

GOVERNING BOARD MEETING AGENDA

Thursday, December 8, 2016

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

Gary Howard, President
Lisa Brunner, Vice-President
Janet Zamudio, Member
Evelyn Gonzalez, Member

Castro Valley Unified School District
Hayward Unified School District
San Lorenzo 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, December 8, 2016
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 4)

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

Page 2 – Agenda for the December 8, 2016 Regular Meeting of the ROP Governing Board

Board, the Superintendent, or a member of the public requests that any such item be removed from the Consent Calendar and voted upon separately.

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of November 3, 2016 (pages 5-10)
- B. Request the Governing Board to approve the Bill Warrants (pages 11-16)
- C. Request the Governing Board to approve the Personnel Action Items (pages 17-18)

VIII. INFORMATION ITEMS

- A. CDE Course Review-Auto Technology Pathway (pages 19-21)
- B. CDE Course Review-Auto Refinishing (pages 22-23)
- C. Advisory Committee Meetings (page 24)
- D. College and Career Readiness Indicator Update (page 25)

IX. ACTION ITEMS

- A. Request the Governing Board to approve the 2016-2017 First Interim Budget Report (page 26)
- B. Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2016 (page 27)

X. Superintendent's Report

XI. Communications

XII. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XIII. Recess to Closed Session

- A. Personnel (Government Code Section 54957) Public Employee Appointment/Employment: Superintendent's Contract
- B. Conference with Labor Negotiator, (Pursuant to Government Code Section 54957.6)
Designated Representative: Marites Fermin
Unrepresented employees

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

- A. Personnel (Government Code Section 54957) Public Employee Appointment/Employment:
Superintendent's Contract
- B. Conference with Labor Negotiator, (Pursuant to Government Code Section 54957.6)
Designated Representative: Marites Fermin
Unrepresented employees

XV. Adjournment



DATE: December 8, 2016
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 December:

Alejandro Osorio	Hayward High	Automotive Refinishing
Nicole Butler	Arroyo High	Criminal Justice
Hal Atkinson	East Bay Arts	Culinary Science
Tiffany King	San Lorenzo High	Graphics

RECOMMENDATION

Information only

Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board
November 3, 2016**

I. Call to Order

Board President, Gary Howard, called the meeting to order at 5:30 p.m. on Thursday, November 3, 2016 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:

Gary Howard, President	Castro Valley USD	
Lisa Brunner, Vice-President	Hayward USD	arrived at 5:32 p.m.
Evelyn Gonzalez, Member	San Leandro USD	
Janet Zamudio, Member	San Lorenzo USD	

Superintendent: Linda Granger, present

ROP Administrators in Attendance:

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

ROP Staff in Attendance:

Heather Bystrom	Medical Careers Program Instructor
Bill Deslaurier	Construction Program Instructor
Erika Emery	Careers in Education Program Instructor
Gabriela Juarez	Superintendent's Administrative Assistant
Marlene McDowell	First Responders Program Instructor
Audra Muñoz	Career Counselor
Kathy O'Brien	Dental Assisting Program Instructor
John Peters	First Responders Program Consultant
Jose Sanchez	Automotive Technology II Program Instructor

Others Present:

Students of the Month and their families

III. Pledge of Allegiance

George Dib led the Pledge of Allegiance.

IV. Mission Statement

Justina Augustine read the Eden Area ROP Mission Statement.

V. Board Member Recognition

A. Board Member: Vince J. Rosato

Board President, Gary Howard, said a few words about the sad loss of Trustee Vince Rosato who passed away at his home on October 8, 2016. He shared that Trustee Rosato was a terrific board member and made many contributions to the Eden Area ROP and to education. He said that he will be missed and asked that a moment of silence be given in honor of Trustee Rosato.

VI. Approval of Agenda

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

AYES: 4 (Brunner, Gonzalez, Howard, Zamudio)
NOES: 0
ABSTAIN: 0
ABSENT: 0

VII. 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 November 2016:

Ruben Silva	Brenkwitz High	Construction
Catalina Arrizon	San Leandro High	Dental Assisting
Nicolas Ramirez	Hayward High	Automotive Technology II
Justina Augustine	Castro Valley High	Careers In Education
George Dib	Mt. Eden High	Medical Careers

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

VIII. Consent Calendar

Trustee Evelyn Gonzalez moved to approve the Consent Calendar with the exception of item G and K that was pulled for discussion and moved to be approved as separate items under consent:

- A. Approve the Minutes of the Regular Governing Board Meeting of October 6, 2016
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Listed Donations-Paul Freitas
- E. Approve the Listed Donations-Miles Perez
- F. Approve the List of Charter Bus Companies for Transportation
- G. Approve the Contract with American Stage Tours for Sophomore Tour Transportation for the 2016-2017 School Year
- H. Approve the Agreement with Avi Black for the California Career Pathways Trust Grant
- I. Approve the Contracts with Castro Valley/Eden Area, Hayward and San Leandro Chambers of Commerce for the California Career Pathways Trust Grant

- J. Approve the Lease Agreement with Fries Properties for the Electrical Trainee Program-Hayward
- K. Approve the Advisory Committee Members
- L. Approve the Application for CCSD Waivers

Trustee Janet Zamudio seconded the motion.

