



GOVERNING BOARD MEETING AGENDA

Thursday, March 2, 2017

5:30 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, March 2, 2017

Time: 5:30 p.m.

AGENDA

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

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

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

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

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Mission Statement

V. Approval of Agenda

VI. Student of the Month

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

VII. Consent Calendar

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

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

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of February 2, 2017 (pages 4-9)
- B. Request the Governing Board to approve the Bill Warrants (pages 10-14)
- C. Request the Governing Board to approve the Roster of Public Agencies Filing (pages 15-16)
- D. Request the Governing Board to approve the Receipt of the Workability I Program Funds (pages 17-18)
- E. Request the Governing Board to approve the Advisory Committee Meeting Minutes (pages 19-79)

VIII. Information Items

- A. CDE Course Review- Computer Applications/Computer Essentials (pages 80-81)
- B. Adult Programs Update (page 82)
- C. SkillsUSA Regional Competition Update (page 83)

IX. Action Items

- A. Request the Governing Board to approve the 2016-2017 Second Interim Budget Report (page 84)
- B. Request the Governing Board to approve the Public Disclosure of the Eden Area ROP Employees' Agreement for the 2016-2017 Salary and Health & Welfare Adjustment (pages 85-95)
- C. Request the Governing Board to approve the Revised Salary Schedules (pages 96-105)
- D. Request the Governing Board to approve the adoption of Resolution 3-16/17: Signature Card-Board Members, Resolution 4-15/16: Signature Card-Authorized Agents: Payroll Warrants and Disbursements, Resolution 5-16/17: Signature Card-Authorized Agents: Official Documents and Reports (pages 106-112)

X. Superintendent's Report

XI. Communications

- A. Letter from the Alameda County Office of Education regarding the First Interim (pages 113-114)

XII. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XIII. Adjournment



DATE: March 2, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Presentation of ROP Student of the Month Awards

BACKGROUND

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

CURRENT SITUATION

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

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

Hugo Cuevas	Tennyson High School	Entrepreneurship
Maria Gomez	Mt. Eden High School	Merchandising
Michael Clark Jr.	Mt. Eden High School	Marketing Me
Mayra Carbajal	San Leandro High School	Business Economics & Finance

RECOMMENDATION

Information only

Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board
February 2, 2017**

I. Call to Order

Trustee Janet Zamudio called the meeting to order at 5:38 p.m. on Thursday, February 2, 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, Administrative Assistant.

Eden Area ROP Governing Board Present:

Lisa Brunner, Vice-President	Hayward USD	arrived at 5:41 pm
Janet Zamudio, Member	San Lorenzo USD	
Dot Theodore, Member	Castro Valley USD	
Peter Oshinski, Member	San Leandro USD	

Superintendent: Linda Granger- present

ROP Administrators in Attendance:

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

ROP Staff in Attendance:

Chris Burns	Cisco Program Instructor (Castro Valley High)
Rick Charles	Marketing Program Instructor (Hayward High)
David Espinoza	Auto Technology I Program Instructor
Barbara Juarez	Welding Program Instructor
Gabriela Juarez	Superintendent's Administrative Assistant
Marlene McDowell	First Responder Program Instructor
Audra Muñoz	Career Counselor
Michael O'Connell	Criminal Justice Program Instructor (San Lorenzo High)
John Peters	Fire Science Program Consultant
Levine Visico	Criminal Justice Program Instructor (Hayward & Mt. Eden High)

Others Present:

Students of the Month and their families	
Gary Howard	Castro Valley USD Board President

III. Pledge of Allegiance

Brittney Harpine led the Pledge of Allegiance.

IV. Mission Statement

Dayana Pacheco read the Eden Area ROP Mission Statement.

V. Approval of Agenda

Trustee Peter Oshinski moved to approve the agenda with a change to have Action Item A moved to follow the approval of the Agenda. Trustee Dot Theodore seconded the motion. By the following vote, the agenda was approved.

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

VI. Student of the Month Awards

The following students were honored by their teachers, ROP Staff and the Governing Board as students of the month for February 2017:

Jonathan Sira	San Lorenzo High School	Automotive Technology
Yasamin Obaidy	Mt. Eden High School	Criminal Justice
Brittney Harpine	Hayward High School	First Responders
Diana Venegas	San Lorenzo High School	Criminal Justice
Dayana Pacheco	Hayward High School	Medical Careers
Hanmin J. Von Euw	Castro Valley High School	Welding Technology

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

VII. Action Items

A. Request the Board to approve the Adoption of Resolution 1-16/17: Gary Howard

Linda Granger, Superintendent, recognized Gary Howard for his service to the ROP as a Governing Board member for the last three years. Ms. Granger read the resolution to honor and commend Gary Howard. Mr. Howard was invited to say a few words.

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Peter Oshinski, the Governing Board approved the adoption of Resolution 1-16/17: Gary Howard.

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

VIII. Consent Calendar

Trustee Peter Oshinski moved to approve the Consent Agenda items as written.

- A. Approve the Minutes of the Regular Governing Board Meeting of December 8, 2016
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Quarterly Report on Williams Act Complaints and Resolutions
- E. Approve the Contract for the California Career Pathways Trust Grant for ConnectEd: The California Center for College and Career
- F. Approve the Contract with Chabot College
- G. Approve the Contract with Vavrinek, Trine, Day & Company, LLP (VTD) for Auditing for the 2017-2018, 2018-2019, 2019-2020 School Years
- H. Approve the Eden Area ROP 125 Plan Revisions
- I. Approve the Proposal for School Services of California to Provide Services to the ROP Coalition Members

Trustee Dot Theodore seconded the motion.

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

IX. Information Items

A. CDE Course Review-Sports Marketing

Mrs. Sheila Lawrence, Assistant Director of Offsite Programs, reported that the Sports Marketing class is offered at Hayward and Castro Valley High Schools. She reviewed the compliance form and explained that the course meets program and state mandates. Mrs. Lawrence introduced, Rick Charles, Marketing Program Instructor to review the program.

Mr. Charles stated that in Sports Marketing, students learn how to identify marketing basics, define sports marketing, define entertainment marketing, marketing information management for sports, sports marketing economics and risk management. The course also covers the functions of marketing that include global distribution of sports, management of information and demographics and market segmentation. Students will also learn product and event marketing and sponsorships and endorsements.

B. DECA Northern California Conference

Ms. Sheila Lawrence, Assistant Director of Offsite Programs, updated the Governing Board on the DECA competition. The 2016 DECA Northern California Career Development Conference was held January 13-15, 2017 at the San Ramon Marriott. Of 775 students that participated, 150 students from the Eden Area ROP DECA Chapters attended this conference, winning top honors in many categories. Students who won will move on to the State competition that will be held March 2-5, 2017 in Santa Clara. The International competition will take place in Anaheim April 25-30, 2017.

X. Action Items

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

Trustee Janet Zamudio nominated trustee Lisa Brunner for Board President. Trustee Janet Zamudio was nominated for Board Vice President by Trustee Lisa Brunner. Upon review of and a motion by Trustee Peter Oshinski and a second by Trustee Dot Theodore, the Governing Board approved the ROP Governing Board Reorganization.

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

C. Request the Governing Board to approve the Budget Development Calendar 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 budget development calendar for the 2017-2018 school year.

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

D. Request the Governing Board to approve the adoption of Resolution 2-16/17: Career Technical Education Month

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Peter Oshinski, the Governing Board approved the adoption of Resolution 2-16/17: Career Technical Education Month.

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

E. Request the Governing Board to approve the MOU with San Lorenzo Unified School District for Student Transportation for the 2016-2017 Fiscal Year

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Peter Oshinski, the Governing Board approved the MOU with San Lorenzo Unified School District for student transportation for the 2016-2017 fiscal year.

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

XI. Superintendent's Report

Superintendent Granger introduced Chris Burns, CISCO Program Instructor at Castro Valley High School, to give a brief presentation about the course. Noah liles, CISCO student, accompanied Mr. Burns to share about his experience in the class.

Ms. Granger handed out her superintendent's report to the Board.

XII. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

Janet Zamudio, San Lorenzo USD representative, shared their board's reorganization. Penny Peck will continue to be President and Trustee Zamudio was nominated as Vice President. Trustee Zamudio also announced that Superintendent Granger was nominated as ACSA Region VI's Administrator of the Year for CTE. The Board congratulated her and presented her with flowers.

Lisa Brunner, Hayward USD representative, extended a warm welcome to the new board members Dot Theodore from Castro Valley USD and Peter Oshinski from San Leandro USD.

Peter Oshinski, San Leandro USD representative, shared that he was excited to be on the Board.

XIII. Recess to Closed Session

The meeting was called into closed session at 6:45 pm.

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

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

The meeting resumed to open session at 7:00 p.m.

- A. 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 Peter Oshinski and a second by Trustee Janet Zamudio, the Governing Board approved the \$1/hour increase for both classified salary schedules (adult and high school) and \$2,500 annual increase in health and welfare benefits for the certificated salaried, classified exempt, adult certificated salaried and management salary schedules retro-active to July 1, 2016.

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

XV. Adjournment

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

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: March 2, 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 January 18, 2017 through February 8, 2017 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: April 7, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Roster of Public Agencies Filing

BACKGROUND

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

CURRENT SITUATION

The Governing Board is being requested to approve the Statement of Facts—Roster of Public Agencies Filing for 2017.

CONSENT CALENDAR



State of California Secretary of State

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

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as
the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing ☐ Update ☐

(Office Use Only)

Legal name of Public Agency: _____

Nature of Update: _____

County: _____

Official Mailing Address: _____

Name and Address of each member of the governing board:

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

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME

_____ Date

ADDRESS

_____ Signature

CITY/STATE/ZIP

_____ Typed Name and Title



DATE: March 2, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the Governing Board to approve the Receipt of the Workability I Program Funds

BACKGROUND

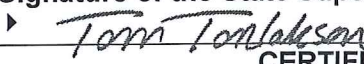
The California Department of Education has approved the EAROP's reapplication to the Workability I Program for the 2016-2017 school year. The money from this grant directly pays the salary, benefits and operating costs associated with the Community Access Training for Transition (CATT) Program and the Merchandising Occupations Program. These programs find employment and provide training for special education students to enter the workforce.

CURRENT SITUATION

This year the EAROP re-applied in a competitive process and has been recommended by CDE to receive funding in the amount of \$81,794.

CONSENT CALENDAR

Grant Award Notification

GRANTEE NAME AND ADDRESS Eden Area Regional Occupational Program 26316 Hesperian Boulevard Hayward, CA 94545				CDE GRANT NUMBER			
FY		PCA		Vendor Number	Suffix		
16		23011		7401	00		
Attention Irene Fujii, Director				STANDARDIZED ACCOUNT CODE STRUCTURE		COUNTY	
Program Office WorkAbility I Site 025				Resource Code		Revenue Object Code	
Telephone 510-293-2900				6520		8590	
Name of Grant Program 2016-17 WorkAbility I						0663	
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date	
	\$81,794		\$81,794		7/1/2016	6/30/2017	
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency		
<p>I am pleased to inform you that you have been funded for the WorkAbility I Program.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Penny Santa Cruz, Associate Governmental Program Analyst Student Support and Special Services Branch Special Education Division, Quality Assurance Unit California Department of Education 1430 N Street, Room 2401 Sacramento, CA 95814-5901</p>							
California Department of Education Contact Jennifer Bianchi, Special Education Division				Job Title Education Administrator I			
E-mail Address jbianchi@cde.ca.gov				Telephone 916-327-0725			
Signature of the State Superintendent of Public Instruction or Designee 				Date December 19, 2016			
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
Printed Name of Authorized Agent				Title			
E-mail Address				Telephone			
Signature ▶				Date			



DATE: March 2, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Advisory Committee Meeting Minutes

BACKGROUND

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

CURRENT SITUATION

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

Auto Refinishing	Culinary Science
Auto Technology	Dental Assisting
Bay Area Digital Arts	First Responders
Biotechnology	Graphics
Business Entrepreneurship	Marketing
Careers in Education	Merchandising
CISCO	Photography
Construction Technology	Sports Medicine
Criminal Justice	Welding

CONSENT CALENDAR



Advisory Committee Minutes 2016-2017

Program(s):	Auto Refinishing
Date:	11/4/16
Time:	6:00
Facilitator:	Michael McKinney
Recorder:	Daniel Pareja

V. INTRODUCTIONS

(Facilitator Name) called the meeting to order at (time); designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Ricardo Diaz		Student
Maria Ester Diaz		Parent
Michael McKinney	McKinney Consulting	Auto Body shop Consulted
Angelica Tingle	Cooks	Estimator
Edger Juarez	Cooks	Estimator

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

Name	Organization	Job Title
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- Approval of Minutes--Record



Advisory Committee Minutes 2016-2017

Program(s):	Auto Refinishing
Date:	11/4/16
Time:	6:00
Facilitator:	Michael Mckinney
Recorder:	Daniel Pareja

Micheal Mckinney presented minutes from the previous meeting of November 2015. Angie Tingle made the motion to approve the minutes of 11/04/16. Ricardo Diaz seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

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

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

Focus on entry level jobs, Haz Mat Training, ICAR, Safety and Estimating.

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

Suggestions were made to articulate with Contra Costa College or College of Alameda

VII. CURRICULUM

- Discuss Course Outlines Aligned to CCSS—Approve & record

Edger Juarez approved Ricardo Diaz seconded

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

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

Mr. Pareja discussed what the 11 elements were and how we are reaching towards achieving 3 in every category

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

The board made a recommendation to move to the newest edition of the current book.

