

GOVERNING BOARD MEETING AGENDA

Thursday, November 3, 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, November 3, 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. Board Member Recognition

A. Board Member: Vince J. Rosato

VI. Approval of Agenda

VII. Student of the Month

A. Presentation of ROP Student of the Month Awards (page 4)

VIII. Consent Calendar

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

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of October 6, 2016 (pages 5-8)
- B. Request the Governing Board to approve the Bill Warrants (pages 9-14)
- C. Request the Governing Board to approve the Personnel Action Items (pages 15-16)
- D. Request the Governing Board to approve the Listed Donations-Paul Freitas (page 17)
- E. Request the Governing Board to approve the Listed Donations-Miles Perez (page 18)
- F. Request the Governing Board to approve the List of Charter Bus Companies for Transportation (pages 19-22)
- G. Request the Governing Board to approve the Contract with American Stage Tours for Sophomore Tour Transportation for the 2016-2017 School Year (pages 23-41)
- H. Request the Governing Board to approve the Agreement with Avi Black for the California Career Pathways Trust Grant (pages 42-52)
- I. Request the Governing Board to approve the Contracts with Castro Valley/Eden Area, Hayward and San Leandro Chambers of Commerce for the California Career Pathways Trust Grant (pages 53-89)
- J. Request the Governing Board to approve the Lease Agreement with Fries Properties for the Electrical Trainee Program-Hayward (page 90-93)
- K. Request the Governing Board to approve the Advisory Committee Members (pages 94-113)
- L. Request the Governing Board to approve the Application for CCSD Waivers (pages 114-115)

IX. Information Items

- A. CDE Course Review-First Responders (pages 116-117)
- B. Recognition of the Eden Area ROP Teacher of the Year (page 118)
- C. California Career Pathways Trust Grant Update (page 119)

Superintendent's Report

X. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XI. Recess to Closed Session

- 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

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

XIII. Adjournment



DATE: November 3, 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 November:

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

RECOMMENDATION

Information only

Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board
October 6, 2016**

I. Call to Order

Board President, Gary Howard, called the meeting to order at 5:30 p.m. on Thursday, October 6, 2016 at Castro Valley Unified School District's Board Room, 4400 Alma Avenue., Castro Valley, CA 94546.

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 5:39 pm
Vince Rosato, 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
Evan Goldberg	Grant Coordinator
Marites Fermin	Business Manager

ROP Staff in Attendance:

Gabriela Juarez	Superintendent's Administrative Assistant
Jeff Vendsel	Photography Instructor, Castro Valley High School

III. Pledge of Allegiance

Sheila Lawrence led the Pledge of Allegiance.

IV. Mission Statement

Evan Goldberg read the Eden Area ROP mission statement.

V. Approval of Agenda

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

AYES:	3 (Howard, Rosato, Zamudio)
NOES:	0
ABSTAIN:	0
ABSENT:	1 (Brunner)

VI. Consent Calendar

Trustee Janet Zamudio moved to approve the Consent Agenda items as follows:

- A. Approve the Minutes of the Regular Governing Board Meeting of September 1, 2016
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Listed Donations-Vicente Gonzalez
- E. Approve the Quarterly Report on Williams Act Complaints and Resolutions
- F. Approve the Revised Donation, Assignment and Assumption Agreement with Construction Craft Training Center (CCTC)
- G. Approve the Lease Agreement with L&M Investments for the Electrical Trainee Program-Turlock
- H. Approve the Sublease Agreement with American Home Inspectors Training (AHIT)

Trustee Vince Rosato seconded the motion.

AYES: 3 (Howard, Rosato, Zamudio)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Brunner)

VII. Information Items

A. CDE Course Review-Photography

Sheila Lawrence, Assistant Director of Offsite Programs, presented information on the Photography program. Students are trained for various areas of specialization within the photography industry. They learn the production process, editing process, film exposure, creating print and working with digital photos. Students learn concepts of art and entrepreneurship in the photography field. The program is offered at Castro Valley, Mt. Eden, Hayward, Arroyo and San Lorenzo High Schools. The course is UC approved as "g" and "f" credit and is articulated with Chabot College and Ohlone College. Mrs. Lawrence introduced the Castro Valley High School Photography teacher, Jeff Vendsel, to give a brief presentation.

Mr. Vendsel shared that all the photography courses at the other high schools are aligned through articulations, advisory boards, school wide learner outcomes, career and college prep, building workplace skills and demonstrating effective communication and critical thinking skills. In this course students learn visual literacy that includes technical skills in traditional dark room process for historical context, digital photography for contemporary training, work place skills, photo shop and studio lighting.

B. Back to School Night

Mr. Craig Lang, Director, reported information about the Back to School Night. Back to School Night was held on September 21, 2016. In addition to parents coming to visit the classrooms they were able to participate in hands on activities. It was extremely well attended.

C. Principal's Breakfast

Sheila Lawrence, Assistant Director of Offsite Programs, shared that the annual Principal's Breakfast was held on September 29, 2016 to provide professional development to the principals. The attendees were given an informational packet. ROP staff discussed the CTE Incentive Grant, the Federal Program Monitoring and how to prepare it, the benefits of having the same start date for school, the CPT grant and student services.

VIII. Action Items

A. Request the Governing Board to approve the MOU with Leadership Public Schools

Upon review of and a motion by Trustee Vince Rosato and a second by Trustee Janet Zamudio, the Governing Board approved the MOU with Leadership Public Schools.

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

IX. Superintendent's Report

Superintendent Granger, started her report by sharing the letter received from ACOE regarding the 2016-2017 adopted budget. The letter stated that ACOE approved the adopted budget.

Ms. Granger shared that one of her goals was to complete an annual report for the ROP. The annual report highlights last year's significant accomplishments at the ROP.

Superintendent Granger reported that there has been a lot of focus on CTE in the last year in part due to the CCPT Grant, CTE Incentive Grant and Perkins funding.

She concluded her report by sharing that the ROP will be providing professional development to CTE teachers at San Leandro and San Lorenzo Unified School Districts. The ROP is also planning to provide a similar professional development at the other two school districts.

X. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

None

XI. Recess to Closed Session

The meeting was called into closed session at 6:06 pm.

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

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

The meeting resumed to open session at 6:17 p.m.

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

No action was taken.

XIII. Adjournment

The meeting was adjourned at 6:17 p.m.

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: November 3, 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 September 21, 2016 through October 14, 2016 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: November 3, 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 INFORMATION

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

CONSENT CALENDAR



DATE: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the ROP Governing Board to approve the Listed Donations- Paul Freitas

CURRENT SITUATION

Occasionally, gifts or monetary items are donated to the ROP. Paul Freitas donated a 2001 Volvo S60 Turbo to the Eden Area ROP Auto Technology program.

A letter of acceptance will be sent to all donors.

FISCAL IMPACT SOURCE

Not applicable

FUNDING

Not applicable

CONSENT CALENDAR



DATE: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the ROP Governing Board to approve the Listed Donations-Miles Perez

CURRENT SITUATION

Occasionally, gifts or monetary items are donated to the ROP. Miles Perez donated personal protective equipment (Turn-Out Gear) to the Eden Area ROP First Responder program.

A letter of acceptance will be sent to all donors.

FISCAL IMPACT SOURCE

Not applicable

FUNDING

Not applicable

CONSENT CALENDAR



DATE: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request for Governing Board to approve the List of Charter Bus Companies for Transportation

BACKGROUND

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

CURRENT SITUATION

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

CHARTER BUS COMPANIES
American Stage Tours
Marin Charter
Professional Charter

CONSENT CALENDAR



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/19/2016

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

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

PRODUCER TIB Transportation Ins Brokers 425 West Broadway, Suite 400 Glendale CA 91204	CONTACT NAME: AJ Mireles PHONE (A/C, No., Ext): 818-246-2800 FAX (A/C, No.): 818-246-4690 E-MAIL ADDRESS: amireles@tibinsurance.com
INSURED American Stage Tours, LLC 1488 Soccer Court Concord CA 94518	INSURER(S) AFFORDING COVERAGE INSURER A: Lancer Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
AMERI-3	NAIC # 26077

COVERAGES

CERTIFICATE NUMBER: 1720827519

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL155380#14	7/14/2016	7/14/2017	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y		BA152849#14	7/14/2016	7/14/2017	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

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

CERTIFICATE HOLDER**CANCELLATION**

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

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

AUTHORIZED REPRESENTATIVE

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MARIAR-01

NCVAXM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2016

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

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

PRODUCER American Highways Ins. Agency 3250 Interstate Drive Richfield, OH 44286	CONTACT NAME: Anita Milligan PHONE (A/C, No, Ext): (800) 935-2442 FAX (A/C, No): (330) 659-8912 E-MAIL: service@highwaysinsurance.com ADDRESS: service@highwaysinsurance.com
INSURED Marin Airporter dba Marin Charter and Tours 8 Lovell Ave. San Rafael, CA 94901	INSURER(S) AFFORDING COVERAGE INSURER A: National Interstate Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 32620

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			XPP1102170-12	02/01/2016	02/01/2017	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	X		XPP1102170-12	02/01/2016	02/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	XWC1102170-12	02/01/2016	02/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Phys. Dam. Deductibles:

Charter Vehicles: \$20,000 Specified Perils/Collision

All Other Vehicles: \$5,000 Specified Perils/\$10,000 Collision

Private Passenger/Service Vehicles: \$2,500 Comprehensive/Collision

Eden Area Regional Occupation Program is additional insured on the auto liability pursuant to the terms and conditions of the policy.

