meetings as ROP representative as required
- Performs other duties as assigned
- Must take vacation during non-student contact time

QUALIFICATIONS:

Knowledge of: Basic grounds maintenance techniques; sound security procedures in an educational setting; knowledge of transportation protocol; knowledge of e-mail communication; safe work actions, Ed Code Regulations regarding security, transportation, pesticide use, hazardous materials; Federal OSHA and Cal OSHA Regulations; ADA; and vehicle codes regarding school bus regulations.

Ability to: Exercise initiative and act independently to direct security and grounds staff; ensure effectiveness; instruct in security procedures; climb ladders to eighteen feet; lift 25 pounds over head; operate power tools; operate a fork lift; drive a truck; project professional, helpful and friendly assistance to the staff.

Training and Experience: Minimum requirements: Equivalent of the completion of high school and four years experience in grounds; maintenance and security activities. Desired requirements: Completion of high school and six years experience in grounds maintenance and/or security activities with two years as a successful supervisor in an educational environment. Possess a valid California driver's license. Hazardous Materials Training. School Security Officer Training. Forklift Certification.

TERMS OF EMPLOYMENT: Step C on Eden Area ROP Salary Schedule. Year to year based on successful annual evaluation.

Approved by Eden Area ROP Governing Board – June 4, 2009

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:	Security/Grounds Officer-Open	Reports to:	Business Manager
Job Location:	Hayward Center	Department:	Business Services

Position Overview

Purpose:

Perform two equally important functions: campus security and grounds and maintenance. Enforce the Eden Area Regional Occupational Program (EAROP) rules and regulations, prevent campus crimes, maintain campus-wide safety, security, supervision of students and cleanliness of Center facilities.

Campus Security Duties and Responsibilities:

- Open center/Center; unlock and lock buildings, gates and individual rooms as required
- Deactivate and activate interior alarms as needed
- Maintain exterior and interior lighting
- Provide visible deterrence to violation of Center rules
- Respond to calls regarding student issues, security, safety and health issues
- Patrol Center and enforce rules and policies
- Observe and report violations of law and school policies
- Record and eradicate graffiti at Center
- Direct and facilitate traffic control
- Monitor student arrival and departure; records student head counts
- Deal directly with student-bus disciplinary issues
- Act as liaison between ROP and bus dispatchers
- Assist and escort visitors and students
- Enforce Center regulations on student behavior and dress
- Maintain communication with Center administration at all times via mobile radio
- Communicate with alarm company, Hayward Police Department, Hayward Fire Department and/or any other security or emergency personnel as needed
- Report any unsafe conditions in classrooms, on campus and with equipment
- Escort unauthorized persons from Center
- Set clocks, alarms, bells and lighting in accordance with time changes and in the event of power outages
- Supervise students during teacher absences, tardiness and when needed
- Assist in exterior maintenance and cleanliness
- Secure and deliver bank deposits
- Transport students and equipment to off-site special events
- Perform search and seizures
- Perform search and rescues
- Perform first aid if required

Grounds and Maintenance Duties and Responsibilities:

- Check fire extinguishers, eye wash stations and emergency phones monthly and respond accordingly to any issues
- Perform off-site deliveries and pick ups
- Dispose of hazardous waste and materials
- Act as liaison for HUSD maintenance
- Perform minor interior and exterior maintenance repairs (including painting); assist with vendors; provide minor repairs and renovations
- Empty exterior trashcans
- Maintain Eden Area ROP garden

JOB DESCRIPTION

- Deliver packages to off-site and center classrooms
- Maintain campus bathrooms supplies
- Responsible for researching vendors for campus repairs
- Responsible for pest and rodent control
- Monitor contracted services that relate to maintenance and operations
- Responsible for meetings and events set up and break down
- Cover for Security/Grounds Officer-Close as needed
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 6:30am-3:00pm

Position Qualifications

Knowledge:

- California campus security guard regulations and skills
- Conflict resolution techniques
- Hand and power tools
- Grounds maintenance equipment
- Safe work practices
- Radio protocols
- Microsoft Word, Excel, PowerPoint and online navigation programs

Abilities:

- Maintain presence of mind under pressure
- Lift 25 pounds overhead
- Drive a security cart
- Communicate effectively verbally and in writing; perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Proficient computer skills, specifically Microsoft Word, Excel and online navigation
- Sensitive to and able to understand confidentiality
- Work independently and with frequent interruptions; work with a minimum of supervision
- Demonstrate professional integrity, especially when working with high school 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:

- Two (2) years previous security experience
- Two (2) years previous school security experience preferred

Certifications/Credentials:

- Basic Driver License

JOB DESCRIPTION

<ul style="list-style-type: none"> CPR certified <p>Additional Requirements:</p> <ul style="list-style-type: none"> Pass Basic Skills Test 			
Salary Schedule Placement:	E	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending



JOB DESCRIPTION

TITLE: Security/Grounds Officer #2

REPORTS TO: Director

DESCRIPTION/DEFINITION: Responsible for the enforcement of Eden Area Regional Occupational Program (EAROP) rules and regulations, prevention of campus crimes, maintaining campus-wide safety, security, supervision of students and cleanliness of Center facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs Security/Grounds Officer duties, which include but may not be limited to:

- Opening and closing of the site
 - Deactivating and activating interior alarms as required
 - Unlocking of buildings, gates and individual rooms as required
 - Checking exterior lighting
 - Providing visible deterrence to violation of Center rules
 - Responds to security calls at site
 - Walks patrols throughout the site
 - Observes and reports violations of the law
 - Records and eradicates graffiti at site
 - Directs and facilitates traffic control
 - Monitors student arrival and departure
 - Assists and escort's visitors as required
 - Enforces site regulations on student behavior and dress
 - Maintains communications with site administration at all times via mobile radio
 - Prepared to communicate with Hayward USD Security, Hayward Police Department, Hayward Fire Department and/or any other security or emergency personnel as required
 - Reports any unsafe conditions
 - Escorts unauthorized persons from site
 - Empties exterior trashcans
 - Supervises students as required
 - Assists in exterior maintenance and cleanliness
 - Performs first aide if required
 - Performs grounds maintenance
 - Perform other duties as assigned
 - Must take vacation during non-student contact time
-

QUALIFICATIONS:

Knowledge of: Basic campus security skills, conflict resolution techniques; California campus Security Guard Regulations; gardening tools; e-mail communication; safe work actions; graffiti abatement; radio protocols; basic gardening; and campus maintenance.

Ability to: Maintain presence of mind under pressure; lift 25 pounds overhead; operate a security cart; display professional, helpful and friendly assistance to the public, students and staff. Read and use correct English; generate reports using word processing programs.

Training and Experience: Minimum requirements: High school diploma or equivalency and two years experience in a security agency. Desired requirements: High school diploma or equivalency and two years experience in education security agency. Possess a valid California driver's license. Pass pre-employment basic skills test.

TERMS OF EMPLOYMENT: Step E on the Eden Area ROP Salary Schedule. Year to year based on successful annual evaluation.

Approved by Eden Area ROP Governing Board – June 4, 2009

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:	Security/Grounds Officer-Close	Reports to:	Business Manager
Job Location:	Hayward Center	Department:	Business Services

Position Overview

Purpose:

Perform two equally important functions: campus security and grounds and maintenance. Enforce the Eden Area Regional Occupational Program (EAROP) rules and regulations, prevent campus crimes, maintain campus-wide safety, security, supervision of students and cleanliness of Center facilities.

Campus Security Duties and Responsibilities:

- Close Center; unlock and lock buildings, gates and individual rooms as required
- Deactivate and activate interior alarms as needed
- Maintain exterior and interior lighting
- Provide visible deterrence to violation of Center rules
- Respond to calls regarding student issues, security, safety and health issues
- Patrol Center and enforce rules and policies
- Observe and report violations of law and school policies
- Record and eradicate graffiti at Center
- Direct and facilitate traffic control
- Monitor student arrival and departure; records student head counts
- Deal directly with student-bus disciplinary issues
- Act as liaison between ROP and bus dispatchers
- Assist and escort visitors and students
- Enforce Center regulations on student behavior and dress
- Maintain communication with Center administration at all times via mobile radio
- Communicate with alarm company, Hayward Police Department, Hayward Fire Department and/or any other security or emergency personnel as needed
- Report any unsafe conditions in classrooms, on campus and with equipment
- Escort unauthorized persons from Center
- Set clocks, alarms, bells and lighting in accordance with time changes and in the event of power outages
- Supervise students during teacher absences, tardiness and when needed
- Assist in exterior maintenance and cleanliness
- Secure and deliver bank deposits
- Transport students and equipment to off-site special events
- Perform search and seizures
- Perform search and rescues
- Perform first aid if required