VIII. BUDGET

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



Advisory Committee Minutes 2016-2017

Program(s):	Auto Refinishing
Date:	11/4/16
Time:	6:00
Facilitator:	Michael McKinney
Recorder:	Daniel Pareja

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

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

- Make sure students are able to set cars up on the frame rack.
- Students know how to read and write repair orders
- Word terminology
- Students need to work better on communication
- Know what the EXP board is

x NEXT ADVISORY BOARD MEETING: April (Perkins & CTEIG funding plans) and November 2017
Edger 1 st Angelica 2nd

XI. THANK YOU, ADJOURN-Record

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

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.



Advisory Committee Minutes 2016-2017

Program(s):	Automotive Technology
Date:	November 9, 2016
Time:	7:06
Facilitator:	David Espinoza
Recorder:	Jose Sanchez

V. INTRODUCTIONS

(Facilitator Name) called the meeting to order at (time); designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Mike Wyatt	Livermore Honda	Parts Technician
Sheen Aleria	San Leandro Chrysler, Dodge, Jeep, Ram	Lube Technician
Vincente Gonzalez	Gillig Corp.	Assembly Technician
Vernon Failano	United Airlines	Ramp Support
Christian Wygal-Ramsell	Custom Alignment	Technician
Gina Bertoli	Tire Pros	Technician
Ruben Gonzalez	Brake and Wheel Center	Technician
Bob Riggs	Momentum Chevrolet	Lead Technician
Mario Arellano	A.M.A. Tires	Technician
Mace Gjerman	Peterson CAT and Trucks	Training Supervisor
Monte Benedick	Brake and Wheel Center	Owner
Larry Weiss	M&F Automotive	Technician
Larry Arnold	San Leandro Auto Upholstery	Owner

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

Name	Organization	Job Title
Jose Sanchez	Eden Area ROP	Automotive Instructor
David Espinoza	Eden Area ROP	Automotive Instructor
Andy Shyer	San Leandro HS	Automotive Instructor
Darren Rees	Castro Valley HS	Automotive Instructor
Jim Baum	Chabot College	Automotive Instructor
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- Approval of Minutes--Record



Advisory Committee Minutes 2016-2017

Program(s):	Automotive Technology
Date:	November 9, 2016
Time:	7:06
Facilitator:	David Espinoza
Recorder:	Jose Sanchez

(David Espinoza) presented minutes from the previous meeting of September 28, 2016. (Jim Baum) made the motion to approve the minutes of (9/28/2016). (Larry Weiss) seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

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

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

Mr. Espinoza read and explained SLO and Mission Statement. There was no specific Labor Market Trend info for Automotive Field. Andy Shyer mentioned Chabot College had a very good Labor Trend report. Mr. Espinoza posed the question: Rebecca Hawkey stated her opinion of her classmates is a lack of appreciation for the program. Larry Weiss stated he feels students lack work skills and ethics. Kevin Barbaro recommends student need look professional while working, uniforms, clean, no sagging, shirts tucked in. Larry Arnold recommends getting to the kids earlier, kids don't work on things these days, have no idea about mechanical things. CV parent Jeanette Woods recommended programs need more visibility and education about the field. Rebecca Hawkey more safety training. Monte Benedick recommends Communication skills. Kevin Barbaro recommends work ethics.

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

See recommendations on attached sheet. Advertise programs more to the high schools.

VII. CURRICULUM

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

Course Outlines were reviewed discussed and approved. Mr. Espinoza explained that the outlines were based on Chabot College for an easier pathway and articulation. He also explained concurrent enrollment and that will hopefully be the end result. Bob Riggs recommends starting the students on Wifi and Bluetooth Technology. Gina Bertoli motioned to approve and Mace Gjerman second the motion.

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

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

Mr. Espinoza explained the 11 Elements of Quality CTE Programs. No hand out were available for the committee to review.



Advisory Committee Minutes 2016-2017

Program(s):	Automotive Technology
Date:	November 9, 2016
Time:	7:06
Facilitator:	David Espinoza
Recorder:	Jose Sanchez

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

VIII. BUDGET

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

Perkins Funding was explained by Larry Weiss. Perkins funding is not available for ROP but is available for the High Schools. CV and SLE High Schools some of the funding has been used for AllData, Machine equipment, and equipment supplies, tire balancer weights, lift, tubing bender, welding equipment, and organizing bins.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

(Mario Arellano) made the motion to recommend support of continuing (Automotive Technology) (Monte Benedick) seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

Jim Baum reported that Chabot is implementing a soft skills class to the program at Chabot. Mace Gjerman recommends safety classes. Mr. Espinoza explained that we use S/P2 online testing.

Rebecca Hawkey recommended more communication training.

Vernon Failano was concerned about counselor placement of his son in program but is now very glad he was. He stated that his son now has a direction and is now planning for the future and a career in the field. He recommends getting more parents involved to get more recognition for the programs.

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

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at (8:59) with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.



Advisory Committee Minutes 2016-2017
Program(s): Video Productions
Date: 11/9/16
Time: 7:00 PM
Facilitator: Lance McVay
Recorder: Lance McVay

1. Purpose of the Meeting/Introductions

Lance McVay called the meeting to order at 7:00 pm; welcomed guests, and explained the goal of the meeting is to provide support and advice to help the instructor and the ROP maintain a high quality career technical educational program. Materials in the folders included: Agenda, Course Outlines, labor market information, Minutes, Model Curriculum Standards, Mission Statement, School-wide Learning Outcomes (SLO's), and WASC Strategic Plan Goals.

2. Business/Advisory Members Present

Name	Organization	Job Title
Scott Hancock	Plex	Head of Marketing
Robert Bambey	JCCSF	Videographer
Kevin Johnson	BADA/SLZ	Teacher
Kevin Johnson	NorthStarr Media Group	CEO

3. EAROP Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Lance McVay	San Lorenzo High School/BADA	Lead Teacher
Kevin Johnson	San Lorenzo High School/BADA	Lead Teacher
Eugene Santillan	San Lorenzo High School	Asst. Principal
Olga Peneda	San Lorenzo Unified School District	CTE Coordinator
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

4. Approval/Review of Minutes

Lance McVay presented minutes from the previous meeting of 11/9/16. Bobby made the motion to approve the minutes of 11/4/2015. Kevin seconded the motion. Motion carried, minutes approved.



Advisory Committee Minutes 2016-2017

Program(s): Video Productions

Date: 11/9/16

Time: 7:00 PM

Facilitator: Lance McVay

Recorder: Lance McVay

5. **Review Labor Market Future Trends Data:** Labor market future trends were presented to the group. Kevin discussed the movement of the industry of live broadcasting of corporate events to using remote cameras operated by a single operator. Bobby now does this very remote camera job at the JCC in San Francisco. For now the program will need to continue to teach standard camera operator skills. Regardless of which system is used teaching students will need to learn the basics of shot design, focus, and camera movement.
6. **Review CTE Pathway Map — Discuss, edit, approve & record**
We reviewed the pathway course map and approved the format. No changes were recommended. Bobby suggested we continue to teach multi camera live recording as he still uses the skills he learned in the program at his new job.
7. **Review Course Outline and Curriculum Aligned to CCSS**
Committee discussed alignment to CCSS. Mr. McVay explained this is an ongoing process as the program needs to align with CTE CCSS as well as VPA CCSS as they develop and change. Courses at all levels align with CCSS and three of the four courses (not 9th grade multi media) align to UC A-G standards.
8. **Discuss Self-Assessment of the 11 CTE Elements of Quality CTE Program — Record**
Question: Where is the program in reaching goal of highest rating of 3?
Student Support and Student Leadership Development was the lowest area of development due to a lack of state career technical student organizations (CTSOs). Most categories were in the there category and very strong. Offering additional after school hours of instruction is limited as are connections to local community colleges. We have articulation with Ohlone College that few students use but have not connected with our local CC, Chabot College, but efforts are being made. We now offer after school hours in the studio for student work three days a week for 1.5 hours per day.
9. **Suggestions and Recommendations to Support Continuing the Program**
 - Mr. Santillan recommended moving to create CTSO.
 - Continue to create ties with Chabot College
 - Continue to expand internship experiences and job shadow opportunities.
 - Bobby mentioned he is surprised how much IT he needs to know to connect various AV systems though understands it may not be a good fit for BADA to include it. Recommend for kids to add it to their tool kit as soon as possible when in a college program.Bobby made the motion to recommend support of continuing San Lorenzo High School's Video Productions program, Bay Area Digital Arts. Scott seconded the motion. Motion carried, recommendation approved.
10. **Thank You and Adjournment**
The meeting was adjourned at (time) with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

Next Meeting: November 2017

Email sheet and the tally sheets of your members to Jennifer Aguilar at: jaguilar@edenrop.org

Advisory Committee Minutes 2015-2016

Program(s):	CVHS Biotechnology
Date:	11/4/2017
Time:	6:00 PM
Facilitator:	Laura O'Brien
Recorder:	Laura O'Brien

Purpose of the Meeting/Introductions

Laura O'Brien called the meeting to order at 6:00 PM; welcomed guests, and explained the goal of the meeting is to provide support and advice to help the instructor and the ROP maintain a high quality career technical educational program. Materials in the folders included: Agenda/Program, Course Outlines, CAROP applications, labor market information, Minutes, Mission Statement, School-wide Learning Outcomes (SLO's), and 11 CTE Elements.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Bob Creelman	independent	Scientist
Gary Howard	Gladstone Institutes	Science Editor
Matthew Kaser	Bell and Associates	Patent Expert/ parent
Tommy Hines	CVHS	student
Jason Cerin	CVHS	student
Lauren Eisenman	CVHS	student
Kelly Chen	CVHS	student

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

Name	Organization	Job Title
Laura O'Brien	CVHS, Eden Area ROP	Teacher
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

Approval/Review of Minutes

Laura O'Brien presented minutes from the previous meeting of November 2015. Matthew Kaser made the motion to approve the minutes of November 2015. Gary Howard seconded the motion. Motion carried, minutes approved.

Advisory Committee Minutes 2015-2016

Program(s):	CVHS Biotechnology
Date:	11/4/2017
Time:	6:00 PM
Facilitator:	Laura O'Brien
Recorder:	Laura O'Brien

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

Review Student Learning Outcomes (SLOs) and Mission Statement

Review Labor Market Future Trends Data

Question: How do labor market projections match enrollment in ROP programs in general?

Growth varies by company

Education needed: usually B.S. or higher

Integrity, compliance, communication skills (verbal and written) important

Review CTE Pathway Map- Discuss, edit, approve and record

- challenges: 2-course (minimum), taught by CTE teacher

Discuss course Outlines Aligned to CCSS- Approve & record

Legal scientific notebook- patent rule is now "first to file"

No countersigning necessary

Still important, will use as graduate students

Methods, results, conclusions, with explanations

Lab safety- SDS's, look for hazards in classroom

Basic techniques- good to know, even though many are now automated

Review the self-assessment of the 11 CTE Elements of Quality CTE Program- Record

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

Students: guest speakers, active/interactive

New textbooks to be adopted: N/A for CVHS Biotech

Budget: Perkins

N/A for CVHS Biotech

Advisory Committee Share Suggestions and Recommendations

Students share college/career plans with other advisory members academic vs industry effective communication important collaboration amongst people with a variety of expertise, knowledge, backgrounds B.S. can get you a job, need PhD to stay in field long-term students should be trained to work independently, make mistakes, assess errors grade students need to develop independence and confidence (good sign: disagree with PI)

Advisory Committee Minutes 2015-2016

Program(s):	CVHS Biotechnology
Date:	11/4/2017
Time:	6:00 PM
Facilitator:	Laura O'Brien
Recorder:	Laura O'Brien

Gary Howard made the motion to recommend support of continuing CVHS Biotech, Matthew Kaser seconded the motion. Motion carried, recommendation approved.

5. Next Meeting: November 2017

11. Thank You and Adjournment

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

Email completed minutes and the tally sheets of your members to Jennifer Aguilar at:
jaguilar@edenrop.org



Advisory Committee Minutes 2016-2017

Program(s):	Business Entrepreneurship
Date:	November 9, 2016
Time:	6:30pm-9pm
Facilitator:	Rick Charles
Recorder:	Laura Jagroop

V. INTRODUCTIONS

Rick Charles called the meeting to order at 6:00PM; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present

Name	Organization	Job Title
Dawn Fregosa	NFTE Educational Partners	
Carol Wright	Mima LLC	
Ed Ramirez	SLL Corp	
Amechi Okechukwu	Mima LLC	
Alvaro Franco	Hayward High School	
Jim Grule	Cabinet Biz Solutions	

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

Name	Organization	Job Title
Rick Charles	Eden Area ROP – Hayward High	Instructor
Laura Jagroop	Eden Area ROP – Tennyson High	Instructor
Kathrina Miranda	Eden Area ROP – Mt. Eden	Instructor
Paul Rosa	Eden Area ROP	Instructor
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director



Advisory Committee Minutes 2016-2017

Program(s):	Business Entrepreneurship
Date:	November 9, 2016
Time:	6:30pm-9pm
Facilitator:	Rick Charles
Recorder:	Laura Jagroop

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

Rick Charles presented minutes from the previous meeting of November 2015. Jim Grule' made the motion to approve the minutes of 11/11/15. Ed Ramirez seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

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

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

Dawn Fregosa, NFTE – Entrepreneurship is baseline for all jobs, should know how to make a bus plan. Students should have tangible entrepreneurship skills, know how to network, apply for internships and work with others at all times.