CERTIFICATE HOLDER

CANCELLATION

Eden Area Regional Occupation Program
26316 Hesperian Blvd.
Attn: Jennifer Aguilar
Hayward, CA 94545

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

AUTHORIZED REPRESENTATIVE

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DATE: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Sheila Lawrence, Assistant Director of Off-site Programs
SUBJECT: Request the Governing Board to approve the Contract with American Stage Tours for Sophomore Tour Transportation for the 2016-2017 School Year

BACKGROUND

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

CURRENT SITUATION

For the 2016-2017 school year the contract between American Stage Tours and the Eden Area ROP is outlined below:

School	Tour Date	Amount
San Leandro High School	12/02/16	\$ 5,455.00
San Lorenzo High School	12/09/16	4,430.00
Arroyo High School	12/16/16	5,355.00
Castro Valley High School	1/26/17 & 1/27/17	8,860.00
Hayward High School	2/03/17	4,430.00
Mt. Eden High School	2/10/17	5,455.00
Tennyson High School	2/17/17	3,295.00
Nea Community Charter	2/24/17	800.00
Total		\$38,080.00

CONSENT CALENDAR

AMERICAN STAGE TOURS



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Friday, August 26, 2016

Charter No. : 23024

Phone: 510-293-2950

Fax:

Order Date 06/30/16

SalesRep: Charles Williams

The attached Charter 23024 in the amount of \$5,455.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

1. 16 consecutive hours on duty in any one day.
2. Of this 16 hours, a maximum of 10 hours may be actual driving hours.
3. Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum of eight (8) hours off duty before local service may be performed or to begin an extended period of driving. American Stage recommends a minimum of ten (10) hours off duty.

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Date

Charter Party Signature

Date

9/2/16



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

Charter Confirmation

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Confirmed: 08/26/16
Charter No. : 23024

Phone: 510-293-2950

Order Date 06/30/16
SalesRep: Charles Williams

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

Group Name: **Eden Area ROP**

Group Leader: **Sergio Sanders**

Destination: **Hayward, CA**

Leave Date: **Friday, December 02, 2016**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

Coaches: **5**

Equipment: **2-48 & 3-56 passengers**

Requested Driver:

Return Date: **Friday, December 02, 2016**

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


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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$5,455.00</u>
08/26/16	Signed Contract			Amount Paid	\$0.00
11/18/16	Final Payment			Balance Due	\$5,455.00

This will give you total of 530 passengers
265 for each trip

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

Please call if you have any questions.


Charter Party Authorized Signature

9/2/16
Date

Charles Williams
Tour Coordinator



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

S.P.A.B Terms and Conditions

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Friday, August 26, 2016

Charter No. : 23025
Phone: 510-293-2950
Fax:
Order Date 06/30/16
SalesRep: Eric Gerrick

The attached Charter 23025 in the amount of \$4,430.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

1. 16 consecutive hours on duty in any one day.
2. Of this 16 hours, a maximum of 10 hours may be actual driving hours.
3. Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum of eight (8) hours off duty before local service may be performed or to begin an extended period of driving. American Stage recommends a minimum of ten (10) hours off duty.

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Date _____
Charter Party Signature _____

Date 9/2/16



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

Charter Confirmation

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Confirmed: **08/26/16**
Charter No. : **23025**

Phone: **510-293-2950**

Order Date **06/30/16**
SalesRep: **Eric Gerrick**

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

Group Name: **Eden Area ROP**

Group Leader: **Sergio Sanders**

Destination: **Hayward, CA**

Leave Date: **Friday, December 09, 2016**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Pickup **San Lorenzo High School**

Location: **50 East Lewelling Blvd.**

San Lorenzo

Coaches: **4**

Equipment: **1-48 & 3-56 passenger**

Requested Driver:

Return Date: **Friday, December 09, 2016**

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

Destination **Eden Area ROP**

Details: **26316 Hesperian Blvd.**


Hayward, CA 94545

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$4,430.00</u>
08/26/16	Signed Contract			Amount Paid	\$0.00
11/25/16	Final Payment			Balance Due	\$4,430.00

This will give you total of 360 passengers
180 for each trip

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

Please call if you have any questions.

 **9/2/16**
Charter Party Authorized Signature Date

Eric Gerrick
Tour Coordinator



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

S.P.A.B Terms and Conditions

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Thursday, October 27, 2016

Charter No. : **23026**
Phone: **510-293-2950**
Fax:
Order Date **06/30/16**
SalesRep: **Eric Gerrick**

The attached Charter 23026 in the amount of \$5,355.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Charter Party Signature

Date



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

Charter Confirmation

Confirmed: **10/27/16**

Charter No. : **23026**

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: **510-293-2950**

Order Date **06/30/16**

SalesRep: **Eric Gerrick**

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

Group Name: **Eden Area ROP**

Coaches: **5**

Group Leader: **Sergio Sanders**

Equipment: **1-26, 1-48 & 3-56 passengers**

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Friday, December 16, 2016**

Return Date: **Friday, December 16, 2016**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

Pickup **Arroyo High School**

Destination **Eden Area ROP**

Location: **15701 Lorenzo Ave.**
San Lorenzo, CA 94580

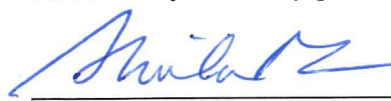
Details: **26316 Hesperian Blvd.**
Hayward, CA 94545

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$5,355.00</u>
08/26/16	Signed Contract		09/06/16	<u>Amount Paid</u>	<u>\$0.00</u>
12/02/16	Final Payment			Balance Due	\$5,355.00

This will give you total of 484 passengers
242 for each trip

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

Please call if you have any questions.

 10/27/16
Charter Party Authorized Signature Date

Eric Gerrick
Tour Coordinator



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

S.P.A.B Terms and Conditions

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Friday, August 26, 2016

Charter No. : 23027
Phone: 510-293-2950
Fax:
Order Date 06/30/16
SalesRep: Eric Gerrick

The attached Charter 23027 in the amount of \$4,430.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

1. 16 consecutive hours on duty in any one day.
2. Of this 16 hours, a maximum of 10 hours may be actual driving hours.
3. Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum of eight (8) hours off duty before local service may be performed or to begin an extended period of driving. American Stage recommends a minimum of ten (10) hours off duty.


OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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


Charter Party Signature

9/2/16
Date



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

Charter Confirmation

Confirmed: 08/26/16
Charter No. : 23027

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950
Order Date 06/30/16
SalesRep: Eric Gerrick

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

Group Name: **Eden Area ROP**

Coaches: **4**

Group Leader: **Sergio Sanders**

Equipment: **48 passenger**

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Thursday, January 26, 2017**

Return Date: **Thursday, January 26, 2017**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

Pickup Location: **Castro Valley High School
19400 Santa Maria Avenue
Castro Valley, CA 94546**

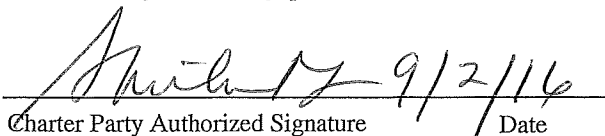
Destination Details: **Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545**

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$4,430.00</u>
08/26/16	Signed Contract			Amount Paid	\$0.00
01/05/17	Final Payment			Balance Due	\$4,430.00

This will give you total of 371 passengers
186 for each trip

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

Please call if you have any questions.


Charter Party Authorized Signature Date

Eric Gerrick
Tour Coordinator



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

S.P.A.B Terms and Conditions

Friday, August 26, 2016

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Charter No. : 23028
Phone: 510-293-2950
Fax:
Order Date 06/30/16
SalesRep: Eric Gerrick

The attached Charter 23028 in the amount of \$4,430.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

1. 16 consecutive hours on duty in any one day.
2. Of this 16 hours, a maximum of 10 hours may be actual driving hours.
3. Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum of eight (8) hours off duty before local service may be performed or to begin an extended period of driving. American Stage recommends a minimum of ten (10) hours off duty.

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Date _____
Charter Party Signature 

Date 9/2/16



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

Charter Confirmation

Confirmed: 08/26/16
Charter No.: 23028

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950
Order Date: 06/30/16
SalesRep: Eric Gerrick

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

Group Name: **Eden Area ROP**
Group Leader: **Sergio Sanders**
Destination: **Hayward, CA**

Coaches: **4**
Equipment: **1-48 & 3-56 passengers**
Requested Driver:

Leave Date: **Friday, January 27, 2017**
Spot Time: **8:00 am**
Leave Time: **8:30 am**

Return Date: **Friday, January 27, 2017**


Pickup Location: **Castro Valley High School
19400 Santa Maria Avenue
Castro Valley, CA 94546**

Retn\Drop Time: **3:30 pm**
Destination Details: **Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545**

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$4,430.00</u>
08/26/16	Signed Contract			Amount Paid	\$0.00
01/13/17	Final Payment			Balance Due	\$4,430.00

This will give you total of 371 passengers
186 for each trip

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

 9/2/16
Charter Party Authorized Signature Date

Eric Gerrick
Tour Coordinator



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

S.P.A.B Terms and Conditions

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Friday, August 26, 2016

Charter No. : 23029
Phone: 510-293-2950
Fax:
Order Date 06/30/16
SalesRep: Eric Gerrick

The attached Charter 23029 in the amount of \$4,430.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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


OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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


Charter Party Signature

9/2/16
Date



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

Charter Confirmation

Confirmed: 08/26/16
Charter No. : 23029

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950
Order Date 06/30/16
SalesRep: Eric Gerrick

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

Group Name: **Eden Area ROP**
Group Leader: **Sergio Sanders**
Destination: **Hayward, CA**

Coaches: 4
Equipment: 1-48 & 3-56 passengers
Requested Driver:

Leave Date: **Friday, February 03, 2017**
Spot Time: **8:00 am**
Leave Time: **8:30 am**

Return Date: **Friday, February 03, 2017**

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

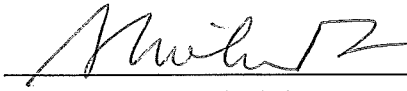
Pickup Location: **Hayward High School
1633 East Ave
Hayward, CA 94540**

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$4,430.00</u>
08/26/16	Signed Contract			Amount Paid	\$0.00
01/20/17	Final Payment			Balance Due	\$4,430.00

This will give you total of 360 passengers
180 for each trip

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


Charter Party Authorized Signature

9/2/16
Date

Eric Gerrick
Tour Coordinator



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

Charter Confirmation

Confirmed: 10/27/16
Charter No. : 23031

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950
Order Date 06/30/16
SalesRep: Eric Gerrick

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

Group Name: **Eden Area ROP**

Coaches: 5

Group Leader: **Sergio Sanders**

Equipment: 3-47 & 3-56 passengers

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Friday, February 10, 2017**

Return Date: **Friday, February 10, 2017**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