AYES: 4 (Brunner, Gonzalez, Howard, Zamudio)
NOES: 0
ABSTAIN: 0
ABSENT: 0

G. Request the Governing Board to approve the Contract with American Stage Tours for Sophomore Tour Transportation for the 2016-2017 School Year

Trustee Evelyn Gonzalez requested to pull the contract with American Stage Tours. Trustee Evelyn Gonzalez just wanted to ask if there was Board approval of lists of busses to use for school events and Superintendent Granger confirmed that there was an approval at the previous meeting.

Upon review of and a motion by Trustee Evelyn Gonzalez and a second by Trustee Lisa Brunner, the Governing Board approved the contract with American Stage Tours for sophomore tour transportation for the 2016-2017 school year.

AYES: 4 (Brunner, Gonzalez, Howard, Zamudio)
NOES: 0
ABSTAIN: 0
ABSENT: 0

K. Request the Governing Board to approve the Advisory Committee Members

Trustee Evelyn Gonzalez requested to pull the approval of the Advisory Committee members. Trustee Gonzalez had a question about the advisory member groups for each program. She inquired about the different sizes and makeup of the groups. She wanted to know how advisory members were selected. Superintendent Granger explained that advisory members come from multiple sources. Over the years teachers have developed relationships with businesses and through those partnerships the businesses have agreed to be on the advisory. Also, through the CPT grant the Work Based Learning Specialists have also developed connections with local businesses who have also agreed to be on advisory committees.

Upon review of and a motion by Trustee Evelyn Gonzalez and a second by Trustee Janet Zamudio, the Governing Board approved Advisory Committee Members.

AYES: 4 (Brunner, Gonzalez, Howard, Zamudio)
NOES: 0
ABSTAIN: 0
ABSENT: 0

IX. Information Items

A. CDE Course Review-First Responders

Mrs. McDowell, First Responders Instructor, presented information on the program. She shared that program is in its 5th year. The program has grown over the past five years. Mrs. McDowell teaches the program alongside Captain John Peters who comes two days a week. In addition, once a week students train at fire fighter training station no. 6. The training is provided by Deputy Chief Eric Vollmer and fire fighters from local 1909. Students have the opportunity to visit stations, participate in ride alongs and attend specialized trainings. The Hayward Fire Department has donated a fire engine, ladders, back boards and communication equipment. The Hayward Rotary Club has also made a sizable monetary donation that has provided new helmets, gloves, racks and turn out equipment for the students.

B. Recognition Of Eden Teacher of the Year

Linda Granger, Superintendent, reported Dr. Erika Emery, Careers in Education Program Instructor, is the Eden Area ROP Teacher of the Year for 2016.

The Governing Board and Superintendent recognized Dr. Emery for being named an Alameda County Teacher of the Year. ACOE provided the Eden Area ROP with a short video clip that was shown during the Teacher of the Year event. The ROP Staff shared the video clip with the Board.

C. California Career Pathways Trust Grant Update

The Eden Area ROP and our partners have just completed the first year of this four year grant. Grant Coordinator, Evan Goldberg, made a short presentation on the grant accomplishments and progress. He explained that career pathways were 2 to 4 year aligned career technical education courses, the integration of CTE with core curriculum, work based learning experiences and support services.

Mr. Goldberg reported that the ROP is fortunate to be funded by two California Career Pathway Trust Grants which are East Bay Career Pathways (Peralta College) and the Eden Area Career Pathways Consortium (Eden Area ROP). He explained that each grant supported a different pathway as you can't have double funding for the same student. Peralta College focuses on the health pathway. The Eden Area ROP focuses on the digital media pathway. Both have engineering pathways at different districts. He reviewed all the career technical education courses that are supported by the grants at the various high schools that include: Biomedical/Health, Information and Communication Technology, Engineering, Advanced Manufacturing, Public Services, ICT/DM—CMMA, ICT/Digital Media and BADA.