Carol wright – three top skills: problem solving, critical thinking and communications. Students should also know how to write an email that makes others understand a certain point of view.

Ed Ramirez – Students should know about attention to detail, how they're dressed, if they are presenting themselves correctly. Grammar and spelling are very important and students should have the correct resume.

Amechi Okechukwu –Students should have very sharp communication skills and the ability to learn and adapt quickly in adverse situations. Students should learn to take notes and take in information quickly, have adaptability and know how to take notes properly. Amechi said his teachers always told him to be authentic because authenticity will breed success.

Alvaro Franco – Students should be able to collaborate as a team and be able to take constructive feedback and criticism; participate in problem solving, work as a team, ask for advice and feedback. Mr. Franco sees great opportunities at other schools and wants his kids to go to Hayward high, not Danville because he sees better programs at Hayward schools

Paul Rosa – Teachers need to know more about the pop culture as it is the best marketing tool. Having entrepreneurship skills and staying socially and culturally relevant are the cutting edge skills students need to market themselves. Teachers should adapt with the youth and what they're doing especially in urban environments. Paul describes the hip-hop culture and talked about not doing very well in school except in NFTE and DECA programs.

Advisory Committee Minutes 2016-2017

Program(s):	Business Entrepreneurship
Date:	November 9, 2016
Time:	6:30pm-9pm
Facilitator:	Rick Charles
Recorder:	Laura Jagroop

Jim Grule' – Students should understand the basic Profit and Loss formula and how expensive things are. The greatest opportunities are in jobs and ideas that don't exist yet and jobs that have connectivity in local businesses. Students should have the ability to show up on time and be ok with failure and trying again and again and should be taught failure is not a bad thing as long as you learn from it. Don't be offended by failure or criticism. Confidence should be managed, don't crash from failure but don't be overly confident in small successes. We should not overcompensate by giving awards when they haven't succeeded and we should be honest with students about failure; balance and measure successes and failures. Students should know that it's important to know who they are and where they come from so as to know what their passion is and get to know different kinds of people. We should be careful to not make people be something they're not. We talk a lot about the technical world but we should stay in touch with the real physical world and use modules with physical world examples and teach student not to let another human being determine their value.

Students should be taught about the capitalistic system and how to bring value, be taught how to help others earn their successes and in turn will give them success as well.

Kathrina Miranda – Students should learn how to pivot, know how to move on to the next thing and be able to predict what problems need to be solved next.

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

Each Marketing, Business Economics and Entrepreneurship class Pathway Map was reviewed and approved. First motion to approve made by Jim Grule' and seconded by Ed Ramirez.

VII. CURRICULUM

- Discuss Course Outlines Aligned to CCSS—Approve & record

Dawn Fregosa – Businesses in the Bay Area have communicated that free thinkers are valued by CA businesses and that ALL careers need entrepreneurship skills. Ms. Fregosa feels NFTE can provide the correct academic path. Students will take assessments that will be similar to community colleges and students will have co-enrollment with community colleges. Students will be 50% more likely to get into college with standing college credits. Employers will be attracted by a high school student who has graduated high school AND taken college level classes (CTE).

Some seniors are ill prepared for real world finances due to not having taken a bus. Class in HS.

Rick Charles – spoke to the group about marketing and entrepreneurship satisfying Cal A-G requirements and that they can lead to transfer to all Peralta colleges.



Advisory Committee Minutes 2016-2017

Program(s):	Business Entrepreneurship
Date:	November 9, 2016
Time:	6:30pm-9pm
Facilitator:	Rick Charles
Recorder:	Laura Jagroop

Jim Grule' made first motion to approve all course outlines aligned to CCSS and approve, Ed Ramirez seconded the motion.

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

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

Mr. Charles showed and explained contents of the 12th Edition of Entrepreneurship, Owning Your Future. Jim Grule' made first motion to approve and Ed Ramirez seconded.

VIII. BUDGET

- Discuss expenditures for 2015-2016 Perkins budget (If applies to your program)—Record
Rich Charles explained the Perkins budget to the group.

Jim Grule' expressed he thought the program was going in the right direction to continue Perkins funding.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

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

Samantha Bishop – would like to see the program be 4 years. Was a DECA student with Mr. Charles and she talked about her product development of a dry cleaning product that is environmental – 42 pages of research went into her presentation in Atlanta. Samantha said the program prepared her for the world of work and to take initiative. Samantha feels a lot of employers like to see employees take initiative, make the company more reachable, and to make employees and bosses life easier. Samantha said her DECA experience helped her to speak to peers and said DECA helped her get into her dream school by showing that she was involved in other things while she was in high school. Samantha said Mr. Charles got feedback from students' employers and helped students know what to expect, how to express themselves through personal statements and how present themselves. DECA makes students stand out more than other students. Mr. Charles' marketing class taught students how to have a professional email and presentation. Teachers should teach and show students what majors and opportunities are available at colleges. Marketing overlaps all careers, go for what you want not just what parents say.

Dawn Fregosa – digital catalog/portfolio taught to students to keep and have t present throughout job .



Advisory Committee Minutes 2016-2017

Program(s):	Business Entrepreneurship
Date:	November 9, 2016
Time:	6:30pm-9pm
Facilitator:	Rick Charles
Recorder:	Laura Jagroop

Janet – when she entered the bus academy wasn't interested about bus. at first but went with ms. Fregosas plan and won WSI, runs her own screen printing and can intergrate what she learned into any career.

Jim Grule' made the motion to recommend support of continuing the Entrepreneurship and Marketing programs and Ed Ramirez seconded the motion. Motion carried, recommendation approved.

SUGGESTIONS:

Janet – critical thinking and how to react to a problem. More hands on learning and experiencing a job, assignments are too vague .

Jeffrey Ngh – went with his mom to her job and wanted to go into the medical field, went to Puente or AVID but always wanted more hands on, saw the entrepreneurship class and signed up. Went to his first Hack-a-thon and did a 90 second elevator pitch; having the leadership helped him refine his public speaking, appeal to people and appeal to student body. All this happened because of taking Mr. Charles' class. Jeffrey found a pathway with hands on technology and real life word problems and applying what he learned to a set problem. He thinks we should have more hands on experiences and knowing exactly what experiences need to be learned to be a good worker.

Lizel Lavados – father immigrated from Phillipines, wanted to find a place to learn real world things, didn't know what she wanted to do in HS, didn't want college prep classes, didn't know how to utilize what was available but then joined the business school. Access to opportunities and made her realize what's out there. Students need to know that parents aren't always going to be there to hold their hand. Without NFTE she has adapted and has a hunger for different things that will set her apart, skills that allow her to adapt and develop. Lizel feels it's important to have a dialogue between teachers, parents and students. Mr. Charles called her father and he came to all the business events and showed her dad that there is more than just the nursing career for her but also business opportunities and many more possibilities.

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

XI. THANK YOU, ADJOURN-Record

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

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.



Advisory Committee Minutes 2016-2017

Program(s):	Careers in Education
Date:	11-09-16
Time:	6:00 pm – 8:00 pm
Facilitator:	Dr. Erika Emery
Recorder:	Dr. Erika Emery

V. INTRODUCTIONS

Dr. Erika Emery called the meeting to order at 7:00 p.m.; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Dr. DiShawn Givens	Bowman Elementary School	Principal
Deidra Daniels	Lots of Love Child Care	Director
Pam Randall	Little Peas Nursery School Eden Area ROP	Owner/Operator Parent Representative
Liz Rosas	Castro Valley Unified School District	Instructional Aide/Para Educator
Bryona Porter	LePort	Teacher's Assistant
Leena Nieminen	Kidango	Teacher's Assistant
De'Angela Sanders	Lots of Love Child Care Boys and Girls Club	Teacher's Assistant Tutor/Youth Leader
Rai Randall	Eden Area ROP	Student Representative

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

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

GROUP AGENDA AND MINUTES

Advisory Committee Minutes 2016-2017

Program(s):	Careers in Education
Date:	11-09-16
Time:	6:00 pm – 8:00 pm
Facilitator:	Dr. Erika Emery
Recorder:	Dr. Erika Emery

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Dr. Erika Emery presented minutes from the previous meeting of November 2015. Dr. DiShawn Givens made the motion to approve the minutes of 11-09-16. DeAngela Sanders seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

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

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

Advisors agreed that the program is a well-rounded program that prepares students for both school and the workplace. DiShawn Givens reinforced the importance of technology in the classroom. All of the advisors reiterated the need for a class set of computers for the Careers in Education program to maintain the level of work students complete in the program. Pam Randall and Rai Randall expressed eagerness to benefit from the concurrent enrollment option offered to students second semester to obtain articulation credits as many students graduate and leave the area to continue their education. There was also a discussion about students having secondary contracts in order to participate in a lab classroom setting at Lots of Love Child Care. Diedra Daniels stated that utilizing her site as a lab site for students has been beneficial to student development.

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

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

VII. CURRICULUM

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

A few of the advisors are former students including Liz Rosas, Leena Nieminen, Bryona Porter, and De'Angela Sanders. They all agreed that the curriculum taught in the class not only supported job placement skills but it also gave them the knowledge need to successfully complete college courses. Dr. DiShawn Givens and Deidra Daniels agreed that students enter the workplace prepared with the skills needed to successfully work with children.

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

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

The structure of the 11 Elements were discussed with the advisors. They agreed that the program has reached the highest rating in most categories. Access to technology and a class set of computers was discussed as one of the



Advisory Committee Minutes 2016-2017

Program(s):	Careers in Education
Date:	11-09-16
Time:	6:00 pm – 8:00 pm
Facilitator:	Dr. Erika Emery
Recorder:	Dr. Erika Emery

items preventing the rating in one of the categories from qualifying for the highest rating. Deidra Daniels stated that the programs involvement with the Child Development Consortium should meet the requirement of the programs involvement with a professional development organization.

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

VIII. BUDGET

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

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

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

Deidra Daniels made wonderful suggestions about ways to increase student's exposure to special needs training based on the training she received. Deidra Daniels and Bryona Porter also discussed the advantages of obtaining a child development permit. I am already in contact with the child development permit coordinator at Chabot College which will give students direct access to additional support as they work towards the requirements to obtain a permit. De'Angela Sanders and Liz Rosas suggested that field trip opportunities continue as it helps students pinpoint job and educational prospects in the surrounding area.

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

XI. THANK YOU, ADJOURN-Record

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

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.

Advisory Committee Minutes 2016-2017

Programs(s):	ICT Pathway CISCO
Date:	Nov 9, 2016
Time:	6:00, 8:30pm
Facilitator:	Chris Burns
Recorder:	Chris Burns

Business/Advisory Members Present

Name	Organization	Job Title
Rich Schrecte	Castro Valley USD	
Patrina Redd	Castro Valley USD	
Stehen Barlow	Castro Valley USD	
Bill McIntyre	Clorox	
George McIntyre	CV	Student

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

Name	Organization	Job Title
Chris Burns	Castro Valley High	Instructor
Susan Cooper	Hayward High	Instructor
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

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

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

Have more hands on activities, equally balance CISCO curriculum and hands on activities, and more field trips.

Review CTE Pathway Map – Discuss, edit, approve and record.

Reviewed pathway, reviewed curriculum, approved.

VII. CURRICULUM

Discuss Course Outlines Aligned to CCSS – Approve and record.

Updated course outline for each computer class prior to tonight's meeting, outlines were approved.

Discuss the self-assessment of the 11 CTE elements of quality CTE Program – Record.

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

2.E – Students are provided with a strong experience in and understanding of all aspects of industry, 2.F – technology is incorporated into program instructions, 11.A – Recruitment brochure, 11.B – The CTE Department

Review new textbooks to be adopted (if applies to program) – approve and complete rubric.



Advisory Committee Minutes 2016-2017

Program(s):	Construction Technology
Date:	November 9th, 2016
Time:	6:54
Facilitator:	Bill Deslaurier
Recorder:	Hunter Lower

V. INTRODUCTIONS

Bill D. called the meeting to order at 6:54pm; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Jack Wilding		Retired ROP Teacher
Myron Franklin	Laney College	Teacher/Dept Chair
Philip Johnson	Acco Engineering Systems	Piping Designer
Mike Christian	Red Point Builders	President
Ken Hugen	RDO Equipment Co.	General Manager of Sales
Anne Quick	Associated Builders and Contractors Inc.	Vice President Education & Outreach

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

Name	Organization	Job Title
Bill Deslaurier	Eden ROP	Teacher
Hunter Lower	Hayward Unified School District	Teacher
Michael Raytis	San Leandro Unified School District	Teacher
Kaitlin Hernandez		Student
Jesus Sevedra		Student
Ruth Morales		Student
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- Approval of Minutes--Record



Advisory Committee Minutes 2016-2017

Program(s):	Construction Technology
Date:	November 9th, 2016
Time:	6:54
Facilitator:	Bill Deslaurier
Recorder:	Hunter Lower

Bill D. presented minutes from the previous meeting of November 2015. Ken H made the motion to approve the minutes of 11/4/16. Philip J seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

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

Anne Q noted that the SLOs sound appropriate

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

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

Phil J said that 'we never have enough people'. Anne Q said 'we get calls every day' for all levels of workers, and that 'we could fill every construction job'. Mike C spoke about his experience teaching students to read tape measurements, "math is huge". Jack W spoke of the importance of being on time and working 110%. Phil J also spoke of the importance of punctuality. Ken H said that 'good communication' is important in that workers should speak up when they don't understand something. Phil J said that workers need to 'use their voice' in a loud construction environment. Anne Q said that it is not easy for women in the trades, but that it is a rewarding career for those with a thick enough skin and that she encourages women to enter into the trades. Phil J talked about how there is a job for everybody and that leadership skills, being able to step up and direct people to all of the jobs needed is extremely valuable. Jack W and Phil W talked about having a positive attitude toward your job and the impact that can have on everything from work ethic to team relations to project management.