Pickup **Mt. Eden High School**

Destination **Eden Area ROP**

Location: **2300 Panama St
Hayward, CA 94545**

Details: **26316 Hesperian Blvd.
Hayward, CA 94545**

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$5,455.00
08/26/16	Signed Contract		09/06/16	Amount Paid	\$0.00
01/27/17	Final Payment			Balance Due	\$5,455.00

This will give you total of 524 passengers
262 for each trip

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

Charter Party Authorized Signature

10/27/16

Date

Eric Gerrick
Tour Coordinator



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

S.P.A.B Terms and Conditions

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Thursday, October 27, 2016

Charter No. : **23031**
Phone: **510-293-2950**
Fax:
Order Date **06/30/16**
SalesRep: **Eric Gerrick**

The attached Charter 23031 in the amount of \$5,455.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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

Charter Party Signature

Date



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

S.P.A.B Terms and Conditions

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Friday, August 26, 2016

Charter No. : 23032
Phone: 510-293-2950
Fax:
Order Date 06/30/16
SalesRep: Eric Gerrick

The attached Charter 23032 in the amount of \$3,295.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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


OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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



Charter Party Signature

9/2/16

Date



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

Charter Confirmation

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Confirmed: 08/26/16
Charter No. : 23032
Phone: 510-293-2950
Order Date 06/30/16
SalesRep: Eric Gerrick

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

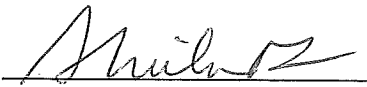
Group Name: **Eden Area ROP**
Group Leader: **Sergio Sanders**
Destination: **Hayward, CA**
Leave Date: **Friday, February 17, 2017**
Spot Time: **8:00 am**
Leave Time: **8:30 am**
Pickup Location: **Tennyson High School
27035 Whitman St.
Hayward, CA 94544**

Coaches: **3**
Equipment: **1-48 & 2-56 passengers**
Requested Driver:
Return Date: **Friday, February 17, 2017**
Retn\Drop Time: **3:30 pm**
Destination Details: **Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545**

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>		<u>Transport Charge:</u>	<u>\$3,295.00</u>
08/26/16	Signed Contract				Amount Paid	\$0.00
02/03/17	Final Payment				Balance Due	\$3,295.00

This will give you total of 255 passengers
168 for each trip

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


Charter Party Authorized Signature

9/2/16
Date

Eric Gerrick
Tour Coordinator

AMERICAN STAGE TOURS



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

S.P.A.B Terms and Conditions

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Friday, September 02, 2016

Charter No. : 23033
Phone: 510-293-2950
Fax:
Order Date 06/30/16
SalesRep: Eric Gerrick

The attached Charter 23033 in the amount of \$800.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit

RATES:

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

DEPOSITS:

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

CANCELLATIONS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

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

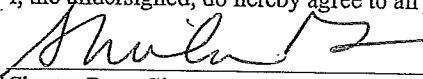
OVERNIGHT CHARTER TRIPS:

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

DISCLAIMER:

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

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


Charter Party Signature

Date

9/2/16

AMERICAN STAGE TOURS



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

Charter Confirmation

Confirmed: 09/02/16
Charter No. : 23033

Sergio Sanders
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950
Order Date 06/30/16
SalesRep: Eric Gerrick

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

Group Name: **Eden Area ROP**

Coaches: 1

Group Leader: **Sergio Sanders**

Equipment: 48 passenger

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Friday, February 24, 2017**

Return Date: **Friday, February 24, 2017**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Retn\Drop Time: **11:30 am**

Pickup Location: **Alameda Community Learning Center
1900 Third Street
Alameda, CA 94501**

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$800.00</u>
09/16/16	Signed Contract			Amount Paid	\$0.00
02/10/17	Final Payment			Balance Due	\$800.00

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

Charter Party Authorized Signature

9/2/16
Date

Eric Gerrick
Tour Coordinator



DATE: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Evan Goldberg, Grant Coordinator
SUBJECT: Request the Governing Board to approve the Agreement with Avi Black for the California Career Pathways Trust Grant

BACKGROUND

In July 2015, the Eden Area ROP was awarded a \$5.8 million grant for the California Career Pathways Trust Round 2 grant. Part of this grant included funding for Local Pathway Action Teams or LPATs, which are “communities of practice” between similar pathways in the four Eden Area ROP districts and Chabot College. The LPATs require skilled facilitation and coordination. Funding for this role was including in the technical assistance line item of the budget.

CURRENT SITUATION

The attached contract codifies our working agreement with independent contractor, Avi Black, who will be coordinating two LPAT groups this upcoming year in the Public Service sector.

Fiscal Impact: Mr. Black will receive \$10,000 from the CPT grant for coordinating and facilitating the two Public Service LPAT groups.

CONSENT CALENDAR

Independent Contractor Agreement Avi Black

This Agreement is entered into between the Eden Area ROP (EAROP) and Avi Black (CONTRACTOR). EAROP is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR is specially trained, experienced, and competent to provide such services.

The parties agree as follows:

1. **Services:** CONTRACTOR agrees to provide the services described in the attached Scope of Work. SEE "Scope of Work for Avi Black."
2. **Terms:** CONTRACTOR shall commence work on August 15, 2016. The work shall be completed no later than June 30, 2016.
3. **Compensation:** For the full performance of this Agreement, EAROP shall pay CONTRACTOR a total fee of ten-thousand dollars, (\$10,000) payable as follows: EAROP shall pay Avi Black quarterly (November 1, January 1, April 1 and June 30). Quarterly payments will be two-thousand, five-hundred dollars (\$2,500).
4. **Limitation of Liability:** It is understood and agree that the EAROP will have no liability to CONTRACTOR or any other party for any loss or damage) which may arise from provision of these services.
5. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this agreement, *except*:
6. **Notices/Invoicing:** All notices and invoices provided under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

EAROP Contract Coordinator/Representative

Name: Evan Goldberg
Location/Site: EAROP Office
Address: 26316 Hesperian Blvd.
Hayward, CA 94545
Ph./Email: (510) 293-2930 egoldberg@edenrop.org

Contractor

Name: AVI BLACK
Title: INDEPENDENT CONTRACTOR
Address: 1300 ORDWAY STREET
BERKELEY, CA 94702
Phone/Email: 510-301-7628
aviblack56@gmail.com

7. **Status of Contractor:** This is not an employment contract. CONTRACTOR is an independent contractor. CONTRACTOR is responsible for providing Unemployment Insurance and Workers' Compensation coverage for CONTRACTOR'S employees and for payment of all federal, state, and local payroll taxes for and on behalf of CONTRACTOR'S employees.
8. **Fingerprinting:** By execution of this Agreement, the CONTRACTOR acknowledges that Education Code Section 45125.1 applies to contracts for the provision of school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, pupil transportation, and school site foo-related services, and any similar services. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice for a criminal records check, unless the EAROP determines that the CONTRACTOR and the CONTRACTOR'S employees will have limited contact with pupils. In making this determination, EAROP will consider the totality of the circumstances, including factors such as length of time the CONTRACTOR and the CONTRACTOR's employees will be on the grounds of EAROP or Eden Area School District (Castro Valley, Hayward, San Leandro, and San Lorenzo USDs) and whether pupils will be in proximity to the site where the CONTRACTOR or the CONTRACTOR'S employees will be alone or with others.
- A. EAROP Determination of Fingerprinting Requirement Application
EAROP has considered the totality of the circumstances concerning the Project and has determined that the CONTRACTOR and CONTRACTOR'S employees (check one)
☐ are subject to the fingerprinting requirements of Education Code Sections 45125.1 and or 45125.2 and Paragraph B (below) is applicable (See Appendix E)
☒ are NOT subject to the fingerprinting requirements of Education Code Sections 45125.1 and or 45125.2 and Paragraph C (below) is applicable.
- B. If EAROP has determined that fingerprinting is required, the CONTRACTOR expressly acknowledges that (1) CONTRACTOR and all of CONTRACTOR's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice together with the requisite fee as set forth in Education Code Section 45125.1; (2) CONTRACTOR shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) CONTRACTOR shall certify in writing to EAROP that none of its employees who may come in contact with students have been convicted of a serious or violent felony; and (4) CONTRACTOR shall provide to EAROP a list of names of its employees who may come in contact with students. The CONTRACTOR is required to fulfill these requirements at its own expense. (See Appendix E)
- C. Even if EAROP has determined that fingerprinting is not required, the CONTRACTOR expressly acknowledges that the following conditions shall apply to any work performed by the CONTRACTOR and/or CONTRACTOR'S employees on an EAROP or Eden Area School District site:
- (1) CONTRACTOR and CONTRACTOR'S employees shall check in with the main office on site each day immediately upon arrival;
 - (2) CONTRACTOR and CONTRACTOR'S employees shall inform site office staff of their proposed activities and location on the site;
 - (3) Once at such location, CONTRACTOR and CONTRACTOR'S employees shall not change locations without contacting the site office;
 - (4) CONTRACTOR and CONTRACTOR'S employees shall not use student restroom facilities; and
 - (5) CONTRACTOR and/or CONTRACTOR's employees find themselves alone with a student, CONTRACTOR and CONTRACTOR'S employees shall immediately contact the site office and request that a member of school site staff be assigned to the work location.

9. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this agreement.
10. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior consent of EAROP.
11. **Non-Discrimination:** CONTRACTOR shall not engage in unlawful discrimination in the employment of persons because of race, color, national origin, age, ancestry, sex, marital status, medical condition, or physical handicap.
12. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend EAROP and its officers, agents, and employees from any and all claims and losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with its performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend EAROP and its officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this agreement.
13. **Copyright:** Any written and training products produced under this Agreement shall be a work for hire and shall be the property of EAROP. EAROP shall have the right to secure a copyright and the product may not be used, in any manner, without EAROP's written permission.
14. **Waiver:** No delay or omission by either party in exercising any right under this agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
15. **Termination:** EAROP may at any time terminate this Agreement upon 30 days written notice to CONTRACTOR. EAROP shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, EAROP may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, EAROP may secure the required services from another contractor.
16. **Litigation:** If any litigation is initiated to enforce or interpret this Agreement, the prevailing party shall be entitled to reasonable attorney's fees. This Agreement shall be governed by the laws of the State of California.
17. **Completeness of Agreement:** This Agreement constitutes the entire understanding of the parties and any changes shall be agreed to in writing.
18. **Approval:** This Agreement (3 pages total) shall become effective upon its approval by the undersigned persons.