Grounds and Maintenance Duties and Responsibilities:

- Check fire extinguishers, eye wash stations and emergency phones monthly and respond accordingly to any issues
- Perform off-site deliveries and pick ups
- Dispose of hazardous waste and materials
- Act as liaison for HUSD maintenance
- Perform minor interior and exterior maintenance repairs (including painting); assist with vendors; provide minor repairs and renovations
- Empty exterior trashcans
- Maintain Eden Area ROP garden

JOB DESCRIPTION

- Deliver packages to off-site and center classrooms
- Maintain campus bathrooms supplies
- Responsible for researching vendors for campus repairs
- Responsible for pest and rodent control
- Monitor contracted services that relate to maintenance and operations
- Responsible for meetings and events set up and break down
- Cover for Security/Grounds Officer-Open as needed
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- California campus security guard regulations and skills
- Conflict resolution techniques
- Hand and power tools
- Grounds maintenance equipment
- Safe work practices
- Radio protocols
- Microsoft Word, Excel, PowerPoint and online navigation programs

Abilities:

- Maintain presence of mind under pressure
- Lift 25 pounds overhead
- Drive a security cart
- Communicate effectively verbally and in writing; perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Proficient computer skills, specifically Microsoft Word, Excel and online navigation
- Sensitive to and able to understand confidentiality
- Work independently and with frequent interruptions; work with a minimum of supervision
- Demonstrate professional integrity, especially when working with high school 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:

- Two (2) years previous security experience
- Two (2) years previous school security experience preferred

Certifications/Credentials:

- Basic Driver License

JOB DESCRIPTION

<ul style="list-style-type: none"> CPR certified <p>Additional Requirements:</p> <ul style="list-style-type: none"> Pass Basic Skills Test 			
Salary Schedule Placement:	E	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

JOB DESCRIPTION

TITLE: Superintendent's Secretary

REPORTS TO: Superintendent

DESCRIPTION/DEFINITION: The primary function is to act as an assistant to the Superintendent, performing complex and executive level duties with a high degree of independence. This position is distinguished by the complexity and confidential nature of the assigned duties. Incumbents work within a general framework of established procedures, but are expected to use initiative and independent judgment in solving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs individual duties, which include but may not be limited to:

- Processes Superintendent's correspondence, memos, reports, and letters
- Maintains Superintendent's calendar and makes travel arrangements
- Prepares monthly ROP Governing Board information packet and agenda
- Records and transcribes minutes of Eden Area ROP Governing Board meetings and follow-up on actions taken by the Governing Board
- Maintains and updates organization policies and regulations
- Designs and distributes annual school calendar and internal planning calendar
- Processes and maintains mandated cost program records
- Receives and greets all visitors of the administration office
- Disseminates information regarding ROP programs when necessary
- Maintains program information flyers in lobby
- Processes and maintains state disability claims, injury reports, worker's compensation claims and student injury reports
- Provides clerical support for personnel department
- Sorts and distributes daily mail for staff
- Distributes educational articles from the daily newspaper to staff
- Refers students to appropriate administrative personnel
- Prepare employee handbook
- Order supplies and maintains equipment
- Assists with sophomore tours
- DSP Back Up
- Adult Enrollment
- Performs other duties as designed

Superintendent's Secretary – continued

QUALIFICATIONS:

Knowledge of: ROP operations, policies and objectives preferred, correct English usage, grammar, spelling, punctuation, and composition; modern office organization, practices, procedures and equipment; excellent oral and written communication skills; current job-related technology, computer equipment and programs.

Ability to: Perform a wide variety of responsible secretarial work and coordinate administrative detail; proficiently operate standard office equipment, including copy, fax machine and personal computers; maintain complex filing systems which contain confidential or sensitive information; take and transcribe minutes at the EAROP Governing Board meetings and other various meetings; communicate effectively both orally and in written form; plan and organize workflow to meet schedules and timelines; work independently and confidentially; review and attempt to resolve complaints through knowledge of EAROP policies, rules, and regulations.

Training and Experience: High school diploma or equivalency required; AA/AS Degree or equivalent preferable; pass pre-employment basic skills test; four years of increasingly responsible office experience, preferably including experience in a school district.