Mr. Goldberg highlighted that through the grant work they have surpassed their goals. The goal for students in pathways was 1,115 students; there was 2,039. The goal for students in internships was 120 and 191 students were in internships. The goal for students in leadership organizations was 180 and they surpassed the goal by 7 additional students.

He also highlighted that there were several important work based learning days that included manufacturing day, health careers day and the business partner breakfast.

X. Superintendent's Report

Superintendent Granger highlighted that she had just provided a professional development training at San Lorenzo Unified School District for CTE teachers. She went over what is going on

with CTE in the State, reviewing model curriculum standards, the 11 elements of a high quality CTE program and advisory. She will be providing a professional development training for Castro Valley Unified School District soon. In the future she would like to provide a CTE teacher professional development day where all four districts CTE teachers could attend together on the same day. Superintendent Granger will be working with human resources from all the partner districts in January to discuss potentially having some common calendars among the districts.

Superintendent Granger concluded her report by sharing that the ROP will be participating in a documentary about the impact of CTE on high school students. She is excited as this is great opportunity to highlight CTE in the state.

XI. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

Trustee Evelyn Gonzalez, San Leandro USD representative, reported that the district is very sad about the passing of Trustee Vince Rosato. She shared that they are setting up a scholarship with the San Leandro Scholarship Foundation in his name.

San Lorenzo USD representative, Trustee Janet Zamudio, and Hayward USD representative, Trustee Lisa Brunner, shared that their respective districts are just waiting on the outcomes of their Board elections.

XII. Recess to Closed Session

The meeting was called into closed session at 6:33 pm.

A. Personnel (Government Code Section 54957) Public Employee Appointment/Employment: Superintendent's Contract

B. Personnel (Government Code Section 54957) Public Employee Appointment/Discipline/Dismissal/Release

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

The meeting resumed to open session at 7:16 p.m.

A. Public Employee Appointment/Employment Government Code Sec. 54957): Superintendent's Contract

No action was taken.

B. Personnel (Government Code Section 54957) Public Employee Appointment/Discipline/Dismissal/Release

No action was taken.

XIII. Adjournment

The meeting was adjourned at 7:17 p.m.

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: December 8, 2016
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 October 19, 2016 through November 9, 2016 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: December 8, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Personnel Coordinator
SUBJECT: Request the Governing Board to approve the Personnel Action Items

CURRENT SITUATION

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

CONSENT CALENDAR

Information Items





DATE: December 8, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: CDE Course Review – Auto Refinishing

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: Auto Refinishing, the statistics provided are derived from the 2015-2016 C101 follow-up study completed June 2016.

RECOMMENDATION

Information only



DATE: December 8, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: CDE Course Review – Auto Technology Pathway

BACKGROUND

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

CURRENT SITUATION

Attached is the Course Review for the following program: Auto Technology Pathway, 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:		Castro Valley High, San Leandro High	
PROGRAM:		Beginning Mechanics (CV), Auto Mechanics (SLE)		INSTRUCTOR:		Darren Rees (CV), Andy Shyers (SLE)	
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	
Beginning Mechanics		126		97		97	
Auto Mechanics		86		115		123	
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: Modern Automotive Technology (CV)				Author: James E. Duffy		Edition: 8th	
Text Book: Modern Automotive Technology (SLE)				Author: James E. Duffy		Edition: 7th	
NO.	YES	NO					
1.	✗		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: Period/Block		SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:
			Varies		1-4	60/90 Mins	25+
2.	✗		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.				
3.	✗		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	✗		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	✗		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	✗		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance.				
			Comments:				
7.	✗		LABOR MARKET NEEDS – Course meets current or future labor market needs.				
8.	✗		WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.	✗		COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)				
10.	✗		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.				
11.	✗		FACILITIES AND EQUIPMENT ACCOMMODATION				
			<input checked="" type="checkbox"/> District will provide a facility which adequately accommodates the program.				
			<input type="checkbox"/> EAROP will provide a facility which adequately accommodates the program.				
			<input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
OTHER CONSIDERATIONS:							
<input type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification			
<input checked="" type="checkbox"/> Community College Articulation - Chabot, Las Positas				<input checked="" type="checkbox"/> Strong Business or Industry Partnership			
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -			
COMPLIANCE CATEGORIES							
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> R – Reduce Program: Downsizing program.	
						<input type="checkbox"/> S/T - Suspend/ Terminate program.	