Eden Area ROP

By:

Evan Holley

Date:

8/26/16

Contractor

By:

Chris Paul

Date:

8/26/16

**SCOPE OF WORK
CAREER PATHWAY TRUST PARTNERSHIP AGREEMENT
BETWEEN**

**Eden Area Regional Occupational Program and
Avi Black—Independent Contractor**

This Scope of Work, dated as of August 15, 2016 (the “Agreement”) is by and between the Eden Area Regional Occupational Program (“EAROP”) and Avi Black signing below (the “Signing Partner”) as of the date of shown on the signature page.

The main purpose of this contract is for Avi Black to serve as a facilitator for the Law and Public Service and the Social Justice LPAT (Local Pathway Action Teams) in order to:

- Build group knowledge and collegiality as per compatible pathways
- Coordinate Collaborative Event days
- Facilitate teacher involvement in an annual Articulation agreement workshop
- Facilitate a meeting on Work-Based Learning, in coordination with the EAROP WBL Specialist.

Funds from this grant are intended to fulfill the goals and outcomes of the Peralta College and Eden Area ROP *California Career Pathways Trust* grants. In these grants, EAROP, the four school districts, and Chabot College have dedicated themselves to developing career pathways for students. Overall goals for these grants are to:

- Increase the number of students with access to career pathways which include standards-based academic curricula integrated with career-relevant sequenced curricula aligned with high-skill, high wage, high-growth jobs in our region,
- Increase the connectivity between employers and the classroom through a developmentally appropriate sequence of work based learning activities that increase in depth and complexity throughout the student’s academic career,
- Build intentional and collaborative support and transitions for students to help them move in a direct path from secondary to post-secondary enrollment.

The Peralta College and Eden Area ROP *California Career Pathway Trust* grants hold LPAT meetings quarterly for the following groups: Law and Public Service, Social Justice, Engineering and Advanced Manufacturing, Information and Communication Technology/Digital Media, Health and Bio-science and Counseling. LPATs typically involve pathway teachers; Chabot College faculty; school district, Chabot College and Eden Area ROP administrators and other staff as needed. In order to better coordinate LPAT meetings, LPAT facilitators will meet quarterly with Eden Area ROP and Chabot College management to coordinate meetings.

Specific Tasks of this Scope of Work include:

1. Coordinate the Law and Public Service and Social Justice LPATs.
2. Meet quarterly with Eden Area ROP administration, Chabot College administration and other LPAT facilitators to plan meeting content, coordinate activities and report on LPAT progress.
3. Develop agendas, send out meeting reminders, and maintain contact with LPAT participants.
4. Facilitate four LPAT meetings each year. Topics to include: Articulation Agreements, Work-Based Learning, Collaborative Events, and Sharing Best Practices/Results. Topics may change based upon the needs of the needs of the LPAT.

Appendix A: Work-Based Learning Continuum



LINKED LEARNING® Work-Based Learning Continuum

Career Awareness

Learning ABOUT work.

Build awareness of the variety of careers available and the role of postsecondary education; broaden student options.

Sample Student Learning Outcome
Student can articulate the type of postsecondary education and training required in the career field and its importance to success in that field.

Experience Defined by:

- One-time interaction with partner(s), often for a group of students
- Designed primarily by adults to broaden student's awareness of a wide variety of careers and occupations

Experiences might include:

- Workplace tour
- Guest speaker
- Career fair
- Visit parents at work

Career Exploration

Learning ABOUT work.

Explore career options and post-secondary for the purpose of motivating students and to inform their decision making in high school and postsecondary education.

Sample Student Learning Outcome
Student can give at least two examples of how the student's individual skills and interests relate to the career field and/or occupations.

Experience Defined by:

- One-time interaction with partner(s) for a single student or small group
- Personalized to connect to emerging student interests.
- Student takes an active role in selecting and shaping the experience.
- Depth in particular career fields.
- Builds skills necessary for in-depth work-based learning

Experiences might include:

- Informational interview
- Job shadow
- Virtual exchange with a partner

Career Preparation: Practicum and Internships

Learning THROUGH work.

Apply learning through practical experience that develops knowledge and skills necessary for success in careers and postsecondary education.

Sample Student Learning Outcome

Student builds effective collaborative working relationships with colleagues and customers; is able to work with diverse teams, contributing appropriately to the team effort.

An Experience Differentiated by:

- Direct interaction with partners over time
- Application of skills transferable to a variety of careers
- Activities have consequences and value beyond success in the classroom.
- Learning for student and benefit to partner are equally valued

Experiences might include:

- Integrated project with multiple interactions with professionals
- Student-run enterprise with partner involvement
- Virtual enterprise or other extended online interactions with partners
- Projects with partners through industry student organizations
- Service learning and social enterprises with partners
- Compensated internship connected to curriculum

Career Training

Learning FOR work.

Train for employment and/or postsecondary education in a specific range of occupations.

Sample Student Learning Outcome
Student demonstrates knowledge and skills specific to employment in a range of occupations in a career field.

An Experience Differentiated by:

- Interaction with partners over extended period of time
- Benefit to the partner is primary and learning for student is secondary
- Develop mastery of occupation specific skills
- Complete certifications or other requirements of a specific range of occupations

Experiences might include:

- Internship required for credential or entry to occupation
- Apprenticeship
- Clinical experience
- On-the-job training
- Work experience

Appendix B: Work Report

Week of:	Staff:	Grant Activities

Additional Comments (Great accomplishments, victories, challenges):

Appendix C: Invoice Form

[Institution Name/Address]

INVOICE

TO: Eden Area ROP 26316 Hesperian Blvd. Hayward, CA 94545 ATTN: Sabrina Ubhoff, EAROP Accounts Payable Technician, Finance Department Email: sabrinav@edenrop.org	Invoice No.: _____ Invoice Date: _____ Amount*: \$ _____
--	--

For Eden Area Career Pathways Consortium, Fiscal Year: July 1, 2016 through June 30, 2017,
for actual expenditures incurred and delivered in the following quarter:

☐ Q1: October 1 ☐ Q2: January 1 ☐ Q3: April 1 ☐ Q4: Jun. 30

NOTE: PLEASE PROVIDE ITEMIZED COSTS ON PAGE 2 TO SUPPORT INVOICED AMOUNT. THANK YOU!*

Check payable to: _____

Your Contact's Full Name: _____

Contact's Title: _____

Contact's Telephone no.: (____) ____ - _____

***Attachments included with this invoice:**

☐ Itemized Costs (pg.2 of Invoice)

☐ Invoice Appendix

☐ Contractor Time & Effort Certification (for each staff member working on project)

☐ Copies of invoices/receipts paid for allowable CPT project expenditures over \$200

Appendix E: Contractor/Consultant Certification of Department of Justice Clearance

(Page 1 of 2)

Contractor/Consultant Name:

AVI BLACK

Contractor/Consultant Address:

1300 ORDWAY STREET

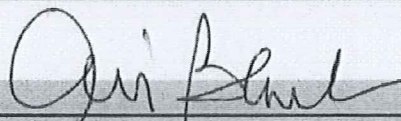
BERKELEY, CA

94702

On behalf of the agency/organization/individual named above, I hereby certify that, pursuant to Education Code 45125.1, criminal background checks have been conducted through the California Department of Justice on all employees providing services to the Eden Area ROP, pursuant to the attached contract, dated October 1, 2015.

I also certify that none of the aforementioned employees have been convicted of serious or violent felonies, as defined in Penal Code Sections 1192.7(c) and 667.5(c), respectively. Attached to this Certification is a list of names of employees who may come in contact with students.

I declare under penalty of perjury under the laws of the
State of California that the foregoing is true and correct.



Signature of Contractor/Consultant

9/15/16

Date

AVI BLACK, CONSULTANT

Printed Name and Title of Person Signing Certification

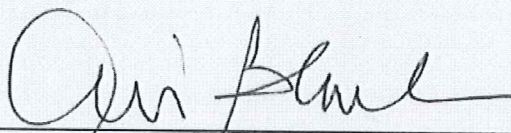
Return this completed form to Evan Goldberg, Eden Area ROP

If EAROP has determined that fingerprinting is required: (1) all Contractor's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Education Code Section 45125.1; (2) Contractor shall not permit any employee to come in contact with students until Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) Contractor shall certify in writing to EAROP that none of its employees who may come in contact with students have been convicted of a serious or violent felony; and (4) Contractor shall provide to EAROP a list of names of its employees who may come in contact with students. The Contractor is required to fulfill these requirements at its own expense.

Appendix E: Contractor/Consultant Certification of Department of Justice Clearance

(Page 2 of 2)

Listed below are the names of Contractors/Consultants and its employees and/or representatives who have received clearance from the California Department of Justice to come in contact with students, pursuant to Education Code 45125.1:



Signature of Contractor/Consultant

AVI BLACK, CONSULTANT

Printed Name and Title of Person Signing Certification

9/15/16

Date



DATE: November 3, 2016
TO: Eden Area ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Evan Goldberg, Grant Coordinator
SUBJECT: Request the Governing Board to approve the Contracts with Castro Valley/Eden Area, Hayward and San Leandro Chambers of Commerce for the California Career Pathways Trust Grant

BACKGROUND

In July 2015, the Eden Area ROP was awarded a \$5.8 million grant for the California Career Pathways Trust Round 2 grant. Part of this grant included funding to develop work-based learning experiences for career pathways in our Castro Valley, Hayward, San Leandro and San Lorenzo School Districts. Additionally, the Eden Area ROP was awarded \$275,865 from Peralta College's California Career Pathways Trust Round 1 grant to supplement this work.

CURRENT SITUATION

The attached contracts codify our working relationships with the Castro Valley/Eden Area, Hayward and San Leandro Chambers of Commerce. The contracts have a scope of work which defines expectations.

Fiscal Impact: The chambers of commerce will each receive \$70,000 from grant funds this fiscal year.