TERMS OF EMPLOYMENT: Step D-1 on the Eden Area ROP Salary Schedule. Additional 5% stipend for confidential responsibilities. Year to year based on successful annual evaluation.

Approved by Eden Area ROP Governing Board-June 3, 2010

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:	Executive Assistant	Reports to:	Superintendent
Job Location:	Hayward Center	Department:	Administration

Position Overview

Purpose:

Perform as an assistant to the Superintendent, performing complex and executive level duties with a high degree of independence. This position is distinguished by the complexity and confidential nature of the assigned duties. Incumbents work within a general framework of established procedures, but are expected to use initiative and independent judgment in solving problems.

Duties and Responsibilities:

- Process Superintendent's correspondence, memos, reports, and letters
- Maintain Superintendent's calendar, schedule meetings and makes travel arrangements
- Receive, welcome, screen and refer visitors and telephone inquiries to the Superintendent; when appropriate, direct them to others or resolve callers requests as necessary
- Maintain and update organization policies and regulations per Superintendent
- Prepare Governing Board Resolutions for the Superintendent
- Prepare monthly ROP Governing Board information packet and agenda
- Prepare for Governing Board meeting
- Attend and participate in Governing Board meetings
- Record and transcribe minutes of Eden Area ROP Governing Board meetings and follow-up on actions taken by the Governing Board
- Coordinate the completion of the Statement of Economic Interest (Form 700) by Administrators and Governing Board Members and submit forms to the Alameda County Clerk Board of Supervisors
- Prepare and submit Statement of Facts Roster of Public Agencies Filing to the Governing Board. Upon Board approval, file the form with the State of California, Alameda County Clerk Recorder's Office and ACOE
- Submit Governing Board member updates to CSBA, NSBA and ACOE
- Oversee contracts for Governing Board and Superintendent
- Submit quarterly reports for William Act Compliance to the Governing Board
- Submit mileage reimbursement for Governing Board members
- Maintain the phone system
- Manage organization website
- Plan, organize and coordinate the annual back to school in-service
- Schedule, coordinate and prepare quarterly Coordinating Council meetings
- Prepare and submit open purchase orders, purchase requisitions and reimbursements
- Disseminate information to district contacts on a regular basis
- Create and distribute work calendars for all employees annually
- Create and distribute organization internal planning calendar
- Prepare, update and distribute employee handbook
- Prepare, update and distribute organization operating procedures
- Maintains and updates Hayward Center staff phone list and e-mail list
- Maintain employee birthday list
- Update and maintain employee emergency phone tree and emergency contacts
- Maintain Hartford Life Insurance employee enrollment forms and make payment for organization
- Process and maintain injury reports, worker's compensation claims and state disability claims

JOB DESCRIPTION

- Prepare items for auditors
- Set up and oversee annual mandatory compliance employee trainings
- Assist Personnel Coordinator with new hire orientation
- Provide clerical support for personnel department
- Order business cards for the organization
- Order service pins for employee anniversaries
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- General school office/professional environment rules and principles
- Correct English grammar, punctuation, spelling and proofreading
- Record keeping and complex filing systems
- Advanced computer skills, specifically Microsoft Word, Excel, PowerPoint, Adobe Professional, webpage maintenance and online navigation
- Applicable sections of California Education Code, Government Code, and other related laws
- Brown Act and Robert's Rules of Order

Abilities:

- Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies and procedures.
- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Skilled at multi-tasking
- Leadership skills
- Efficient time management
- Understand systems and how they work together

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
- Bachelor's degree preferred

Experience:

- 3+ years administrative support experience

JOB DESCRIPTION

- Previous experience working in a school setting

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

Salary Schedule Placement:	D 5% Confidential Stipend	Annual Benefits:	\$11,621.16 *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending



EdenAreaROP

New Job Descriptions

Instructional Support Specialist
Program Specialist

JOB DESCRIPTION

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

Job Title:	Instructional Support Specialist	Reports to:	Assistant Director of Adult Programs
Job Location:	Hayward Center	Department:	Adult Programs

Position Overview

Purpose:

Perform as part of the instructional team and under the direction of the Assistant Director of Adult Programs, perform a variety of specialized educational supports.