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

Bill D talked about the pathways through the high school and Eden ROP levels, and the trajectories that students can take to end up in trades or with degrees. Mike C spoke about how too many architects and engineers can design but have never put together their projects. Ken H recommended a split at the '4 Year Degree' level that puts 'Trades Path' at an equal level - trades are often in higher demand in this time and more lucrative than some college degrees.

Mike C motion to approve

Ken H second

Passed Unanimous

VII. CURRICULUM

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

Ken H Motion to approve

Phil J Second

Passed Unanimous

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

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



Advisory Committee Minutes 2016-2017

Program(s):	Construction Technology
Date:	November 9 th , 2016
Time:	6:54
Facilitator:	Bill Deslaurier
Recorder:	Hunter Lower

Bill D mentioned that we are almost entirely in line with CTE requirements - except for possibly 'Community Classroom' where it is difficult to impossible to do off-site job training.

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

VIII. BUDGET

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

Mike R mentioned that he is currently applying for Perkins funds to be used as allowed at San Leandro High - Planning to acquire new tools and equipment.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Phil J made the motion to recommend support of continuing Construction Technology. Jack W seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote**

Ruth M - encourage women

Jesus S - make available information on trades careers to students

Ken H and Anne Q - Need notification on job and career fairs

Ken H - Look for investment of tools and funds from industry for the support of student programs.

Kaitlin H - More awareness for students that trade / construction programs exist.

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

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at 8:05 with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.



Advisory Committee Minutes 2016-2017

Program(s):	Forensic Science & Criminal Justice
Date:	November 9, 2016
Time:	6pm
Facilitator:	John Taylor
Recorder:	Max Leung

V. INTRODUCTIONS

(Facilitator Name) called the meeting to order at (time); designate a recorder, welcome guests, and explain the purpose of the meeting, which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines and Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Debra Sparks	Hayward Unified School District (Parent)	Administrator
Max Leung	East Bay Police Department	Communications
Danny Logan	U.S. Armed Forces	Recruitment
John Green	U.S. Armed Forces	Recruitment
Stephen Loi	U.S. Army	Officer
Ryan Sill	Hayward Police Dept. (School Resource)	Police Sergeant
John Souza	Alameda County Sheriffs Office	Deputy Sheriff
Tyler Sparks	EAROP Student (Castro Valley HS)	Student
Jacky Nip	EAROP Student (Castro Valley HS)	Student
Daphne Romero	EAROP Student (Hayward HS)	Student

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

Name	Organization	Job Title
John I. Taylor	Eden Area ROP Criminal Justice	Lead Instructor
Levine Visico	Eden Area ROP Criminal Justice	Instructor (Mt. Eden/HH)
Michael O'Connell	Eden Area ROP Criminal Justice	Instructor (San Lorenzo HS)
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- Approval of Minutes--Record**

Max Leung presented minutes from the previous meeting of November 2015. John Green made the motion to approve the minutes of 2015 Minutes. Danny Logan seconded the motion. Motion carried, minutes approved.



Advisory Committee Minutes 2016-2017

Program(s):	Forensic Science & Criminal Justice
Date:	November 9, 2016
Time:	6pm
Facilitator:	John Taylor
Recorder:	Max Leung

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

- Review Student Learning Outcomes (SLOs) and Mission Statement went well
 - Review Labor Market Future Trends Data-Record was shared by each department & agency
- Question: What changes do we need to make to meet industry expectations in preparing students for careers? Keep aligned and updated on technology and procedural changes.

Students Learning Outcomes should be aligned with criminal justice program updates. Updates to the criminal justice program should be reviewed twice per year.

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

CTE Pathway Map was reviewed and approved with no edits.

VII. CURRICULUM

- Discuss Course Outlines Aligned to CCSS—Approve & record

Course outline was reviewed and approved with no revisions

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

The CTE Eleven Elements was reviewed and approved. Suggestion by the advisors were to improve all area that needed improvement be improved as soon as possible or by the next school year.

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

Text books and supplemental were approve

VIII. BUDGET

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

Advisors wanted to make sure that current budget allows for proper training, equipment and industry updates.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record



Advisory Committee Minutes 2016-2017

Program(s):	Forensic Science & Criminal Justice
Date:	November 9, 2016
Time:	6pm
Facilitator:	John Taylor
Recorder:	Max Leung

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

Max Leung made the motion to continue the program and second by John Green.

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

XI. THANK YOU, ADJOURN-Record

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

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.



Advisory Committee Minutes 2016-2017

Program(s):	Culinary Science
Date:	11/09/2016
Time:	7:30 PM
Facilitator:	Terri Penn
Recorder:	Janice Cabaysa

V. INTRODUCTIONS

(Facilitator Name) called the meeting to order at (time); designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Gary Freund	Dir. Cal State East Bay	Director of Hospitality
Patricia Sandoval	PS Scrumptious Catering	Owner
Janice Dig Cabaysa	Alexander's Steak House	Chef De Partie
Dr. Thomas Padron	Cal State East Bay	Program Coordinator

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

Name	Organization	Job Title
Terri Penn	EDEN AREA ROP	Culinary Science Instructor
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- Approval of Minutes--Record



Advisory Committee Minutes 2016-2017

Program(s):	Culinary Science
Date:	11/09/2016
Time:	7:30 PM
Facilitator:	Terri Penn
Recorder:	Janice Cabaysa

(Facilitator Name) presented minutes from the previous meeting of November 2015. (Name) made the motion to approve the minutes of (date). (name) seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

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

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

How to improve the culinary program with real life experiences in kitchens. Also to arrange as many guest speakers as possible to share their experiences in the hospitality industry.

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

Real life experiences with real life mentors who can continue to give support long after high school graduation and into their chosen career path. Having mystery baskets, and putting students in more situations that prompt them to think on their feet in the event of something being time sensitive

VII. CURRICULUM

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

Discussed and agreed that all is in alignment with standards

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

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

Must Use resources outside of classroom



Advisory Committee Minutes 2016-2017

Program(s):	Culinary Science
Date:	11/09/2016
Time:	7:30 PM
Facilitator:	Terri Penn
Recorder:	Janice Cabaysa

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

VIII. BUDGET

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

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

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

Create wish list for advisory board

Expansion of program

Career OPS

Current Magazines, Current Books, ART Culinaire, Food Lovers Companion

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

XI. THANK YOU, ADJOURN-Record

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

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.



Advisory Committee Minutes 2016-2017

Program(s):	Dental Assisting
Date:	11/09/2016
Time:	6:00 PM
Facilitator:	Kathy O'Brien
Recorder:	Kathy O'Brien

V. INTRODUCTIONS

Kathy O'Brien called the meeting to order at 6:45, welcomed guests, and explained the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Dr. Gerald SooHoo	Dentist in private practice	DDS
Dr. Susan So	Dentist in private practice	DDS
Dr. Douglas Farrell	UOP	DDS
Helena Martins	Dr. Moy	RDA
Anissa Barrot	UOP	RDA
Hannah Wheeler	Eden Area ROP	Student representative
Doug and Ginger Wheeler	Eden Area ROP	Parent representatives

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

Name	Organization	Job Title
Kathy O'Brien	Eden Area ROP	Lead Instructor
Tammy Brown	Eden Area ROP	Instructor
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Kathy O'Brien presented minutes from the previous meeting of November 2015. Helena Martins made the motion to approve the minutes of 11/04/2015. Dr. Susan So seconded the motion. Motion carried, minutes approved.

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

Kathy explained to the committee the process of developing the SLOs and the Mission Statement. The committee felt that the SLOs and the Mission statement were a true reflection of the ROP.

- **Review Labor Market Future Trends Data**

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

Advisory Committee Minutes 2016-2017

Program(s):	Dental Assisting
Date:	11/09/2016
Time:	6:00 PM
Facilitator:	Kathy O'Brien
Recorder:	Kathy O'Brien

The committee reviewed the Labor Market Data and felt that it was an accurate summary statewide. However, they felt that the median average wage stated in the summary was low for our geographic area. The committee agreed that job prospects are strong and qualified dental assistants are in need. Dr. Soo Hoo questioned why CPR was not included in our curriculum. Kathy explained that in the past, students required CPR at many different times throughout the year and that it would have been challenging to accommodate. With our new module system that went into effect this fall, it may now be possible. Kathy will look into it.

Motion to approve Labor Market Trends by Dr. Farrell. Second by Dr. Soo Hoo. Motion carried.

- **Review CTE Pathway Map**

The committee unanimously agreed that the Pathway Map presented was flawed. We worked together to revise and correct. Motion to approve revised map by Helena Martins, seconded by Ginger Wheeler. Motion carried.

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS**

Kathy presented the new course outline that has been revised to reflect the new common core standards. Motion to approve by Dr. Soo Hoo. Second by Helena Martins. Motion carried.

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

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

Kathy explained the process and the goals of the 11 CTE Elements. She informed the committee that the Dental Program fell short of a "3" rating in two primary area. The first area was articulation. Unfortunately, The Dental Program cannot articulate with Chabot for two reasons. The first reason is the differences in the programs taught (Dental Hygiene vs. Dental Assisting). The second reason has to do with the levels of accreditation. Chabot has a national accreditation through the Commission on Dental Accreditation (CODA). The ROP is not eligible for this accreditation as we are not a post-secondary institution. This creates differences in the standards of curriculum that must be met with each program.

The second area in which the Dental Program did not score a "3" rating was participation in an official Career Technical Student Organization. Kathy felt that HOSA would be the most appropriate organization for the students and has already been in contact with them.

Motion to approve by Dr. So, seconded by Dr. Farrell. Motion carried.

IX. DENTAL PROGRAM UPDATE

- Current Enrollment:

AM High School Students	16
PM High School Students	23
Adults	<u>27</u>
Total	66



Advisory Committee Minutes 2016-2017

Program(s):	Dental Assisting
Date:	11/09/2016
Time:	6:00 PM
Facilitator:	Kathy O'Brien
Recorder:	Kathy O'Brien

These numbers are down from last year at this time. We deliberately halted starting new adult classes in anticipation of implementation of our new module system that went into effect this fall.

- The Dental Assisting Program changed the way in which we deliver our curriculum. We have gone from an open-entry/self-paced program to a more structured modular system. It began with the high school students this fall and is continuing with our new adult class. It is still a pilot program at this point and Kathy will update the committee as to the progress at the next meeting.
- Students in our program are now eligible to take the National Entry Level Dental Assisting (NELDA) exam. Previously, ROPs were not eligible for any certifications from DANB, as we are not a post-secondary institution. The significance of this is that now students who are moving to another state will have a nationally recognized certification, making it easier to gain employment.
- Last year we were able to transform our old darkroom into a sterilization room. This year we are transforming one of the x-ray operatories into an x-ray processing room. We plan on leaving enough space so that a chair can be moved back in if that room is needed for manicure or patient x-rays.
- Our students had the opportunity to volunteer for East Bay Stand Down in September at the Alameda County Fairgrounds. It would not have been possible without the help of Dr. Wong and Anissa Barrot at UOP. They worked with our students to give them training on the NOMAD. Our students received rave reviews for their skills and professionalism.
- The Dental Board of California is currently finalizing a new regulatory package to govern all Dental Assisting Programs in California. Through our affiliation with CADAT (The California Dental Assisting Teachers Association) we have been able to stay informed and make as many preemptive moves as possible in anticipation. Kathy will update the committee at the Spring Advisory meeting.

X. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Dr. So made the motion to recommend support of continuing the Dental Assisting Program, Dr. Farrell seconded the motion. Motion carried, recommendation approved.

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

XII. THANK YOU, ADJOURN-Record

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



Advisory Committee Minutes 2016-2017

Program(s):	Fire Science/EMS
Date:	November 9, 2016
Time:	6:56 pm
Facilitator:	Marlene McDowell
Recorder:	Marlene McDowell

V. INTRODUCTIONS

Marlene called the meeting to order at 6:56 pm; she designated a recorder, welcomed guests, and explained the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Brandon Recht-Edwards	Medic Ambulance	Paramedic
Alexandria Stange	Sanford Hospital	Registered Nurse
Robert Reichmuth	Hayward Fire Department	Firefighter
Eric Vollmer	Hayward Fire Department	Deputy Chief
William Lemp	South San Francisco Fire Department	Firefighter

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

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

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- Approval of Minutes--Record



Advisory Committee Minutes 2016-2017

Program(s):	Fire Science/EMS
Date:	November 9, 2016
Time:	6:56 pm
Facilitator:	Marlene McDowell
Recorder:	Marlene McDowell

Marlene presented the minutes from the previous meeting of November 2015. Robert made the motion to approve the minutes of November 4, 2015. Eric seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

Mock interviews were implemented and it helped the students to understand that even in this particular stage of their lives, they have something to offer. We will continue to provide mock interviews and we are also working on providing mentors for the students Eric stated.