CONSENT CALENDAR



Independent Contractor Agreement

This Agreement is entered into between the Eden Area ROP (EAROP) and CASTRO Valley/EDEN AREA Chamber of Commerce (CONTRACTOR). EAROP is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR is specially trained, experienced, and competent to provide such services.

The parties agree as follows:

- 1. Services:** CONTRACTOR agrees to provide the services described in the attached Scope of Work. SEE "Scope of Work for Chambers of Commerce."
- 2. Terms:** CONTRACTOR shall commence work on October 1, 2016. The work shall be completed no later than June 30, 2017.
- 3. Compensation:** For the full performance of this Agreement, EAROP shall pay CONTRACTOR up to a total fee of seventy-thousand dollars, (\$70,000) payable as follows: EAROP shall pay Chambers of Commerce quarterly (October 1, January 1, April 1, and June 30). The October 1 payment shall cover funding from July 1-September 30. The January 1 payment will cover October 1-December 31; the April 1 payment will cover funding from January 1-March 31; the June 30 payment will cover funding from April 1-June 30. Quarterly payments shall be cost reimbursements for grant work.
- 4. Insurance:** CONTRACTOR shall maintain general liability insurance, including automobile coverage with limits of one million dollars (\$1,000,000) per occurrence of bodily injury and property damage. Evidence of insurance is attached.
- 5. Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this agreement.
- 6. Notices/Invoicing:** All notices and invoices provided under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

EAROP Contract Coordinator/Representative

Name: Evan Goldberg

Location/Site: EAROP Office

Address: 26316 Hesperian Blvd.

Hayward, CA 94545

Ph./Email: (510) 293-2930 egoldberg@edenrop.org

Contractor

Name: William R. MULGREW

Title: Executive Director

Address: 3160 Castro Valley Blvd STE 224

Castro Valley, CA 94546

Phone/Email: 510 537-5300

bmulgrew@castrovalleychamber.com

7. **Status of Contractor:** This is not an employment contract. CONTRACTOR is an independent contractor. CONTRACTOR is responsible for providing Unemployment Insurance and Workers' Compensation coverage for CONTRACTOR'S employees and for payment of all federal, state, and local payroll taxes for and on behalf of CONTRACTOR'S employees.
8. **Fingerprinting:** By execution of this Agreement, the CONTRACTOR acknowledges that Education Code Section 45125.1 applies to contracts for the provision of school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, pupil transportation, and school site food-related services, and any similar services. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice for a criminal records check, unless the EAROP determines that the CONTRACTOR and the CONTRACTOR'S employees will have limited contact with pupils. In making this determination, EAROP will consider the totality of the circumstances, including factors such as length of time the CONTRACTOR and the CONTRACTOR'S employees will be on the grounds of EAROP or Eden Area School District (Castro Valley, Hayward, San Leandro, and San Lorenzo USDs) and whether pupils will be in proximity to the site where the CONTRACTOR or the CONTRACTOR'S employees will be alone or with others.
- A. EAROP Determination of Fingerprinting Requirement Application
EAROP has considered the totality of the circumstances concerning the Project and has determined that the CONTRACTOR and CONTRACTOR'S employees (check one)
☐ are subject to the fingerprinting requirements of Education Code Sections 45125.1 and or 45125.2 and Paragraph B (below) is applicable
☐ are NOT subject to the fingerprinting requirements of Education Code Sections 45125.1 and or 45125.2 and Paragraph C (below) is applicable.
- B. If EAROP has determined that fingerprinting is required, the CONTRACTOR expressly acknowledges that (1) CONTRACTOR and all of CONTRACTOR'S employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice together with the requisite fee as set forth in Education Code Section 45125.1; (2) CONTRACTOR shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) CONTRACTOR shall certify in writing to EAROP that none of its employees who may come in contact with students have been convicted of a serious or violent felony; and (4) CONTRACTOR shall provide to EAROP a list of names of its employees who may come in contact with students. The CONTRACTOR is required to fulfill these requirements at its own expense.
- C. Even if EAROP has determined that fingerprinting is not required, the CONTRACTOR expressly acknowledges that the following conditions shall apply to any work performed by the CONTRACTOR and/or CONTRACTOR'S employees on an EAROP or Eden Area School District site:
- (1) CONTRACTOR and CONTRACTOR'S employees shall check in with the main office on site each day immediately upon arrival;
 - (2) CONTRACTOR and CONTRACTOR'S employees shall inform site office staff of their proposed activities and location on the site;
 - (3) Once at such location, CONTRACTOR and CONTRACTOR'S employees shall not change locations without contacting the site office;
 - (4) CONTRACTOR and CONTRACTOR'S employees shall not use student restroom facilities; and
 - (5) CONTRACTOR and/or CONTRACTOR'S employees find themselves alone with a student, CONTRACTOR and CONTRACTOR'S employees shall immediately contact the site office and request that a member of school site staff be assigned to the work location.

9. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this agreement.
10. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior consent of EAROP.
11. **Non-Discrimination:** CONTRACTOR shall not engage in unlawful discrimination in the employment of persons because of race, color, national origin, age, ancestry, sex, marital status, medical condition, or physical handicap.
12. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend EAROP and its officers, agents, and employees from any and all claims and losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with its performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend EAROP and its officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this agreement.
13. **Copyright:** Any written and training products produced under this Agreement shall be a work for hire and shall be the property of EAROP. EAROP shall have the right to secure a copyright and the product may not be used, in any manner, without EAROP's written permission.
14. **Waiver:** No delay or omission by either party in exercising any right under this agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
15. **Termination:** EAROP may at any time terminate this Agreement upon written notice to CONTRACTOR. EAROP shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, EAROP may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, EAROP may secure the required services from another contractor.
16. **Litigation:** If any litigation is initiated to enforce or interpret this Agreement, the prevailing party shall be entitled to reasonable attorney's fees. This Agreement shall be governed by the laws of the State of California.
17. **Completeness of Agreement:** This Agreement constitutes the entire understanding of the parties and any changes shall be agreed to in writing.
18. **Approval:** This Agreement (3 pages total) shall become effective upon its approval by the undersigned persons.

Eden Area ROP

By:

Sam Goldberg

Date:

9/22/16

Contractor

By:

Carl [Signature]

Date:

9/21/16

Went

**SCOPE OF WORK
CAREER PATHWAY TRUST PARTNERSHIP AGREEMENT
BETWEEN**

**Eden Area Regional Occupational Program and the
Castro Valley/Eden Area Chamber of Commerce**

This Scope of Work, dated as of September 15, 2016 (the "Agreement") is by and between the Eden Area Regional Occupational Program ("EAROP") and the Castro Valley/Eden Area Chamber of Commerce signing below (the "Signing Partner") as of the date of shown on the signature page.

The main purpose of this grant is for Chambers of Commerce to serve as liaisons to businesses, government, non-profit organizations, and other community organizations in order to link employers and educational institutions with a primary purpose of aggregating and making available work opportunities for students. This work begins with the Chambers existing partners and grows as time and capacity permit.

Funds from this grant are intended to fulfill the goals and outcomes of the Peralta College and Eden Area ROP *California Career Pathways Trust* grants. In these grants, EAROP, the four school districts, and Chabot College have dedicated themselves to developing career pathways for students. Overall goals for these grants are to:

- Increase the number of students with access to career pathways which include standards-based academic curricula integrated with career-relevant sequenced curricula aligned with high-skill, high wage, high-growth jobs in our region,
- Increase the connectivity between employers and the classroom through a developmentally appropriate sequence of work based learning activities that increase in depth and complexity throughout the student's academic career,
- Build intentional and collaborative support and transitions for students to help them move in a direct path from secondary to post-secondary enrollment.

Chambers will invoice the Eden Area ROP on a quarterly basis each year and provide required documentation on expenses. All expenditures must follow EDGAR, federal, and state guidelines. **Use Appendix D: Invoice Form.**

Specific Tasks of this Scope of Work include:

1. Hire an individual whose primary responsibility will be to work in conjunction with the Eden Area Regional Occupation Center (EAROP) and its school district partners and Chabot College to provide access to and involvement of its organization's members, other community businesses, community-based organizations (CBOs) and government agencies to create work-based learning (WBL) experiences for the EAROP campus and district partners. Staff hired for this grant will not engage in similar additional work outside of their Chamber positions in the Castro Valley, Hayward, San Leandro, and San

WMM

Lorenzo Unified School Districts without the express written permission of the Eden Area ROP and its district partners.

2. The primary work of this contract involves developing work-based learning (WBL) experiences through building relationships and engaging businesses, government, CBOs and other community partners. Work-Based Learning involves a progression of learning experiences that begin with Career Awareness, Career Exploration, Career Preparation and Career Training. **See Appendix A: Work-Based Learning Continuum**
 - Career Awareness: Students build awareness of the variety of careers available, the role of post-secondary education. Typical activities include:
 - Class Visits/Guest Speakers
 - Field Trips/Workplace Tours
 - Career Fairs
 - Visiting parents at work
 - Career Exploration: Students explore career options and learn about the post-secondary requirements to inform their decision making. Typical activities include:
 - Informational Interviews
 - Mock Job Interviews
 - Job Shadowing
 - Career Preparation: Students apply their learning through practical experiences that develop knowledge and skills necessary for career and post-secondary success: Typical activities include:
 - Student-run enterprises with partner involvement
 - Service-Learning (combining academic work with community service)
 - Student leadership competitions and events
 - Internships
 - Integrated Projects
 - Participation on Advisory Boards
 - Career Training: Students train for employment and/or post-secondary education. Typical activities include:
 - Internships
 - Apprenticeships
 - Clinical Experiences
 - On-the-job training
3. Collaborate and coordinate with district and school-based work-based learning specialists in order to understand school needs, including:
 - School culture and climate
 - Academic needs
 - Pathways goals
 - Student interests
 - Development of work place or “soft” skills
 - Other school related needs