Duties and Responsibilities:

- Make classroom visits for all locations
- Complete site visit forms
- Provide and maintain all locations with products and services of need at various locations
- Provide annual site visit schedule
- Assist with Adult Programs orientation
- Insure Adult Program instructors are following rules and regulations
- Verify instructors are completing performance testing
- Verify all instructor material requests are fulfilled
- Schedule instructor meetings once a year
- Confirm attendance sheets are processed correctly
- Perform other duties as assigned

Employment Type:	Part Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	16 hours per week

Position Qualifications

Knowledge:

- Microsoft Word, Excel, PowerPoint and online navigation programs

Abilities:

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

Soft Skills:

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

JOB DESCRIPTION

Education:

- Equivalent of the completion of high school

Experience:

- Previous experience working in a school setting preferred

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

Salary Schedule Placement:	AE 4	Annual Benefits:	Pro-Rated based on hours (1.0 FTE = \$11,621.16) *Mandatory Vision & Dental deducted
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	Pending

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:	Program Specialist	Reports to:	Assistant Director of Adult Programs
Job Location:	Hayward Center	Department:	Adult Programs

Position Overview

Purpose:

Perform a variety of advanced office, attendance, programming and support duties for Adult Programs involving both specific routines and broadly defined policies and procedures.

Duties and Responsibilities:

- Answer phone inquiries, emails and disseminate information regarding ROP adult programs
- Act as student, instructor and community liaison
- Create Adult Program brochures and maintain class schedule
- Create e-mail flyer each session and reminder notifications for students and employers
- Assist with orientations and registrations for Adult Programs and process enrollment confirmation letters
- Set up and maintain Adult Programs class schedule (hours/days/weeks), calendar of course offerings, availability of instructors, and course descriptions per directives from Assistant Director of Adult Programs
- Assist with updating and maintaining course catalog and course outlines
- Serve as the main contact for the electrical trainee card documentation and status updates (students and employers)
- Monitor and update apprenticeship data
- Provide program updates for Electrical Training Program employers, including student progress reports and student attendance reports
- Provide program and/or student updates to DIR as needed
- In collaboration with Administrative Support Specialist, process drops for Adult Programs and maintain data with all names of students who dropped and reason for drop
- Verify and input student information, attendance, grades, transcripts and completion certificates for Adult Programs
- Provide class schedule and student information to Attendance Specialist
- Create and maintain Adult Program official student records and attendance files; work with attendance office and teachers to maintain updated attendance records
- Act as website liaison for the Adult Programs department
- Work in collaboration with the Program Specialist and the Assistant Director of Adult Programs to maintain accurate student enrollment and payment plan trackers per term
- Maintain DIR applications for the Electrical Training Program
- Provide wide range of complex office administration and support to the Assistant Director of Adult Programs
- Assist Assistant Director of Adult Programs with CalWORKs reporting
- Assist Assistant Director of Adult Programs with compiling data and statistics for various reports and projects
- Support Assistant Director of Adults Programs with employee leaves and coverage
- Act as backup for Administrative Support Specialist as appropriate
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified
Work Year:	12 month (260 work days) *15 paid holidays	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

JOB DESCRIPTION

Knowledge:

- Advanced computer skills, specifically Microsoft Word, Excel, PowerPoint and online navigation
- Proper grammar usage and letter formatting and preparing reports
- Standard office practices and procedures
- Complex filing systems

Abilities:

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing
- Interpret and apply complex federal, state and educational regulations
- Skilled at multi-tasking
- Close attention to detail; input data accurately
- Comfortable with public speaking

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
- Bachelor's degree preferred

Experience:

- 2+ years administrative support experience
- Previous experience working in a school setting

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test

Salary Schedule Placement:	AE3	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: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: 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 the 2017-2018 School Year

BACKGROUND

The National Center for Executive Leadership and School Board Development provides training and support to educational administrators and governing boards on a variety of topics from strategic planning and leadership development, to team building and ensuring organizational greatness.

CURRENT SITUATION

To build upon the strategic planning completed by the administrative team in July, staff members from the National Center for Executive Leadership and School Board Development will provide ongoing coaching throughout the year for each member of the administrative team. Support provided will be both in person and via electronic communication throughout the year.

Fiscal Impact:

One time cost of \$6,500 per administrator for this fiscal year

RECOMMENDATION

It is recommended that the Governing Board approve the proposal for National Center for Executive Leadership and School Board Development to provide coaching support for the administrative team for the 2017-2018 school year.