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

After reviewing the four SLOs and providing examples of how each are incorporated into the curriculum, advisory committee members stated that they could see how SLO #4—Demonstrate Critical Thinking Skills was the hardest for the students. Eric stated that the students demonstrate critical thinking while performing hose coupling and connecting. We must remind them that that is critical thinking. On the EMS side, Brandon stated that Patient Assessments continues to be difficult in the field. Brandon suggested that the assessments be broken up into parts. Alexandria suggested that hands on skills practice in group settings where students can assist each other with patient scenarios can be helpful.

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

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

From 2012 to 2022, the U.S. economy is projected to add 20.5 million new jobs as total employment grows from nearly 143.1 million to more than 163.5 million. This 14.3 percent growth reflects the assumption of a full employment economy in 2020. Eric mentioned that the Hayward Fire Department is hiring and has an academy annually.

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

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



Advisory Committee Minutes 2016-2017

Program(s):	Fire Science/EMS
Date:	November 9, 2016
Time:	6:56 pm
Facilitator:	Marlene McDowell
Recorder:	Marlene McDowell

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

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

VII. CURRICULUM

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

It was recommended by Brandon that the curriculum should not be taught as outlined. Students will be more engaged if the trauma and medical emergencies are taught. Students like the “gory stuff.” Focus on airway and trauma scenarios. The advisory committee members thought that the curriculum was ambitious; but covered all relevant topics related to fire science and EMS.

Robert made a motion to accept the course outlines aligned to CCSS and Brandon second the motion. Motion carried, course outline approved

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

After reviewing the 11 CTE Elements of Quality CTE Programs with the advisory committee members, Marlene stated that the program is still working with Chabot College to acquire articulation for fire science and First Responder 61.

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

Marlene presented to the advisory board the new edition for:

Emergency Care and Transportation of the Sick and Injured. 11th edition. Orange Book Series.

Alexandria made a motion that the Emergency Care and Transportation of the Sick and Injured. 11th edition be accepted as the recommended textbook for EMS. Brandon second the motion. It was properly moved and seconded that the Emergency Care and Transportation of the Sick and Injured. 11th edition as the recommended EMS textbook.



Advisory Committee Minutes 2016-2017

Program(s):	Fire Science/EMS
Date:	November 9, 2016
Time:	6:56 pm
Facilitator:	Marlene McDowell
Recorder:	Marlene McDowell

VIII. BUDGET

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

Not applicable for this program.

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Robert made the motion to recommend support of continuing Fire Science and EMT William seconded the motion. Motion carried, recommendation approved. **ROP teachers do not motion or vote.**

As mentioned earlier, the Hayward Fire Department will begin to implement a mentor program for students. Several firefighters have expressed interests in becoming mentors. It is important to continue to encourage students to be physically fit for both Fire Science and EMS careers.

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

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at 7:59 with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.



Advisory Committee Minutes 2016-2017

Program(s):	Graphics Pathway
Date:	11/9/16
Time:	7p
Facilitator:	Lameisha Sherri
Recorder:	Deborah Reinerio

V. INTRODUCTIONS

(Facilitator Name) called the meeting to order at (time); designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Shannon Hackley	Shannon Leigh	Owner-Designer
Lameisha Sherri	Eden Area ROP	Instructor
Kim King		Parent
Tiffany King		Student (San Lorenzo)
Emilio Garcia	440 Creates	Principal Owner
Chloe Larussa		Student (San Leandro)
Tanniesha Larussa		Parent

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

Name	Organization	Job Title
Deborah Reinerio	San Leandro High	Instructor
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- Approval of Minutes--Record



Advisory Committee Minutes 2016-2017

Program(s):	Graphics Pathway
Date:	11/9/16
Time:	7p
Facilitator:	Lameisha Sherri
Recorder:	Deborah Reinerio

(Facilitator Name) presented minutes from the previous meeting of November 2015. (Name) made the motion to approve the minutes of (date). (name) seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

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

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

1. *Real-world projects – find a client*
2. *Graphic Design Industry/Exposure Field Trips (pixar; FIDM, Academy of Art University, Design Studios)*
3. *Graphic Design Speakers*
4. *Work experience*
5. *File Management*
6. *Reality Check –“expectation management”*

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

Stress importance of on-line platforms (see changes on pathway map)

VII. CURRICULUM

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

Approved.

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

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

Discussed our #1 areas – how we can improve lively discussion about purpose of college value of career option exploration.

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

BOOKS don't work for Graphics.

•

VIII. BUDGET

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

Completed

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record



Advisory Committee Minutes 2016-2017

Program(s):	Graphics Pathway
Date:	11/9/16
Time:	7p
Facilitator:	Lameisha Sherri
Recorder:	Deborah Reinerio

(Member name) made the motion to recommend support of continuing (the name of the program) (Member name) seconded the motion. Motion carried, recommendation approved.

ROP teachers do not motion or vote

Virtual Reality? Use Adobe's InDesign; client sees design in Adobe Software. Also, give students access to the software at home. Perhaps 3D rendering. Teach business development; entrepreneurship. Also teach project management tools in basecamp. Find ways to offer service as community service; do something for the world. "It's not just a job."

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

XI. THANK YOU, ADJOURN-Record

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

Recorded.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.

Advisory Committee Minutes 2016-2017

Program(s):	Marketing
Date:	November 9, 2016
Time:	6:00 PM
Facilitator:	Charlton, Maynard, Shivers, Stephens
Recorder:	Michelle Stephens

V. INTRODUCTIONS

The Marketing meeting was called to order at 6:55PM by Christina Charlton. She opened the meeting by welcoming guests to our small group discussion and started with introductions of instructors and guests names, company names, and title/position. The designated recorder for the meeting was Michelle Stephens. Deborah Maynard explained the purpose of the meeting; to provide support and advice to help the marketing instructors and the ROP maintain high quality career technical educational programs. Materials were available on tables and distributed to each advisory member.

The following items were included in pre-made folders: Sign-In Sheets, Copy of 11 Elements, Course Outlines, and Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Frankie Fegurgur	Appreciation Financial	Financial Advisor
Scott Hancock	Plex Marketing	VP of Marketing
Jose Lazares	Marketing Effects	Parent-Entrepreneur/Owner
Aditi Gupte	Castro Valley High School	Student-CV DECA President
Robert McManus	San Leandro Police Department	Lieutenant
Jose Romero	Self Employed	Entrepreneur/Owner
Savannah Rodriguez	Arroyo High School	Student-Arroyo DECA Officer
Jasmine Vance	Amethod Public School	Director Special Education
Octobere Vance	EDD	Retired State Manager
Cynthia Fleury		
Alexis Maynard	Amethod Public School	Instructional Team Assistant
Andria Maynard	Amethod Public School	Para Professional
Mecca Allah	San Leandro High School	Student-SL DECA Officer
Trozalla Smith	San Leandro High School	Student-SL DECA Officer
Brenda Johnson	Operation Hope	Director
Tiffany Griffith	Showtime Networks Inc	Division Account Manager
LaTosha Griffin	TruKid Parent	Office Manager
Nancy McDonald	FIDM	College Representative
Angelique Sincioco	Electronics for Imaging	Senior Payroll Coordinator
Billie Smith	Retired / Parent	Retired Designer

Advisory Committee Minutes 2016-2017

Program(s):	Marketing
Date:	November 9, 2016
Time:	6:00 PM
Facilitator:	Charlton, Maynard, Shivers, Stephens
Recorder:	Michelle Stephens

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

Name	Organization	Job Title
Deborah Maynard	Eden Area ROP-SLHS	Teacher
Romy Shivers	Eden Area ROP-SLZHS	Teacher
Christina Charlton	Eden Area ROP-AHS	Teacher
Michelle Stephens	Eden Area ROP-CVHS	Teacher
Paul Ruma	Eden Area ROP- SLHS	Teacher
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes--Record**

Deborah Maynard presented minutes from the previous meeting held on November 2015 at 7:10 PM. Octobere Vance made the motion to approve the minutes of November 6, 2015. Cynthia Fleury seconded the motion. Motion carried, minutes approved.

After the review of the minutes, Deborah Maynard shared how last year's suggestions were implemented throughout the year. For example, one specific suggestion was reaching out to Chamber of Commerce, SCORE, as well as Rotary to make connections. Michelle Stephens mentioned how ROP liaison Abraham Mendoza has made those connections for each our classes allowing students to get increased real world connections both in and out of the classroom through a number of guests speaker visits and field trip outings to local businesses.

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

Deborah Maynard presented Eden Area ROP Student Learning Outcomes (SLO's) and Mission Statement. She discussed how each marketing program at the local offsite campuses works to incorporate our mission statement and SLO's in our daily lesson planning.

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

Deborah Maynard reviewed the Labor Market trends previously shared by our guest presenter Latoya and opened the floor for discussion on any of the previously mentioned items discussed on any trends within our pathway.

Christina Charlton followed up by discussing the value of our work cooperative education program by citing the 17 students she has employed along with 7 seasonal hires.

Advisory Committee Minutes 2016-2017

Program(s):	Marketing
Date:	November 9, 2016
Time:	6:00 PM
Facilitator:	Charlton, Maynard, Shivers, Stephens
Recorder:	Michelle Stephens

Christina Charlton posed the following question.

Question: What changes do we need to make to meet industry expectations in preparing students for careers? Christina followed with the following question, “What are you recognizing that we can develop to improve our programs?”

The following statements were made in response to the aforementioned question:

Robert McManus San Leandro Police Department: Marketing teachers should focus on teaching students about honesty and integrity, decision making skills, verbal and nonverbal communication skills.

Jasmine Vance Amethod Public School: One area of improvement for students is in interviewing skills, executive functioning skills e.g. organizing and filing.

Christina Charlton interjected after Robert Mc Manus and Jasmine Vance identified suggestions for improvement: Existing challenges occur with current social media distractions that prevent students from reaching executive level skills of organization and filing.

Deborah Maynard mentioned the benefits of DECA facilitating executive level skills to some degree with deadlines for projects.

Tiffany Griffith Showtime Network: Shared a recent scenario encountered with an entry level position employee where projects weren’t completed due to employee failing to have time management/project management skills. They became overwhelmed and struggled with prioritizing. Suggested that students be given project management training within specific terms/periods. This will enable students to adjust to the transfer into corporate world.

She also mentioned the importance of frontline employees in call centers to maintain professionalism and professional courtesy when communicating with customers; problem solving skills. More frequent challenges are often more evident in males than female entry level employees.

Christina Charlton responded by introducing collaborative activities through DECA projects e.g. role plays.

Scott Hancock Plex Marketing: Suggested developing lessons that facilitate critical thinking and analytics along with the creative elements. Also important to incorporate social intelligence and empathy.

Romy Shivers: commented on Mr Hancock’s point by stressing how significant spending extra time on interpersonal skills with students.

Advisory Committee Minutes 2016-2017

Program(s):	Marketing
Date:	November 9, 2016
Time:	6:00 PM
Facilitator:	Charlton, Maynard, Shivers, Stephens
Recorder:	Michelle Stephens

Jose Lazares Marketing Effects: suggested to incorporate role plays using real world scenarios and/or case studies where students have an opportunity to empathize. Demand generation writing skills, articulate messages, building core communication skills think of marketing as selling. In a lot of growth areas technical non stem it is sales where you can make a lot of money.

Octobre Vance EDD: Suggested we film students to allow them to see themselves; self assessments. Deborah Maynard reported using student's recording device to film their role plays and giving it back to them to review without the concern of embarrassment.

Robert McManus San Leandro PD: shared how he credits his experience in the marketing program/DECA to helping him get where he is today. It is a great program that he attributes to the lessons learned from presentations that gave him increased self confidence.

Christina Charlton: Acknowledged statements made by each advisor.

Octobre Vance: Assured students in the meeting that adults also have areas that need to be improved and worked on.

Sergio: Discussed the importance of self-evaluation to help students understand how to practice effectively. Buddy system. Challenge each other. Instilling values to lay the foundations that will allow them to flourish

Tiffany Showtime Networks: Suggested inviting advisors to come to classrooms for meetings to see student projects and get a feel for student classroom experience from the different campuses.

Frankie Fegurgur Appreciation Financial: suggested we include things like accountability, discipline to the accountability. Comes down to discipline knowing yourself script. What am I saying? The fear is if there's a script I'll sound robotic. It's about fluency. Introverted student can use the script as a measuring tool/resource to assist them in effective practicing. Team goals. How do we accomplish that? Work backwards.

Deborah Maynard: shared a personal experience in a local merchant/business Jamba Juice experience –employer asked if you teach students how toexpressed his frustration. I need a script for them. Greeting people. Approach techniques. (7 steps of a sale) Using techniques to benefit employer in their sales positions.

Advisory Committee Minutes 2016-2017

Program(s):	Marketing
Date:	November 9, 2016
Time:	6:00 PM
Facilitator:	Charlton, Maynard, Shivers, Stephens
Recorder:	Michelle Stephens

Billie Johnson: expressed the importance of students having a script. It enables students to have an idea of what's expected and how to achieve and exceed those expectations. Unless they (students) see the fire compassion you have they will never see it or recognize it themselves. Tap into the desire to learn.

Jose Lazares Marketing Effects: suggested using Social Media as a resource tool for the marketer. Create a case study of using social media and discussing how it can make it bad for a company. Through social media what is ethical behavior within a social content. Incorporate in some of the learning as well as interest.