WMM

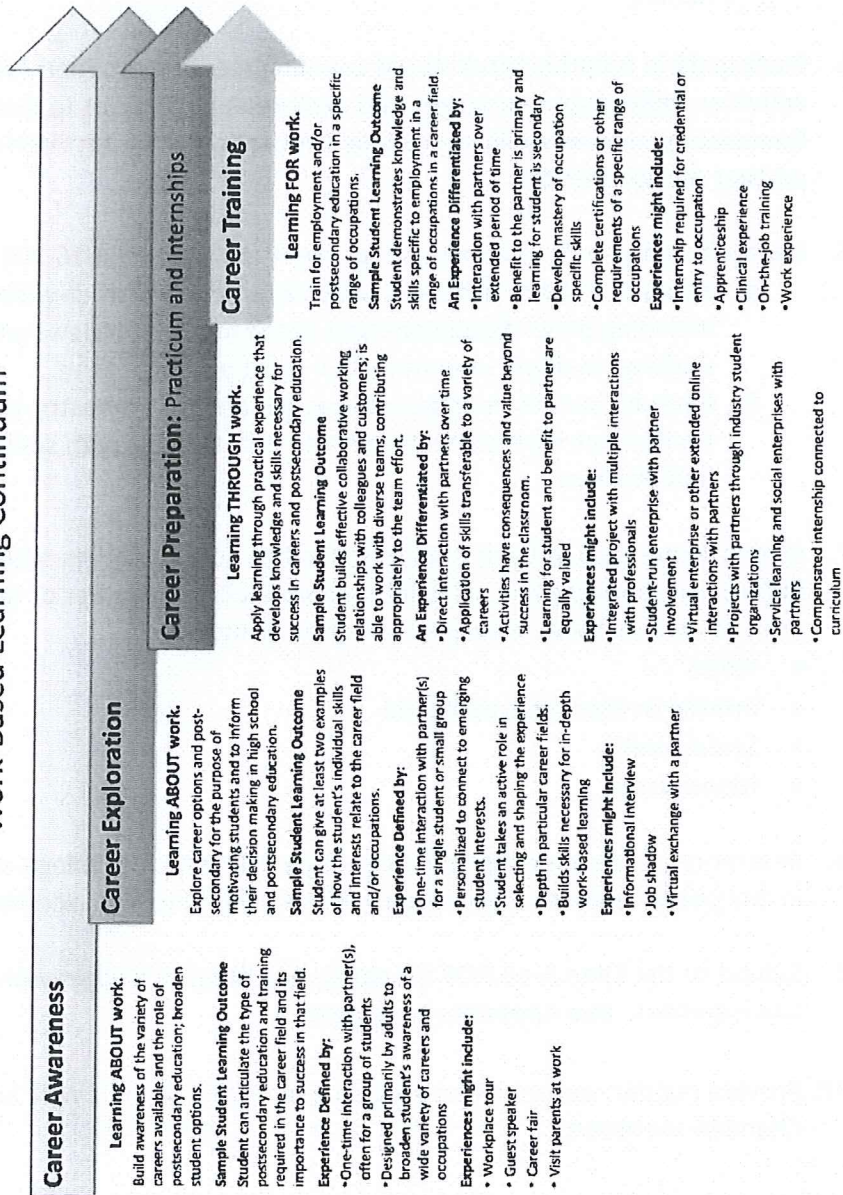
4. Work with WBL partners to ensure that all employer onsite activities provide:
 - Learning experiences that expose students to broad aspects of the work environment
 - Learning experiences that provide for real or simulated tasks or assignments which involve students in developing higher-order critical thinking and problem-solving skills
 - On-site mentoring that provides industry training, social guidance, support, and encouragement.
5. Participate in monthly Work-Based Learning meetings at Eden Area ROP to coordinate activities, reflect upon progress, and explore opportunities to develop WBL projects. Committee members will also include WBL specialists from Eden Area ROP and its partner school districts.
6. Engage businesses in special regional events during the 2016-2017 year, including:
 - a. Recruit chamber members to participate in a district-wide interview seminar including panel discussions and speed mock-interviews where students will undergo multiple interviews in a short period of time.
 - b. Recruit chamber members to participate in an industry-specific Career Pathway Conference that will feature content that aligns with specific career pathways and courses.
7. Obtain permission of Eden Area ROP, Chabot College and its school district partners before incorporating any of their branding tools in Chamber or membership promotional material. Examples of materials include:
 - Video
 - Printed or electronic collateral
 - Social Media
 - Newsletters
8. Reference the partnership with Eden Area ROP, Chabot College and its district partners in any public relations material and events related to WBL activities.
9. Submit to the Eden Area ROP for approval a detailed budget with anticipated staffing and expenses. **See Appendix B: Budget.**
10. Provide regular reports on progress in the organization of WBL activities and outreach to Chamber members.
11. Document employer contacts and WBL experiences into agreed upon database to be shared regionally and with Eden Area partners to ensure grant compliance and develop effective and ongoing relationships with employers.
12. Review and provide feedback to Eden Area ROP and district sites on employer comments received through surveys and observations.

WBL

Appendix A: Work-Based Learning Continuum



LINKED LEARNING[®] Work-Based Learning Continuum



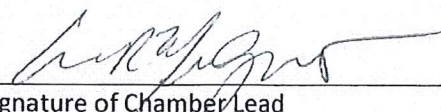
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Appendix B: Budget to be Submitted to the Eden Area ROP

California Career Pathways Trust 2016-17 Grant Budget Page

Chamber Name: Castro Valley/Eden Area		Chamber CEO or Director: William R. Mulgrew	
Chamber CEO or Director email bmulgrew@castrovalleychamber.com		Phone Number: 510.537.5300	
\$70,000 Budget		Fiscal Agent Contact: Mulgrew	
Expenditure Codes	Career Pathway Program (Dollar Value)	Business/ Community Match (Cash or In-Kind)	Budget Item Totals
1000 Management Salaries	\$14,300	\$42,120	\$56,420
2000 Worker Salaries	\$41,184	\$0	\$41,184
3000 Employee Benefits	\$7,718	\$994	\$7,812
4000 Books and Supplies	\$504	\$0	\$504
5000 Services and Other Operating Expenditures (other than travel expenditures)	\$4,510	\$19,500	\$24,010
5200 Travel	\$1,825	\$1,726	\$3,551
Totals	\$70,041	\$64,340	\$134,381
		92%	

Please indicate the percentage of Sources of Local Match with the total amount of funds requested.



 Signature of Chamber Lead

9/21/16

 Date

Appendix C: Work Report

Week of:	Staff:	Grant Activities

Additional Comments (Great accomplishments, victories, challenges):

Appendix D: Invoice Form

[Institution Logo]

[Institution Name/Address]

INVOICE

TO: Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

ATTN: Sabrina Ubhoff, EAROP Accounts Payable Technician,
Finance Department
Email: sabrinav@edenrop.org

Invoice No.: _____

Invoice Date: _____

Amount*: \$ _____

For Eden Area Career Pathways Consortium, Fiscal Year: July 1, 201~~6~~⁷ through June 30, 201~~7~~⁸,
for actual expenditures incurred and delivered in the following quarter:

☐ Q1: October 1 ☐ Q2: January 1 ☐ Q3: April 1 ☐ Q4: Jun. 30

NOTE: PLEASE PROVIDE ITEMIZED COSTS ON PAGE 2 TO SUPPORT INVOICED AMOUNT. THANK YOU!*

Check payable to: _____

Your Contact's Full Name: _____

Contact's Title: _____

Contact's Telephone no.: (____) ____ - _____

***Attachments included with this invoice:**

☐ Itemized Costs (pg.2 of Invoice)

☐ Invoice Appendix

☐ Contractor Time & Effort Certification (for each staff member working on project)

☐ Copies of invoices/receipts paid for allowable CPT project expenditures over \$200



Appendix E: Contractor/Consultant Certification of Department of Justice Clearance

(Page 1 of 2)

Contractor/Consultant Name: _____

Contractor/Consultant Address: _____

On behalf of the agency/organization/individual named above, I hereby certify that, pursuant to Education Code 45125.1, criminal background checks have been conducted through the California Department of Justice on all employees providing services to the Eden Area ROP, pursuant to the attached contract, dated October 1, 2015.

I also certify that none of the aforementioned employees have been convicted of serious or violent felonies, as defined in Penal Code Sections 1192.7(c) and 667.5(c), respectively. Attached to this Certification is a list of names of employees who may come in contact with students.

I declare under penalty of perjury under the laws of the
State of California that the foregoing is true and correct.

Signature of Contractor/Consultant

Date

Printed Name and Title of Person Signing Certification

Return this completed form to Evan Goldberg, Eden Area ROP

If EAROP has determined that fingerprinting is required: (1) all Contractor's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Education Code Section 45125.1; (2) Contractor shall not permit any employee to come in contact with students until Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) Contractor shall certify in writing to EAROP that none of its employees who may come in contact with students have been convicted of a serious or violent felony; and (4) Contractor shall provide to EAROP a list of names of its employees who may come in contact with students. The Contractor is required to fulfill these requirements at its own expense.

Appendix E: Contractor/Consultant Certification of Department of Justice Clearance

(Page 2 of 2)

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Signature of Contractor/Consultant

Printed Name and Title of Person Signing Certification

Date



Independent Contractor Agreement

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EAROP Contract Coordinator/Representative

Name: Evan Goldberg

Location/Site: EAROP Office

Address: 26316 Hesperian Blvd.

Hayward, CA 94545

Ph./Email: (510) 293-2930 egoldberg@edenrop.org

Contractor

Name: Kim Huggett

Title: President + CEO


Address: 22561 Main St
Hayward, CA 94541

Phone/Email: 510 537-2424
510 701-7567
Kimh@hayward.org

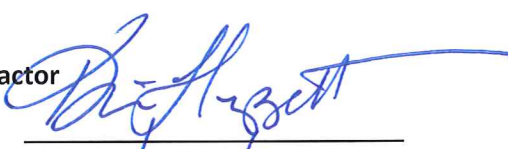
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- EAROP has considered the totality of the circumstances concerning the Project and has determined that the CONTRACTOR and CONTRACTOR'S employees (check one)**
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Eden Area ROP

By: 
Date: 9/22/16

Contractor

By: 
Date: 9/21/2016

SCOPE OF WORK
CAREER PATHWAY TRUST PARTNERSHIP AGREEMENT
BETWEEN

**Eden Area Regional Occupational Program and the
Hayward Chamber of Commerce**

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Specific Tasks of this Scope of Work include:

1. Hire an individual whose primary responsibility will be to work in conjunction with the Eden Area Regional Occupation Center (EAROP) and its school district partners and Chabot College to provide access to and involvement of its organization's members, other community businesses, community-based organizations (CBOs) and government agencies to create work-based learning (WBL) experiences for the EAROP campus and district partners. Staff hired for this grant will not engage in similar additional work outside of their Chamber positions in the Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts without the express written permission of the Eden Area ROP and its district partners.