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

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		Eden Area ROP Center	
PROGRAM:		AUTO TECHNOLOGY		INSTRUCTOR:		DAVID ESPINOZA, JOSE SANCHEZ	
Course Name		Enrollment as of 15/16 Year to Date	Enrollment as of 14/15 Year to Date	Enrollment as of 13/14 Year to Date			
Auto Technology		118	140	133			
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: Modern Automotive		Author: N/A		Edition: 8th			
NO.	YES	NO					
1.	✗		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	
			4	4	3hrs.	25+	
2.	✗		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.				
3.	✗		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	✗		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	✗		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	✗		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance.				
			Comments:				
7.	✗		LABOR MARKET NEEDS – Course meets current or future labor market needs.				
8.	✗		WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.	✗		COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)				
10.	✗		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.				
11.	✗		FACILITIES AND EQUIPMENT ACCOMMODATION				
			<input type="checkbox"/> District will provide a facility which adequately accommodates the program.				
			<input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program.				
			<input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
OTHER CONSIDERATIONS:							
<input type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification			
<input checked="" type="checkbox"/> Community College Articulation - Chabot, Las Positas				<input checked="" type="checkbox"/> Strong Business or Industry Partnership			
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -			
COMPLIANCE CATEGORIES							
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> R – Reduce Program: Downsizing program.	
						<input type="checkbox"/> S/T - Suspend/ Terminate program.	

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

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		Eden Area ROP Center	
PROGRAM:		AUTO REFINISHING		INSTRUCTOR:		DANIEL PAREJA	
Course Name		Enrollment as of 15/16 Year to Date	Enrollment as of 14/15 Year to Date	Enrollment as of 13/14 Year to Date			
Auto Refinishing		60	61	67			
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: Auto Collision Repair Technology				Author: N/A		Edition: 5th	
NO.	YES	NO					
1.	x		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	
			2	2	3hrs.	25+	
2.	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 type="checkbox"/> District will provide a facility which adequately accommodates the program.				
			<input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program.				
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						<input type="checkbox"/> S/T - Suspend/ Terminate program.	



DATE: December 8, 2016
TO: Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Sheila Lawrence, Assistant Director of Offsite Programs
SUBJECT: Advisory Committee Meetings

BACKGROUND

Advisory committees are established in instructional areas to provide the advice and support of business, labor, and industry to maintain high quality career technical education programs. In an advisory capacity, these committees assist the ROP faculty in the development and implementation of career technical programs. The advisory members work with the instructional staff to integrate rigor, relevancy and workplace skills. Advisory members help to establish community classroom and cooperative learning experiences.

CURRENT SITUATION

Our group Advisory committee meetings for our courses were held on November 9, 2016 at 6:00 pm, at the San Leandro Senior Center. New this year, parents and students were invited to attend and all committee members had to be approved by their respective governing boards prior to the meeting.

RECOMMENDATION

Information only



DATE: December 8, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: College and Career Readiness Indicator Update

BACKGROUND

As part of the State's new accountability plan under the Common Core and Local Control Accountability Plan process, this January the new accountability system will be made public. There are six state indicators in the new system and they will be displayed in a dashboard format to indicate a district's progress on addressing each indicator. The six indicators are: College and Career Readiness, Academics, Chronic Absenteeism, Graduation Rate, English Learner, and Suspension Rate.

CURRENT SITUATION

The College and Career Readiness Indicator has four levels: not prepared, approaching prepared, prepared and well prepared. There are multiple ways that students can demonstrate their college and career readiness with this State rubric. Superintendent Granger will give a presentation indicating how career technical education classes support students meeting this indicator.

RECOMMENDATION

Information only

Action Items





DATE: December 08, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the 2016-2017 First Interim Budget Report

CURRENT SITUATION

First Interim Report reflects revenues and expenditures as of October 31, 2016. 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 First 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 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, 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 First Interim Budget Report.



DATE: December 8, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2016

CURRENT SITUATION

Pursuant to the standards for financial and compliance audits, the Eden Area ROP is audited by an independent auditor in compliance with the Government Auditing Standards, issued by the Controller General of the United States, and Standards and Procedures for Audits of California K-12 Local Educational Agencies, as prescribed by the State Controller.

For the fiscal year ending June 30, 2016, Eden Area ROP exhibits compliance with the Governmental Accounting Standards Board (GASB) Statement No. 34 – *“Basic Financial Statement – and Management’s Discussion and Analysis – for State and Local Governments”*. Included in the report, is the Eden Area ROP management analysis of the Program’s overall financial position called the Management Discussion and Analysis (MD&A). Per GASB statement No. 34, Fund financial statements now focus on major funds and they are prepared using the full accrual accounting method, including the reporting of major classes of capital assets.

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

RECOMMENDATION

It is recommended that the ROP Governing Board approve the Annual Independent Auditor’s Report for the year ending June 30, 2016.