Christina Charlton: Mentioned guest speaker she had that discussed a lie on a resume. The question was posed what would you do? So having the advisors in our classes would make it more realistic. Bringing the real world into the classroom. That is the piece that you bring in. She also discussed the content that Robert Mc Manus brought to her classroom as a guest in her classroom.

Deborah Maynard: Opened the floor for a student question or statement.

Aditi Gupte: Acknowledged all the sentiments of the business advisors in the meeting and expressed the value of having guests come speak because it brings the real world into the classroom.

Christina Charlton: stated when students experience real world in the classroom there is relevance.

Octobere Vance: discussed how guests from real world/industry bring an authenticity into the classroom that further encourages student buy in. It's like having a parent telling you something versus someone from outside the home.

Nancy McDonald FIDM: suggested visitor in the classroom. She confirms the benefit of visits and how students connect with the information.

Deborah Maynard: shared how course outlines suggest it is time for students to write entrepreneurship papers/business plans. How to get students started and motivated to meet deadlines without procrastination.

Jasmine Vance Amethod Public School: CTE and Education we are working on soft skills that will eventually lead them to their dream. Whatever you do sharpen the skills. Real world application. Important to answer the Why!

Christina Charlton: Highlighted an item to show proof of quality programs and capability. How do we show proof that a student is college and career ready? Handed out Nocti and CEV documents. Certification opportunities for business students.

Advisory Committee Minutes 2016-2017

Program(s):	Marketing
Date:	November 9, 2016
Time:	6:00 PM
Facilitator:	Charlton, Maynard, Shivers, Stephens
Recorder:	Michelle Stephens

Questions posed: Is it good? Or is it just another assessment?

Deborah Maynard: Mentioned the advisory will be held twice a year.

Frankie Fegurgur: Suggested coming to schools earlier time instead of evening what about breakfast or lunch and limit it to shorter time periods e.g. an hour and a half.

Scott Hancock: Encouraged more outreach with business partners to come into classrooms.

Brenda Johnson Operation Hope: Suggested to give out materials at an earlier time to be reviewed before attending the meeting.

Octobere Vance EDD: Suggested everyone return for visits to judge in classroom presentations for students.

Deborah Maynard: Suggested advisors list time availability for classroom visits.

Jasmine Vance Amethod Public School: suggested to set up mock interviews/elevator pitches on an advisory meeting day.

Christina Charlton: Suggested advisors leave business cards.

- **Review CTE Pathway Map—Discuss, edit, approve & record**
Passed around and approved via the CTE Pathway Map. See Sheila Lawrence.

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS—Approve & record**
- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program—Record**

Deborah introduced the 11 Elements of Quality CTE Programs. Christina continued to discuss each of the 11 elements in the packet by discussing each program's efforts to achieve the quality programs.

The 2 elements that have yet to be completed are Student Support and Student Leadership Development Evaluation, Accountability and Continuous Improvement.

Deborah Maynard introduced articulations for each of the instructors and their programs.

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

Advisory Committee Minutes 2016-2017

Program(s):	Marketing
Date:	November 9, 2016
Time:	6:00 PM
Facilitator:	Charlton, Maynard, Shivers, Stephens
Recorder:	Michelle Stephens

The Marketing Program is reaching goal of highest rating of 3 in most areas with the exception of the following elements that currently rate a 2:

- **Student Support and Student Leadership Development**
- **Evaluation, Accountability and Continuous Improvement**
- **CTE Promotion, Outreach and Communication**

VIII. BUDGET

- **Discuss expenditures for 2015-2016 Perkins budget Applied to SLZUSD)—Record**

Christina Charlton introduced the Carl Perkins Budget for San Lorenzo Unified School District. Romy Shivers and Christina Charlton are the recipients of these funds for their students. Romy Shivers discussed how Carl Perkins was in fact an ROP student that started the program to support ROP students. Christina discusses what the money from Carl Perkins allows high school programs to have current technology. Arroyo High School Eye Lab and 3D Printing lab. Romy Shivers added the benefit is upgraded and current technology to support the programs. Prerequisites: CTE Credentials,

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

Jasmine Vance made the motion to recommend support of continuing Marketing Program. Aditi Gupte seconded the motion. Motion carried, recommendation approved.

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

XI. THANK YOU, ADJOURN-Record

The meeting was adjourned at 8:05PM by all marketing instructors with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.



Advisory Committee Minutes 2016-2017

Program(s):	Merchandising Occupations/Workability 1
Date:	November 10, 2016
Time:	9:17am-10:30am
Facilitator:	Cheryl Gixti
Recorder:	Alicia Bell

V. INTRODUCTIONS

Cheryl Gixti called the meeting to order at 9:17am; designate a recorder, welcomed guests, and explained the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Megan Bello	Castro Valley SELPA/CVSUD 4400 Alma Ave., Castro Valley	SELPA Workability Coordinator
David Marr	Kaiser Permanente/Parent (T.Marr) 30116 Eigenbrodt Way, Union City	RN-High Risk Continuing care
Denise Meri	San Lorenzo USD 15510 Usher St., San Lorenzo	Program Specialist
Cheryl Gixti	Eden ROP 26316 Hesperian Blvd., Hayward	Merchandising Instructor WA1 Coordinator
Alicia Bell	Eden ROP 26316 Hesperian Blvd., Hayward	Instructional Aide
Craig Lang	Eden ROP 26316 Hesperian Blvd., Hayward	Director

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

Name	Organization	Job Title
Cheryl Gixti	Eden ROP	Instructor/WA1 Coordinator
Alicia Bell	Eden ROP	Instructional Aide
Craig Lang	Eden ROP	Director



Advisory Committee Minutes 2016-2017

Program(s):	Merchandising Occupations/Workability 1
Date:	November 10, 2016
Time:	9:17am-10:30am
Facilitator:	Cheryl Gixti
Recorder:	Alicia Bell

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes**
 - Cheryl Gixti presented minutes from the previous meeting of November, 2015. Denise Meri made the motion to approve the minutes of November, 2015 and Megan Bellow seconded the motion. Motion carried, minutes approved. Recommendation from last year was discussed about job developing and added to continue great job developing, but get more advertising to businesses, family members and friends to help hire students with disabilities.
- **Review Student Learning Outcomes (SLOs) and Mission Statement-SLO's were reviewed by each member, along with the Mission Statement.**
- **Review Labor Market Future Trends Data- Question: What changes do we need to make to meet industry expectations in preparing students for careers?**
 - Cheryl reviewed the packet of employment projections and a handout that was printed directly from the U.S. Bureau of Labor Statistics website. It showed the number of people with disabilities who are employed 18-64. Not a big percentage. Cheryl talked about health support occupations and the need for it. There has been a 5% change in the jobs of orderlies and nursing assistants. Cheryl will ask Workability to pay for ads to get the program more notoriety. Food services is where Cheryl would like to get her students involved. Cheryl notes that thanks to Walgreens, where she sends her students, retail sales person jobs have increased and some Walgreens are ready to hire students age 18 or older, but will have to pass a test. Trends are also seeing an increase.
 - It was discussed that student program manager's start students early like in 9th grade, in order for students to receive training in soft skills for the market place. Megan suggested that every school district should have its own Workability program. Funding would be an issue, but there should be another grant available for this. This would need SELPA directors to get involved. But there also needs to be extra support to get these issues down to statistical data. Transportation in each district is changing and transportation is no longer easily accessible to students.
 - If 9th grade students had a similar or small program that could be accessed in 9th grade, then another upgraded program in 10th grade, then Merchandising 11/12th grades it may help students get hired or into projects like Project Search and hired through East Bay Innovations. Starting soft skills early as possible and continue through 9th-12th grades could become easier for students to learn and remember.
- **Review CTE Pathway Map**

Advisory Committee Minutes 2016-2017

Program(s):	Merchandising Occupations/Workability 1
Date:	November 10, 2016
Time:	9:17am-10:30am
Facilitator:	Cheryl Gixti
Recorder:	Alicia Bell

- *This student should have to first take a class that works with the garden and learn about food before getting into the kitchen or culinary for example. Schools should have pre-requisites, but there could be political backlash for student who are disabled. Pre-programs, what skills do and should the students have before they reach an ROP class. Some classes do have pre-requisites, but they aren't discriminatory. Megan suggests that we should have "mock" areas that allow students with limitations to be able to learn specific soft skills (mock restaurant, retail store). Cheryl and Megan agree to work on a pitch to SELPA directors to have more opportunities for job development, advertising, getting the age of students who enter Workability to be lowered.*

VII. CURRICULUM

- **Discuss Course Outlines Aligned to CCSS**
- *Cheryl's class is aligned to business and finance under CTE. She explains about the work her students do involving the transition from high school to adulthood. Having students practice pre-employment tests, interviewing for jobs (mock interview), a lot of team work, communicating on the job. Megan notes that the transition umbrella has changed to start as young as ninth grade. Districts need to invest into this. Cheryl suggests reaching the DOJ through social media to get their attention about having Workability starting at younger age. Megan suggest that every school district should have its own Workability program. Funding would be an issue, but there should be another grant available for this. Need SELPA directors to get involved. But there needs to be extra support to get these issues down to statistical data. Transportation in each district is changing and less easily accessible*
- **Discuss the self-assessment of the 11 CTE Elements of Quality CTE Program—Record**
- Question: Where is the program in reaching goal of highest rating of 3?**
- *Denise states that there isn't enough support in all ROP classes. Merchandising seems to have more support. Yes ROP leaves each class open for all students (no restrictions), but other programs should have the same support that Merchandising is receiving; at the high schools. The schools should have an in-between that each school has in place that moves the students slowly into the transition into a class. It takes support and money, but it's an important issue. Ex. A student with Autism and emotional disabilities who wants to go to Culinary. This student should have to first take a class that works with the garden and learn about food before getting into the kitchen. Schools should have pre-requisites, but there could be political backlash. Pre-programs, what skills do and should the students have before they reach an ROP class. Our challenge is that students are taking specific classes just to get credits, and not because they are truly interested in continuing into the field. Some classes do have pre-requisites, but they aren't discriminatory. Megan suggests that we should have "mock" areas that allow students with limitations to be able to learn specific soft skills (mock restaurant, retail store). Cheryl and Megan agree to work on a pitch to SELPA directors to have more opportunities for job development, advertising, getting the age of students who enter Workability to be lowered.*
- **Review new text books to be adopted (If applies to program)—reviewed and approved Nov., 2015**



Advisory Committee Minutes 2016-2017

Program(s):	Merchandising Occupations/Workability 1
Date:	November 10, 2016
Time:	9:17am-10:30am
Facilitator:	Cheryl Gixti
Recorder:	Alicia Bell

VIII. BUDGET

- Discuss expenditures for 2015-2016 Perkins budget (If applies to your program)—*Does not apply*

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS

- Megan Bellow made the motion to recommend support of continuing Merchandising Occupations Program and Workability 1 Grant. Denis Meri seconded the motion. Motion carried, recommendation approved.

ROP teachers do not motion or vote

x NEXT ADVISORY BOARD MEETING: *November, 2017*

XI. THANK YOU, ADJOURN

The meeting was motioned to adjourn by Megan Bello at 10:30am and 2nd by Denise Meri. Cheryl conveyed and expressed appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for these programs.

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.



Advisory Committee Minutes 2016-2017

Program(s):	Photography and Video Production
Date:	November 4, 2016
Time:	7 pm
Facilitator:	Jeff Vendsel
Recorder:	Jeff Baughman

1. Purpose of the Meeting/Introductions

Materials in the folders included: Agenda/Program, Course Outlines, CAROP applications, labor market information, Minutes, Mission Statement, School-wide Learning Outcomes (SLO's), and 11 CTE Elements. In particular the group focused on continuing evolution of digital photography in the marketplace and its role in our curriculum was the theme of the Photography.

2. Business/Advisory Members Present

Name	Organization	Job Title
Mace McDonald II	Nik by Google	
Billy Schmalfeldt	Gopro	Customer Support
Franklin Avery	Avery Photo	Owner
Steve Babuljak	Professional Photographer	Free Lance
Malcolm Davis	Retired Educator	Photograpy
Anthony Damiano	Anthony Damiano Photography	Owner
Ivania Perez	Ivania Dubon Photography	Owner
Lekl Burns	Studio One Photography	Free Lance

3. EAROP Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Jeff Vendsel	Castro Valley HS	Photography Instructor
Jeff Baughman	Arroyo HS	Photography Instructor
Ken Gossett	San Lorenzo HS	Photography Instructor
Mark Koehler	Hayward HS	Photography Instructor
David Gurley	Mt. Eden HS	Photography Instructor
Lance McVay	San Lorenzo HS	Video Production
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

4. Approval/Review of Minutes

Jeff Vendsel presented minutes from the previous meeting of 2014. Lance McVay made the motion to approve the minutes of 2014. Ken Gossett seconded the motion. Motion carried, minutes approved. After review of minutes, each person shared of how they implemented the suggestions from the Advisory Committee's recommendations last year.