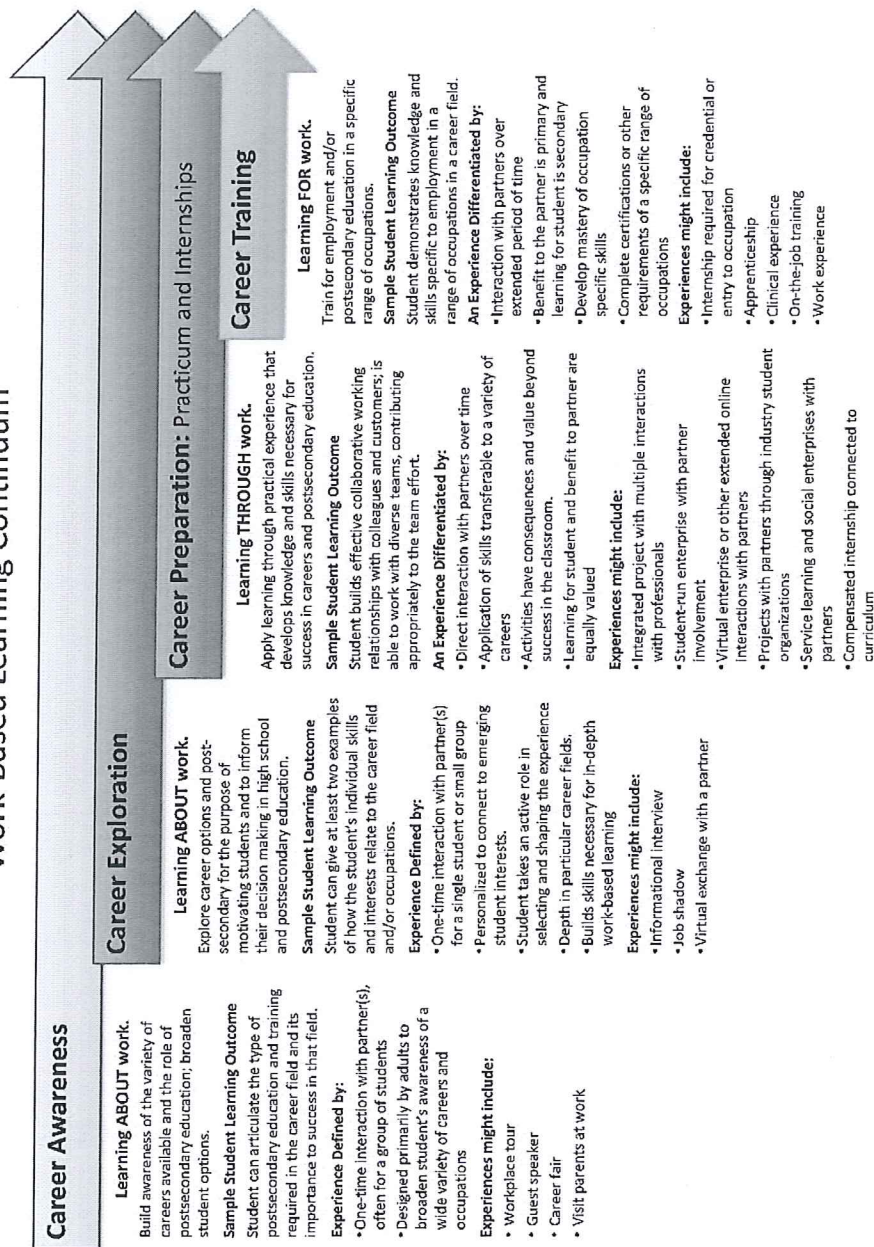
2. The primary work of this contract involves developing work-based learning (WBL) experiences through building relationships and engaging businesses, government, CBOs and other community partners. Work-Based Learning involves a progression of learning experiences that begin with Career Awareness, Career Exploration, Career Preparation and Career Training. **See Appendix A: Work-Based Learning Continuum**
 - Career Awareness: Students build awareness of the variety of careers available, the role of post-secondary education. Typical activities include:
 - Class Visits/Guest Speakers
 - Field Trips/Workplace Tours
 - Career Fairs
 - Visiting parents at work
 - Career Exploration: Students explore career options and learn about the post-secondary requirements to inform their decision making. Typical activities include:
 - Informational Interviews
 - Mock Job Interviews
 - Job Shadowing
 - Career Preparation: Students apply their learning through practical experiences that develop knowledge and skills necessary for career and post-secondary success: Typical activities include:
 - Student-run enterprises with partner involvement
 - Service-Learning (combining academic work with community service)
 - Student leadership competitions and events
 - Internships
 - Integrated Projects
 - Participation on Advisory Boards
 - Career Training: Students train for employment and/or post-secondary education. Typical activities include:
 - Internships
 - Apprenticeships
 - Clinical Experiences
 - On-the-job training
3. Collaborate and coordinate with district and school-based work-based learning specialists in order to understand school needs, including:
 - School culture and climate
 - Academic needs
 - Pathways goals
 - Student interests
 - Development of work place or “soft” skills
 - Other school related needs

4. Work with WBL partners to ensure that all employer onsite activities provide:
 - Learning experiences that expose students to broad aspects of the work environment
 - Learning experiences that provide for real or simulated tasks or assignments which involve students in developing higher-order critical thinking and problem-solving skills
 - On-site mentoring that provides industry training, social guidance, support, and encouragement.
5. Participate in monthly Work-Based Learning meetings at Eden Area ROP to coordinate activities, reflect upon progress, and explore opportunities to develop WBL projects. Committee members will also include WBL specialists from Eden Area ROP and its partner school districts.
6. Engage businesses in special regional events during the 2015-2016 year, including:
 - a. Recruit chamber members to participate in a district-wide interview seminar including panel discussions and speed mock-interviews where students will undergo multiple interviews in a short period of time.
 - b. Recruit chamber members to participate in an industry-specific Career Pathway Conference that will feature content that aligns with specific career pathways and courses.
7. Obtain permission of Eden Area ROP, Chabot College and its school district partners before incorporating any of their branding tools in Chamber or membership promotional material. Examples of materials include:
 - Video
 - Printed or electronic collateral
 - Social Media
 - Newsletters
8. Reference the partnership with Eden Area ROP, Chabot College and its district partners in any public relations material and events related to WBL activities.
9. Submit to the Eden Area ROP for approval a detailed budget with anticipated staffing and expenses. **See Appendix B: Budget.**
10. Provide regular reports on progress in the organization of WBL activities and outreach to Chamber members. **See Appendix C Reporting**
11. Document employer contacts and WBL experiences into agreed upon database to be shared regionally and with Eden Area partners to ensure grant compliance and develop effective and ongoing relationships with employers.
12. Review and provide feedback to Eden Area ROP and district sites on employer comments received through surveys and observations.

Appendix A: Work-Based Learning Continuum



LINKED LEARNING® Work-Based Learning Continuum



Appendix B: Budget to be Submitted to the Eden Area ROP

California Career Pathways Trust 2016-17 Grant Budget Page

Chamber Name: Hayward Chamber of Commerce		Chamber CEO or Director: Kim Huggett	
Chamber CEO or Director email kim@haywrd.org		Phone Number: 510-537-2424	
\$74,000 Budget		Fiscal Agent Contact: Kim Huggett	
Expenditure Codes	Career Pathway Program (Dollar Value)	Business/ Community Match (Cash or In-Kind)	Budget Item Totals
1000 Management Salaries	5,880		
2000 Worker Salaries	56,040		
3000 Employee Benefits	7,145		
4000 Books and Supplies	2,900		
5000 Services and Other Operating Expenditures (other than travel expenditures)	1,315		
5200 Travel	300		
Totals	73,580	\$20,555	
		%29.3	

Please indicate the percentage of Sources of Local Match with the total amount of funds requested.

Signature of Chamber Lead

Date

Appendix C: Work Report

Week of:	Staff:	Grant Activities

Additional Comments (Great accomplishments, victories, challenges):

Appendix D: Invoice Form

[Institution Logo]

[Institution Name/Address]

INVOICE

TO: Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

ATTN: Sabrina Ubhoff, EAROP Accounts Payable Technician,
Finance Department

Email: sabrinav@edenrop.org

Invoice No.: _____

Invoice Date: _____

Amount*: \$ _____

For Eden Area Career Pathways Consortium, Fiscal Year: July 1, 201~~6~~⁷ through June 30, 201~~7~~⁸
for actual expenditures incurred and delivered in the following quarter:

☐ Q1: October 1 ☐ Q2: January 1 ☐ Q3: April 1 ☐ Q4: Jun. 30

NOTE: PLEASE PROVIDE ITEMIZED COSTS ON PAGE 2 TO SUPPORT INVOICED AMOUNT. THANK YOU!*

Check payable to: _____

Your Contact's Full Name: _____

Contact's Title: _____

Contact's Telephone no.: (____) ____-_____

***Attachments included with this invoice:**

☐ Itemized Costs (pg.2 of Invoice)

☐ Invoice Appendix

☐ Contractor Time & Effort Certification (for each staff member working on project)

☐ Copies of invoices/receipts paid for allowable CPT project expenditures over \$200



Appendix E: Contractor/Consultant Certification of Department of Justice Clearance

(Page 1 of 2)

Contractor/Consultant Name: _____

Contractor/Consultant Address: _____

On behalf of the agency/organization/individual named above, I hereby certify that, pursuant to Education Code 45125.1, criminal background checks have been conducted through the California Department of Justice on all employees providing services to the Eden Area ROP, pursuant to the attached contract, dated October 1, 2015.