CONSULTING AGREEMENT

THIS AGREEMENT, made and entered into this **1st day of August, 2017** by and between **Eden Area ROP** hereinafter (**ROP**) and the **National Center for Executive Leadership and School Board Development**, an Independent Consultant, hereinafter (“Consultant”), a Private Consulting Business providing services in the areas of educational consultation, training and team building.

RECITALS

WHEREAS, Consultant has demonstrated training, experience, and competency to perform the special services required by this Agreement throughout his/her career in serving schools and school ROPs.

WHEREAS, Consultant represents that he/she has expertise in the area of Educational Consulting and is ready, willing, and able to provide consulting assistance to ROP on the terms and conditions set forth herein; and

NOW THEREFORE, in consideration of the obligations herein made and undertaken, the parties, intending to be legally bound, covenant and agree as follows:

Article 1

SERVICES TO BE DELIVERED

- 1.1 Consultant shall provide consulting services in the area of Educational Leadership and Team Building. Consultant shall render such services in accordance with the milestones set forth in Appendix A.
- 1.2 ROP shall provide and make available to Consultant such resources as shall be necessary to perform the services called for by this Agreement.

Article 2

COMPENSATION AND PAYMENT

- 2.1 In consideration of the services to be performed by Consultant, ROP shall, within 30 days from receiving an invoice of billing, pay the **National Center for Executive Leadership and School Board Development** the fees set forth in Appendix A attached hereto.

Article 3

DELIVERABLE OWNERSHIP

- 3.1 All right, title, and interest in and to any programs, systems, data, and materials furnished to Consultant by ROP are and shall remain the property of ROP.
- 3.2 All right, title, and interest in and to any programs, systems, data, and materials furnished to ROP by Consultant are and shall remain the property of Consultant.

Article 4

AGREEMENT PRIVACY

- 4.1** Without the permission of the ROP, for a period of 2 years from the date of termination of this Agreement, Consultant shall not disclose the nature of the effort undertaken for ROP or the terms of this Agreement to any other person or entity, except as may be necessary to fulfill Consultant's obligations hereunder.

Article 5

REPRESENTATIONS AND WARRANTIES

- 5.1** ROP warrants that it owns all right, title, and interest in and to any programs, systems, data, or materials furnished to Consultant hereunder.

Article 6

LIABILITY LIMITS

- 6.1** In no event shall either party be liable to the other for any consequential damages or lost profits of the other party.

Article 7

MISCELLANEOUS

- 7.1** Consultant shall not assign, transfer, or subcontract this Agreement or any of its obligations hereunder without the prior written consent of ROP.
- 7.2** This Agreement shall be governed and construed in all respects in accordance with the substantive laws of the **State of California**.
- 7.3** The parties are and shall be independent contractors to one another, and nothing herein shall be deemed to cause this Agreement to create an agency, partnership, or joint venture between the parties. Except as expressly provided in this Agreement, ROP shall not be liable for any debts, accounts, obligations, or other liabilities whatsoever of Consultant, including (without limitation) Consultant's obligation to withhold Social Security and income taxes for itself or any of its employees.
- 7.4** This Agreement constitutes the entire agreement of the parties hereto and supersedes all prior representations, proposals, discussions, and communications, whether oral or in writing. This Agreement may be modified only in writing and shall be enforceable in accordance with its terms when signed by the party sought to be bound.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, on the date and year first above written.

Eden Regional Occupation Program

By: _____

Signature: _____

Title: _____

Date: _____, 2017

National Center for Executive Leadership and School Board Development

By: Walt L. Hanline, Ed.D.

Walt L. Hanline

Title: Executive Director and Consultant

Date: August 1, 2017

Appendix A
Description of Services, Billing Expenses and Dates
Billing Expenses (Includes Travel Costs)

Description of Service	Delivery Date	Individual Service Rate	Discounted Packaged Rate	Billing Date/Amount
Dr. Hanline Advisor/Coach to Superintendent and the Chief Business Official	2017-2018	Annual Fee of \$23,500	Annual Fee of \$19,500	August 30, 2017 of \$19,500
Dr. Hopewell Advisor/Coach to Members of the Superintendent's Cabinet	2017-2018	Annual Fee of \$23,500	Annual Fee of \$19,500	August 30, 2017 of \$19,500

Summary Description of Services

Advisor/ Coach for Cabinet Members

In an advisor and support role we would:

- Shape the advisor relationships upon a high level of professional ethics, appropriate confidentiality, competence, and trust;
- Assist in addressing the goals related to the annual evaluation of each individual;
- Provide intensive, contextualized, one-on-one support;
- Provide for 3, on-site meetings, that will range from 2 -3 hours that will be focused on planning and strategic change related processes;
- Hold planned monthly SKYPE meetings designed to address planning and performance issues; and,
- Provide unlimited SKYPE, phone & email contact with the Superintendent to address any issue or challenge, on a 24/7 basis.