5. Review Student Learning Outcomes (SLOs) and Mission Statement

6. Review Labor Market Future Trends Data



Advisory Committee Minutes 2016-2017

Program(s):	Photography and Video Production
Date:	November 4, 2016
Time:	7 pm
Facilitator:	Jeff Vendsel
Recorder:	Jeff Baughman

7. Review Course Outline and Curriculum (Member Input and Suggestions)

- Course Description: Same
- Job Titles: Same
- Course Outline: Has been revised to include CCSS alignment
- Instructional Materials:
- Equipment: digital cameras, mac computers
- Textbooks: No new adoptions
- Articulation/UC Approved/Academic Credit Status: Approved
- Job Placement/Continuing Education: leads to career pathway or AA degree
-

8. Share 2014 Work Based Learning Data with group

- Discuss types of Work-Based opportunities that our partners can provide. Record Ideas below:
- All speakers reinforced the need for students to have a solid foundation of both shooting and post-production digital skills as well as a online presence needed to survive in the digital world of professional photography.

9. Review the 11 CTE Elements with group

- Discuss evidence of 11 Elements within programs and focus on areas that need to be improved/supplemented. Record Ideas below:

9. Suggestions and Recommendations to Support Continuing the Program

Mace McDonald made the motion to recommend support of continuing Photography and Video Production programs, Billy Schmalfeldt seconded the motion. Motion carried, recommendation approved.

Mace McDonald, from Google, talked about evolving imaging software as alternatives to Photoshop and Light room, including Nik and Pixlr. Billy Schmalfeldt, a representative from GoPro, spoke about the next generation of action cameras that shoot stills as well as video and the move to post production editing for both stills and video. Franklin Avery, Laney College, spoke about professional lighting techniques on a minimal budget, including using hand-held lights from hardware stores for light-painting effects. Avery also spoke about wifi enable cameras that speed the shoot-to-client timeline as well as Instagram portfolios. Malcolm Davis and Anthony Damiano spoke about shooting within a budget and the importance of photo retouching for the current photography marketplace. Professional photographer Steve Babuljak, specializing in editorial and lifestyle photography, also spoke about the transition to social media and how it has become an alternative niche market for professional photographers.



Advisory Committee Minutes 2016-2017

Program(s):	Photography and Video Production
Date:	November 4, 2016
Time:	7 pm
Facilitator:	Jeff Vendsel
Recorder:	Jeff Baughman

10. Next Meeting: November 3, 2017

11. Thank You and Adjournment

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

Email completed minutes and the tally sheets of your members to Jennifer Aguilar at:
jaguilar@edenrop.org



Advisory Committee Minutes 2016-2017

Program(s):	Sports Medicine
Date:	11/9/2016
Time:	6-8 pm
Facilitator:	Kris Bernard
Recorder:	Kris Bernard

V. INTRODUCTIONS

Kris Bernard called the meeting to order at 6:00PM; designate a recorder, welcome guests, and explain the purpose of the meeting which is to provide support and advice to help the instructor and the ROP maintain high quality career technical educational programs. Materials on tables: Sign-In Sheets, Copy of 11 Elements, Course Outlines, Annual Report. Materials in folders: Agenda, 2015 Minutes, 2016-17 Advisory Minute Template, School-wide Learning Outcomes (SLO's) & Mission Statement, Labor Market Data, CTE Pathway Maps, Textbook Rubric, Interest Cards.

Business/Advisory Members Present (Tally)

Name	Organization	Job Title
Helena Martins	Moy Dental	Dental assistant
Zaide Giacomani	Arroyo High School	Student
Jose Giacomani	Arroyo High School	Parent

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

Name	Organization	Job Title
Craig Lang	Eden Area ROP	Director
Sheila Lawrence	Eden Area ROP	Assistant Director

GROUP AGENDA AND MINUTES

VI. INFORMATION ITEMS

- **Approval of Minutes—Record—previous minutes were not included in packet.**

Kris Bernard presented minutes from the previous meeting of November 2015. Helena Martins made the motion to approve the minutes of November 2015. Zaide Giacomani seconded the motion. Motion carried, minutes approved. After review of minutes, share an example of how you implemented the suggestions from the Advisory Committee's recommendations last year.

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

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

_____no

comments_____



Advisory Committee Minutes 2016-2017

Program(s):	Sports Medicine
Date:	11/9/2016
Time:	6-8 pm
Facilitator:	Kris Bernard
Recorder:	Kris Bernard

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

_____ Better 4 year options than listed on included packet: BS Kinesiology, BS Athletic Training, Pre-Physical Therapy

___ There doesn't appear to be any real year 2 options at this point.

VII. CURRICULUM

- Discuss Course Outlines Aligned to CCSS—Approve & record

_____ Zaide move to approve

Jose 2nd _____

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

___ Elements not provided but discussed areas of need like finding out how to join National Honor Society of HS Sports med.

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

VIII. BUDGET

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



Advisory Committee Minutes 2016-2017

Program(s):	Sports Medicine
Date:	11/9/2016
Time:	6-8 pm
Facilitator:	Kris Bernard
Recorder:	Kris Bernard

IX. ADVISORY COMMITTEE SHARE SUGGESTIONS & RECOMMENDATIONS--Record

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

_____ Perkins will be used to purchase supplemental texts and to pay for additional field trips

_____ Parents suggested promoting class at 8th grade parent night (somewhat done already)

_____ Have current students visit other classes to promote and hopefully increase future numbers.

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

XI. THANK YOU, ADJOURN-Record 7:30

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

PLEASE EMAIL THIS FORM COMPLETED WITH MINUTES TO Jennifer Aguilar at: jaguilar@edenrop.org on or before December 9, 2016.



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM Advisory Committee Meeting 2016-2017

Program(s):	Welding
Date:	December 17, 2016
Time:	6:00 PM

1. Purpose of the Meeting/Introductions

Barbara Juarez called the meeting to order at 6:20pm; welcomed guests, and explained the goal of the meeting was to provide support and advice to help the instructor and the ROP maintain a high quality career technical educational program. Materials in the handout folders included: Agenda, last year meeting minutes, Course Outlines, curriculum standards review, WASC update, and CAROP for.

2. Business/Advisory Members Present

Name	Organization	Job Title
Samuel Cadwell	SF Tubing	Tig Welder
Ron Sharp	Alliance Welding Supply	Sales
Mathew Sharp	Alliance Welding Supply	Sales

3. EAROP Teachers, Administrators, Staff, Ad Hoc Members, and Guests Present

Name	Organization	Job Title
Cheryl Gixti	Eden ROP	Instructor
Craig Lang	Eden Area ROP	Director

4. Advisory Committee Members receiving invitations but were unable to attend

Name	Organization	Job Title



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM Advisory Committee Meeting 2016-2017

Program(s):	Welding
Date:	December 17, 2016
Time:	6:00 PM

5. Approval/Review of Minutes

Barbara presented minutes from the previous meeting of (December 17, 2015). Ron Sharp made the motion to approve the minutes and Samuel Caldwell seconded the motion. Motion carried, minutes approved.

6. Curriculum Review

- Status of Previous Recommendations:
- Member Input:
- Course Description: *Advisory members reviewed standards and circled what could be added to the curriculum. The graphics would mean more if or when the welder will need to read but not build anything graphically/videos/virtual etc. B2.0 is a simplified version of it. If welding does not have a Bridgeport or lathes.*
- Job Titles:
- Course Outline:
- Hours of Instruction:
- Training Plans for Community Classroom and/or CVE:
- Instructional Materials:
- Equipment:
- Textbooks: Welding (purchased 2015)

7. Articulation/ UC Approved /Academic Credit status-still articulated with Chabot College.

8. Labor Market Information and Future Trends - *Manufacturing is the way to go and is still out there and providing welding jobs. CNC is offered in the colleges and If students had the information and were to understand the importance of CNC in welding it might help the students in high school. A previous student had CNC and now he has moved up and doing well.*

Machining is in large use now, but you have to know exactly where and how the machines program works. And the ending result is where will the machine go when programmed? People have to know the codes for the machine to make shapes. It's a great stepping tool, but you have to have more maturity. The machines are expensive and may get destroyed and having high school students (there may be exceptions), need to be mature before allowing to use.

The students who get put into welding need to have students that are interested and having them fill out a 'personal statement' or having an application prior to show the student is interested. There MUST be steps before incorporating the CNC machine. Welding will never be deemed a true labor, it is a skilled craft in every



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM Advisory Committee Meeting 2016-2017

Program(s):	Welding
Date:	December 17, 2016
Time:	6:00 PM

direction There are different concept to welding and you can say this position i.e. 70k a year, but with benefits is 75k a year and higher depending on the skill level and the employer. Employer will want that person more skilled. So some welding shops pay for starting welders and train. If you can run a CNC machine that is also the high payer in shops. These two skills are more valuable to the employer.

Pipe welding is mostly from out-of-state contractors and they are bringing employees into the states. There are some/few local labor pulls. Manufacturing is picking up in the current time. There are a lot of welding jobs out there. A shortage in welders now.

When talked about 10 years ago about having a shortage and it is coming to fruition. Moving forward not a lot of columns putting in d.18 ready to go, you have maybe have 15% of labor needed to help build. The need for arc welding in the community is still always out there. There is a shortage ARC mig welders in need.

9. Placement/Continuing Education - Samuel motion to approve text book and it gives a basic understanding of tig welds and a mig, etc. Mathew 2nd.

10. Suggestions and Recommendations- Virtual welding software of which miller has sent one. It is like playing on a video game. From a student standpoint it's more accurate, but for someone who is skilled, it's cannot compare to a very skilled weld.

11. Recommendation to Support Continuing the Program – Ron motioned to continue program and 2nd

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

12. Next (Next Meeting November 2017)

13. Thank You and Adjournment

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

14. Name of Person Taking/Preparing the Minutes: Cheryl Gixti

Email this to Jennifer Aguilar jaguilar@edenrop.org

Information Items



DATE: March 2, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Sheila Lawrence, Assistant Director Offsite Programs
SUBJECT: CDE Course Review—Computer Applications/Computer Essentials

BACKGROUND

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

CURRENT SITUATION

Attached is the Course Review for the following program: Computer Applications/Computer Essentials, the statistics provided are derived from the 2015-2016 C101 follow-up study completed June 2016.

RECOMMENDATION

Information only

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
Criteria for Course Approval and Expansion Annual Review
For Class Offerings 2015-2016 School Year

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		Tennyson High, Hayward High, San Lorenzo High	
PROGRAM:		Computer Applications & Computer Essentials		INSTRUCTOR:		Laura Jagroop (TH), Rick Charles (HH), Romy Shivers (SLZ)	
Course Name		Enrollment as of 15/16		Enrollment as of 14/15		Enrollment as of 13/14	
		Year to Date		Year to Date		Year to Date	
Computer Applications/ Essentials (TH) (HH) (SLZ)		231		438		307	
Comments: <ul style="list-style-type: none"> Required enrollment: Class enrollment maintained to sustain agreed master schedule for offsite and staffing. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Retention rate (Active Enrollment divided by Year-to-date Enrollment): 							
Text Book: N/A		Author: N/A		Edition:			
NO.	YES	NO					
1.	X		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: Period/Block		SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:
			Varies		2	60/90 Mins	25+
2.	X		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.				
3.	X		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	X		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	X		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	X		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance.				
			Comments:				
7.	X		LABOR MARKET NEEDS – Course meets current or future labor market needs.				
8.	X		WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.	X		COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)				
10.	X		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.				
11.	X		FACILITIES AND EQUIPMENT ACCOMMODATION				
			<input checked="" type="checkbox"/> District will provide a facility which adequately accommodates the program.				
			<input type="checkbox"/> EAROP will provide a facility which adequately accommodates the program.				
			<input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
OTHER CONSIDERATIONS:							
<input type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification			
<input checked="" type="checkbox"/> Community College Articulation -				<input checked="" type="checkbox"/> Strong Business or Industry Partnership			
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -			
COMPLIANCE CATEGORIES							
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> R – Reduce Program: Downsizing program.	
						<input type="checkbox"/> S/T - Suspend/ Terminate program.	



DATE: March 2, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Stefanie Bradshaw, Assistant Director of Adult Programs
SUBJECT: Adult Programs Update

BACKGROUND

The Adult Evening Program started in the 2014-2015 school year. The focus of the new Adult Evening Program is on providing short term quality trainings to assist adults with increasing their current skill-set and/or transitioning into new careers.

CURRENT SITUATION

The Assistant Director of Adult Programs, Stefanie Bradshaw, will give an update on current adult program offerings and describe plans for expanding classes in the future.

RECOMMENDATION

Information only



DATE: March 2, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: SkillsUSA Regional Competition Update

BACKGROUND

The Eden Area Regional Occupational Program continues to plan activities with district administration, teachers and counselors to ensure that all students have access to Career Technical Educational courses, pathways, programs of interest, and workplace opportunities. SkillsUSA was created to raise the quality of education for students in trade, industrial, and technical programs. As 1 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

Eden Area ROP students from Construction Technology, Criminal Justice/Forensic Science, First Responders, Welding Technology, Medical Careers and Auto Refinishing programs competed in hands-on demonstration competitions in their field at Silicon Valley Career Technical Education Center in San Jose, CA on February 11, 2017.

RECOMMENDATION

Information only

Action Items





DATE: March 2, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the 2016-2017
Second Interim Budget Report

CURRENT SITUATION

Second Interim Report reflects revenues and expenditures as of January 31, 2017. The report was prepared and reviewed in accordance with all federal and state adopted criteria and standards using Local Control Funding Formula (LCFF) and Local Control Action Plan (LCAP).

“The District Board of Education shall certify in writing whether or not Eden Area ROP is able to meet its financial obligations for the remainder of the 2016-2017 fiscal year and, based on current forecasts, for the next two subsequent fiscal years 2017-2018 and 2018-2019 respectively. The certifications shall be classified as either positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127)”. The Eden Area ROP is certifying a positive certification, and that staff prepared the report, along with assumptions using the School Services of California (SSC) Inc. Dartboard as well as Alameda County Office of Education (ACOE) guidelines. In certifying the 2016-2017 Second Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms the Eden Area ROP’s ability to meet all financial obligations for the current fiscal year 2016-2017 and two subsequent fiscal years 2017-2018 and 2018-2019. Finally, the Eden Area ROP continues to meet and exceed AB 1200 requirements.

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

RECOMMENDATION

It is recommended that the Governing Board approve the 2016-2017 Second Interim Budget Report.



DATE: March 2, 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 Eden Area ROP Employees' Agreement for the 2016-2017 Salary and Health & Welfare Adjustment

CURRENT SITUATION

During the February 2, 2017 Governing Board meeting, the Governing Board took action to revise the salary schedule and benefits for various employee groups. The Governing Board approved the following, retro-active to July 1, 2016:

- \$1/hour increase for both classified salary schedules (adult and high school)
- \$2,500 annual increase in health and welfare benefits for the certificated salaried, classified exempt, adult programs certificated salaried and management salary schedules.

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 increase on a multi-year level. The document attached contains detailed and specific information about how this agreement affects district funds. This document was submitted and reviewed by Alameda County Office of Education (ACOE) on February 15, 2017. A copy of ACOE letter is attached.

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 salary and health and welfare adjustments.

Date: February 15, 2017
To: Eden Area ROP Permanent File
From: Natalie Zaderey
Director, District Advisory Services
Subject: Review of 2016-17 Settlement with All Employees

We have completed the review of the Eden Area ROP's 2016-17 Settlement with All Employees. Please see the results of our review below.

2016-17 Settlement with All 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.

On February 2, 2017, the Governing Board approved a yearly salary increase of \$21,764 for all employees, as well as a yearly Health and Welfare Benefits increase of \$2,500 per employee other than Classified. Based on the Multi-Year Projection submitted with the 2016-17 First Interim report, it appears the ROP will continue to meet the four percent 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 Board on February 2, 2017 and received by the Alameda County Office of Education on February 9, 2017. No Board letter was issued to the ROP.

If you have any questions or concerns regarding our review, please feel free to call me at (510) 670-4173.

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 February 2, 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)	\$ -	\$ 21,764	\$ 21,764	\$ 21,764
			\$ 21,764	\$ 21,764	\$ 21,764
2.	Other Compensation Stipends, Bonuses, Longevity, Overtime Differential, Callback or Standby Pay, etc.		\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
2a.	Description of Other Compensation		\$ -	\$ -	\$ -
3.	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ -	\$ 5,063	\$ 5,836	\$ 6,184
			\$ 5,063	\$ 5,836	\$ 6,184
4.	Health/Welfare Plans ACA - \$2,500 per employee other than classified	\$ -	\$ 99,750	\$ 99,750	\$ 99,750
			0.00%	0.00%	0.00%
5.	Total Compensation - Add Items 1 through 4 to equal 5	\$ -	\$ 126,577	\$ 127,350	\$ 127,698
			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)		51	51	51
8.	Total Compensation Average Cost per Employee	\$ -	\$ 2,482	\$ 2,497	\$ 2,504
			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"?

\$1 per hour minimum wage adjustment for Classified only - ongoing

\$2,500 health and welfare increase for all other employees

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 \$327K, \$900K and \$860K for three years.

New grant awards and continues state 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)?

No - it is on going and funding is in item 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.)

See item no. 1 for multi-year funding and G.1 above

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: 9/1/2016	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	\$ 14,287,274	\$ -	\$ 739,197	\$ 15,026,471
Total Revenues	\$ 14,287,274	\$ -	\$ 739,197	\$ 15,026,471
Expenditures				
1000 Certificated Salaries	\$ 2,975,665	\$ -	\$ 2,268	\$ 2,977,933
2000 Classified Salaries	\$ 964,312	\$ 21,764	\$ 80,249	\$ 1,066,325
3000 Employee Benefits	\$ 1,224,593	\$ 104,813	\$ 39,769	\$ 1,369,175
4000 Books and Supplies	\$ 291,270	\$ -	\$ 89,068	\$ 380,338
5000 Services and Operating Expenses	\$ 8,369,633	\$ -	\$ 105,584	\$ 8,475,217
6000 Capital Outlay	\$ 415,870	\$ -	\$ (181,345)	\$ 234,525
7000 Other Outgo	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 14,241,343	\$ 126,577	\$ 135,593	\$ 14,503,513
Operating Surplus (Deficit)	\$ 45,931	\$ (126,577)	\$ 603,604	\$ 522,958
Other Sources and Transfers In	\$ -	\$ -	\$ -	\$ -
Other Uses and Transfers Out	\$ -	\$ -	\$ -	\$ -
Current Year Increase (Decrease) In Fund Balance	\$ 45,931	\$ (126,577)	\$ 603,604	\$ 522,958
Beginning Balance	\$ 8,413,549			\$ 8,413,549
Current Year Ending Balance	\$ 8,459,480	\$ (126,577)	\$ 603,604	\$ 8,936,507
Components of Ending Balance				
Nonspendable and Restricted 9711-9740	\$ 351,872	\$ -	\$ 675,772	\$ 1,027,644
Reserved for Economic Uncertainties 9789 (6%)	\$ 854,481	\$ 7,595	\$ 8,136	\$ 870,210
Committed and Assigned 9770-9780	\$ 7,138,389	\$ -	\$ (427,261)	\$ 6,711,128
Unassigned/Unappropriated 9790	\$ 114,738			\$ 327,525

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

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

3. Do unrestricted reserves meet the state standard minimum reserve amount? YES

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 0.00% Deficit: none	ADA: 1,517 1.11% Deficit: none	ADA: 1,535 2.42% Deficit: none
	2016-2017	2017-2018	2018-2019
Revenues			
Revenue Limit Sources	0	0	0
Federal Revenue	77,805	0	0
Other State Revenue	7,746,695	2,370,490	396,847
Local Revenue	7,201,971	8,088,780	7,461,033
Total Revenue	15,026,471	10,459,270	7,857,880
Expenditures			
Certificated Salaries	2,977,933	2,977,933	2,967,315
Step & Column Adjustment	0	37,109	40,819
Cost-of-Living Adjustment	0	0	0
Other Adjustments	0	(47,727)	(179,049)
Classified Salaries	1,044,561	1,066,325	945,772
Step & Column Adjustment	0	13,047	26,094
Cost-of-Living Adjustment	0	0	0
Other Adjustments	21,764	(133,600)	(77,606)
Employee Benefits	1,369,175	1,398,861	1,409,946
Books & Supplies	380,338	214,909	215,413
Services, Other Operating Exp	8,475,218	4,920,792	2,419,825
Capital Outlay	234,525	0	0
Other Outgo	0	0	0
Direct Support/Indirect Costs			
Total Expenditures	14,503,514	10,447,649	7,768,529
Operating Surplus (Deficit)	522,958	11,622	89,352
Other Financing Sources & Transfers In(Positive figure)			
Other Financing Uses & Transfers Out (Neg Figure)			
Current Yr Inc(Dec) in Fund Balance	522,958	11,622	89,352
Beginning Fund Balance	8,413,549	8,936,507	8,948,129
Audit Adjustments/Restatements			
Ending Balance	8,936,507	8,948,129	9,037,481
Restricted Balance	1,027,644	259,599	259,599
Required Reserve	870,211	626,859	466,112
Committed and Assigned	6,711,128	7,161,128	7,451,128
Unrestricted Balance (Incl Revolving)	327,524	900,543	860,642

Comments (Major changes):

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

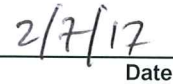
- (a) Current Year Base Revenue Limit (BRL) per ADA:
(obtain from the FY _____ County Office-provided Revenue Limit or+B263
Form RL, Line 3 \$ - (Estimated)
- (b) Prior Year Base Revenue Limit per ADA:
(Form RL, Line 1) \$ - (Actual)
- (c) Amount of Current Year Increase: (a) minus (b) \$ -
- (d) Percentage 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)


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.

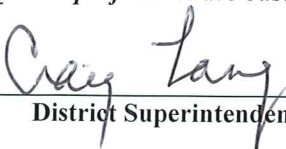
In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of Eden Area ROP District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and all employees (No Bargaining 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	739,197	886,809	(627,747)
Expenditures/Other Financing Uses			
Salaries and Benefits	126,577	127,350	127,698
Ending Balance Increase (Decrease)	327,524	900,543	860,642

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)

2/7/17

 Date

Linda Granger

 District Superintendent (Type Name)



 Chief Business Official (Signature)

2/7/2017

 Date

Marites Fermin

 Chief Business Official (Type Name)

DATE: March 2, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Revised Salary Schedules

BACKGROUND

During the February 2, 2017 Governing Board meeting, the Governing Board took action to revise the salary schedule and benefits for various employee groups. The Governing Board approved the following, retro-active to July 1, 2016:

- \$1/hour increase for both classified salary schedules (adult and high school)
- \$2,500 annual increase in health and welfare benefits for the certificated salaried, classified exempt, adult programs certificated salaried and management salary schedules.

CURRENT SITUATION

The following salary schedules are being presented for revision based on the salary and health & welfare adjustments approved in February:

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

RECOMMENDATION

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



DATE: March 2, 2017
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the adoption of
Resolution 3-16/17: Signature Card-Board Members
Resolution 4-16/17: Signature Card-Authorized Agents:
Payroll Warrants and Disbursements
Resolution 5-16/17: Signature Card-Authorized Agents:
Official Documents and Reports

CURRENT SITUATION

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

RECOMMENDATION

It is recommended that the Governing Board approve the adoption of Resolution 3-16/17: Signature Card-Board Members; Resolution 4-16/17: Signature Card-Authorized Agents: Payroll Warrants and Disbursements; and Resolution 5-16/17: Signature Card-Authorized Agents: Official Documents and Reports.



Resolution No. 3 16/17 Fiscal Year 2016-2017

Signature Card - Authorized Agents Payroll Warrants & Disbursements

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

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

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

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

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

1. _____
Signature

Superintendent

Title
Linda Granger
Type Name
2. _____
Signature

Director

Title
Craig Lang
Type Name
3. _____
Signature

Assistant Director of Offsite Programs

Title
Sheila Lawrence
Type Name
4. _____
Signature

Assistant Director of Adult Programs

Title
Stefanie Bradshaw
Type Name

5. _____
Signature Type Name
Marites Fermin
Business Manager
Title

6. _____
Signature Type Name
Evan Goldberg
Grant Coordinator
Title

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 2nd day of March 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

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

Date Signature, President of the Governing Board



Resolution No. 4 16/17

Fiscal Year 2016-2017

Signature Card-Board Members

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

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

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

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

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

1. _____ Signature	<u>Lisa Brunner</u> Type Name
2. _____ Signature	<u>Janet Zamudio</u> Type Name
3. _____ Signature	<u>Dot Theodroe</u> Type Name
4. _____ Signature	<u>Peter Oshinski</u> Type Name

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 2nd day of March 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

☐

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

Date

Signature, President of the Governing Board



Resolution No. 5 16/17 Fiscal Year 2016-2017

Signature Card-Authorized Agents Official Documents & Reports

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

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

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

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

1. _____
Signature
Linda Granger
Type Name
Superintendent

Title
2. _____
Signature
Craig Lang
Type Name
Director

Title
3. _____
Signature
Sheila Lawrence
Type Name
Assistant Director of Offsite Programs

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

Title

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

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

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 2nd day of March 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

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

Date Signature, President of the Governing Board

Communications





Alameda County Office of Education

L. Karen Monroe
Superintendent

February 1, 2017

BOARD OF EDUCATION

Joaquin Rivera
Trustee Area 1

Amber Childress
Trustee Area 2

Ken Berrick
Trustee Area 3

Aisha Knowles
Trustee Area 4

Fred Sims
Trustee Area 5

Eileen McDonald
Trustee Area 6

Yvonne Cerrato
Trustee Area 7

Lisa Brunner, President
Board of Education
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

RE: 2016-17 First Interim Report

Dear President Brunner:

Lisa

In accordance with Education Code Section 42127, we have examined the First Interim Report of Eden Area ROP (the ROP) for fiscal year 2016-17 to determine if it complies with the Criteria and Standards adopted by the State Board of Education, and if it allows the ROP to meet its financial obligations during the upcoming fiscal year.

Based on our review and analysis, we are satisfied that the First Interim Report approved by the ROP's Governing Board on December 8, 2016 accurately reflects the financial status of the ROP and is consistent with the State's Criteria and Standards. We therefore concur with the ROP's positive certification.

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

We want to acknowledge and express our appreciation to Marites Fermin and the ROP staff, the Governing Board, and the community for their continued diligence and hard work. If you have any questions or concerns regarding our review process, please feel free to call me at (510) 670-4140, or contact Jeff Potter at (510) 670-4277.

Sincerely,

L. Karen Monroe, Superintendent
Alameda County Office of Education

313 W. Winton Ave.
Hayward, California
94544-1136

(510) 887-0152

www.acoe.org

LKM:NZ

cc: Board of Education, Eden Area ROP
Linda Granger, Superintendent, Eden Area ROP
Marites Fermin, Business Manager, Eden Area ROP
Craig Lang, Director, Eden Area ROP
Jeffrey B. Potter, Executive Director, ACOE
Natalie Zaderey, Director, ACOE