DATE: August 3, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: 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

BACKGROUND

As of July 3rd, the purchasing/accounts receivables position has been vacant. Contracting for these services until the position is filled will enable the business department to maintain a smooth flow of operations.

CURRENT SITUATION

The attached contract is our working agreement with independent contractor, Sonia Elgar for 2017-2018 fiscal year for the above mentioned duties.

Fiscal Impact: No impact in budget since contract fees is commensurate to the vacated position of AR/Purchasing Technician.

RECOMMENDATION

It is recommended that the Governing board approve the independent contractor agreement with Sonia Elgar for purchasing and accounts receivable services for the 2017-2018 fiscal year.

AGREEMENT FOR SERVICE

THIS AGREEMENT FOR SERVICE (this "Agreement") dated this the 26th day of June, 2017.

BETWEEN

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

OF THE FIRST PART

-AND-

Sonia Elgar
(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.
- C. Sonia Elgar has a background in Administration, Accounting, Budget, Auditing, Receivable, and Purchasing and is willing to provide services to Eden Area ROP based on this background.

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 but not limited to the following:
 - Receive and process requisitions and generate the purchase orders
 - Prepare budget transfers or budget revisions for purchase requisitions
 - Prepare open purchase orders for utilities, insurance, supplies, mileage, copy services, maintenance agreements and standard recurring expenditures
 - Maintain all vendor files
 - Maintain all contracts and insurance certificates binders and spreadsheet
 - Monitor monthly copier readings and prepare spreadsheets for journal entry into Escape
 - Prepare all journal entries for both revenues and expenditures for materials, supplies, services, contracts and capital assets and leasehold expenditures,
 - Arrange for equipment repairs or services as necessary
 - Prepare invoices for grants and awards
 - Receive, process and deposit all payment of invoices and all other receipts issued through receipt book or QuickBooks
 - Record revenues and accounts receivable in Escape accounting system
 - Monthly monitor and follow up receivables/revenues as inter district transfers from member districts and ACOE
 - Monthly reconciliation of cash account in Escape
 - Maintain binders of budget transfers, journal entries, cash, inter fund transfers

- Order, distribute and maintain inventory of keys.
- Assist Business Manager with daily tasks as needed
- Perform other duties as assigned
-

Term of Agreement

2. The term of this Agreement will be from July 1, 2017 and will remain in full force and effect until August 31, 2017 not to exceed 8 hours per day, 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. Eden Area ROP will pay a fee to Sonia Elgar for the Services based on \$31.15 per hour. This fee shall be payable monthly, no later than the last day of the month following the period during which the Services were performed.
5. Service Provider must submit an itemized invoice to Business Services which includes: dates, time and type of worked accomplished.

Additional Compensation

6. In addition to the above compensation, the Service Provider will be entitled to the following compensation for performing the Services: 1. Customer (Eden Area ROP) will pay in advance for required/mandated training, conference, etc. including out of pocket expenses such as lodging and transportation. – **N/A**

Reimbursement of Expenses

7. The Service Provider will be reimbursed for attending required training. The Service Provider will furnish statements and vouchers to the Customer for all such expenses. – **N/A**

Confidentiality

8. 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

9. 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

10. 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.
11. 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

12. 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

13. 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

14. 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

15. 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

16. 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. **Sonia Elgar**
565 Tramway Drive, Milpitas, CA 95035

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

Costs and Legal Expenses

17. 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

18. 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

19. 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

20. 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

21. 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.

Inurement

22. 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

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

Titles/Headings

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

Gender

25. 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

26. 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

27. 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

28. 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

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

IN WITNESS WHEREOF the parties have duly executed this Service Agreement this 26th day of June, 2017.

SIGNED AND DELIVERED

In the presence of



Sonia Elgar, Service Provider

6/26/17

Date



Linda Granger, Superintendent
Eden Area ROP

6.26.17

Date