I also certify that none of the aforementioned employees have been convicted of serious or violent felonies, as defined in Penal Code Sections 1192.7(c) and 667.5(c), respectively. Attached to this Certification is a list of names of employees who may come in contact with students.

I declare under penalty of perjury under the laws of the
State of California that the foregoing is true and correct.

Signature of Contractor/Consultant

Date

Printed Name and Title of Person Signing Certification

Return this completed form to Evan Goldberg, Eden Area ROP

If EAROP has determined that fingerprinting is required: (1) all Contractor's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Education Code Section 45125.1; (2) Contractor shall not permit any employee to come in contact with students until Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) Contractor shall certify in writing to EAROP that none of its employees who may come in contact with students have been convicted of a serious or violent felony; and (4) Contractor shall provide to EAROP a list of names of its employees who may come in contact with students. The Contractor is required to fulfill these requirements at its own expense.

Appendix E: Contractor/Consultant Certification of Department of Justice Clearance

(Page 2 of 2)

Listed below are the names of Contractors/Consultants and its employees and/or representatives who have received clearance from the California Department of Justice to come in contact with students, pursuant to Education Code 45125.1:

Signature of Contractor/Consultant

Printed Name and Title of Person Signing Certification

Date



Independent Contractor Agreement

This Agreement is entered into between the Eden Area ROP (EAROP) and San Leandro Chamber of Commerce (CONTRACTOR). EAROP is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR is specially trained, experienced, and competent to provide such services.

The parties agree as follows:

1. **Services:** CONTRACTOR agrees to provide the services described in the attached Scope of Work. SEE "Scope of Work for Chambers of Commerce."
2. **Terms:** CONTRACTOR shall commence work on October 1, 2016. The work shall be completed no later than June 30, 2017.
3. **Compensation:** For the full performance of this Agreement, EAROP shall pay CONTRACTOR up to a total fee of seventy-thousand dollars, (\$70,000) payable as follows: EAROP shall pay Chambers of Commerce quarterly (October 1, January 1, April 1, and June 30). The October 1 payment shall cover funding from July 1-September 30. The January 1 payment will cover October 1-December 31; the April 1 payment will cover funding from January 1-March 31; the June 30 payment will cover funding from April 1-June 30. Quarterly payments shall be cost reimbursements for grant work.
4. **Insurance:** CONTRACTOR shall maintain general liability insurance, including automobile coverage with limits of one million dollars (\$1,000,000) per occurrence of bodily injury and property damage. Evidence of insurance is attached.
5. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this agreement.
6. **Notices/Invoicing:** All notices and invoices provided under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

EAROP Contract Coordinator/Representative

Name: Evan Goldberg

Location/Site: EAROP Office

Address: 26316 Hesperian Blvd.

Hayward, CA 94545

Ph./Email: (510) 293-2930 egoldberg@edenrop.org

Contractor

Name: Emily Griego

Title: Pres & CEO, San Leandro Chamber of Commerce

Address: 120 Estudillo Ave, SL, CA 94577

Phone/Email: 510-377-1400

7. **Status of Contractor:** This is not an employment contract. CONTRACTOR is an independent contractor. CONTRACTOR is responsible for providing Unemployment Insurance and Workers' Compensation coverage for CONTRACTOR'S employees and for payment of all federal, state, and local payroll taxes for and on behalf of CONTRACTOR'S employees.
8. **Fingerprinting:** By execution of this Agreement, the CONTRACTOR acknowledges that Education Code Section 45125.1 applies to contracts for the provision of school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, pupil transportation, and school site food-related services, and any similar services. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice for a criminal records check, unless the EAROP determines that the CONTRACTOR and the CONTRACTOR'S employees will have limited contact with pupils. In making this determination, EAROP will consider the totality of the circumstances, including factors such as length of time the CONTRACTOR and the CONTRACTOR'S employees will be on the grounds of EAROP or Eden Area School District (Castro Valley, Hayward, San Leandro, and San Lorenzo USDs) and whether pupils will be in proximity to the site where the CONTRACTOR or the CONTRACTOR'S employees will be alone or with others.
- A. EAROP Determination of Fingerprinting Requirement Application
EAROP has considered the totality of the circumstances concerning the Project and has determined that the CONTRACTOR and CONTRACTOR'S employees (check one)
☐ **are subject to the fingerprinting requirements of Education Code Sections 45125.1 and or 45125.2 and Paragraph B (below) is applicable**
☐ **are NOT subject to the fingerprinting requirements of Education Code Sections 45125.1 and or 45125.2 and Paragraph C (below) is applicable.**
- B. If EAROP has determined that fingerprinting is required, the CONTRACTOR expressly acknowledges that (1) CONTRACTOR and all of CONTRACTOR'S employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice together with the requisite fee as set forth in Education Code Section 45125.1; (2) CONTRACTOR shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) CONTRACTOR shall certify in writing to EAROP that none of its employees who may come in contact with students have been convicted of a serious or violent felony; and (4) CONTRACTOR shall provide to EAROP a list of names of its employees who may come in contact with students. The CONTRACTOR is required to fulfill these requirements at its own expense.
- C. Even if EAROP has determined that fingerprinting is not required, the CONTRACTOR expressly acknowledges that the following conditions shall apply to any work performed by the CONTRACTOR and/or CONTRACTOR'S employees on an EAROP or Eden Area School District site:
- (1) CONTRACTOR and CONTRACTOR'S employees shall check in with the main office on site each day immediately upon arrival;
 - (2) CONTRACTOR and CONTRACTOR'S employees shall inform site office staff of their proposed activities and location on the site;
 - (3) Once at such location, CONTRACTOR and CONTRACTOR'S employees shall not change locations without contacting the site office;
 - (4) CONTRACTOR and CONTRACTOR'S employees shall not use student restroom facilities; and
 - (5) CONTRACTOR and/or CONTRACTOR'S employees find themselves alone with a student, CONTRACTOR and CONTRACTOR'S employees shall immediately contact the site office and request that a member of school site staff be assigned to the work location.

9. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this agreement.
10. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior consent of EAROP.
11. **Non-Discrimination:** CONTRACTOR shall not engage in unlawful discrimination in the employment of persons because of race, color, national origin, age, ancestry, sex, marital status, medical condition, or physical handicap.
12. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend EAROP and its officers, agents, and employees from any and all claims and losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with its performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend EAROP and its officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this agreement.
13. **Copyright:** Any written and training products produced under this Agreement shall be a work for hire and shall be the property of EAROP. EAROP shall have the right to secure a copyright and the product may not be used, in any manner, without EAROP's written permission.
14. **Waiver:** No delay or omission by either party in exercising any right under this agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
15. **Termination:** EAROP may at any time terminate this Agreement upon written notice to CONTRACTOR. EAROP shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, EAROP may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, EAROP may secure the required services from another contractor.
16. **Litigation:** If any litigation is initiated to enforce or interpret this Agreement, the prevailing party shall be entitled to reasonable attorney's fees. This Agreement shall be governed by the laws of the State of California.
17. **Completeness of Agreement:** This Agreement constitutes the entire understanding of the parties and any changes shall be agreed to in writing.
18. **Approval:** This Agreement (3 pages total) shall become effective upon its approval by the undersigned persons.

Eden Area ROP

By: _____

Date: _____

Contractor

By:  _____

Date: 10.10.16

**SCOPE OF WORK
CAREER PATHWAY TRUST PARTNERSHIP AGREEMENT
BETWEEN**

**Eden Area Regional Occupational Program and the
San Leandro Chamber of Commerce**

This Scope of Work, dated as of September 15, 2016 (the "Agreement") is by and between the Eden Area Regional Occupational Program ("EAROP") and the San Leandro Chamber of Commerce signing below (the "Signing Partner") as of the date of shown on the signature page.

The main purpose of this grant is for Chambers of Commerce to serve as liaisons to businesses, government, non-profit organizations, and other community organizations in order to link employers and educational institutions with a primary purpose of aggregating and making available work opportunities for students. This work begins with the Chambers existing partners and grows as time and capacity permit.

Funds from this grant are intended to fulfill the goals and outcomes of the Peralta College and Eden Area ROP *California Career Pathways Trust* grants. In these grants, EAROP, the four school districts, and Chabot College have dedicated themselves to developing career pathways for students. Overall goals for these grants are to:

- Increase the number of students with access to career pathways which include standards-based academic curricula integrated with career-relevant sequenced curricula aligned with high-skill, high wage, high-growth jobs in our region,
- Increase the connectivity between employers and the classroom through a developmentally appropriate sequence of work based learning activities that increase in depth and complexity throughout the student's academic career,
- Build intentional and collaborative support and transitions for students to help them move in a direct path from secondary to post-secondary enrollment.

Chambers will invoice the Eden Area ROP on a quarterly basis each year and provide required documentation on expenses. All expenditures must follow EDGAR, federal, and state guidelines. **Use Appendix D: Invoice Form.**

Specific Tasks of this Scope of Work include:

1. Hire an individual whose primary responsibility will be to work in conjunction with the Eden Area Regional Occupation Center (EAROP) and its school district partners and Chabot College to provide access to and involvement of its organization's members, other community businesses, community-based organizations (CBOs) and government agencies to create work-based learning (WBL) experiences for the EAROP campus and district partners. Staff hired for this grant will not engage in similar additional work outside of their Chamber positions in the Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts without the express written permission of the Eden Area ROP and its district partners.

2. The primary work of this contract involves developing work-based learning (WBL) experiences through building relationships and engaging businesses, government, CBOs and other community partners. Work-Based Learning involves a progression of learning experiences that begin with Career Awareness, Career Exploration, Career Preparation and Career Training. **See Appendix A: Work-Based Learning Continuum**
 - Career Awareness: Students build awareness of the variety of careers available, the role of post-secondary education. Typical activities include:
 - Class Visits/Guest Speakers
 - Field Trips/Workplace Tours
 - Career Fairs
 - Visiting parents at work
 - Career Exploration: Students explore career options and learn about the post-secondary requirements to inform their decision making. Typical activities include:
 - Informational Interviews
 - Mock Job Interviews
 - Job Shadowing
 - Career Preparation: Students apply their learning through practical experiences that develop knowledge and skills necessary for career and post-secondary success: Typical activities include:
 - Student-run enterprises with partner involvement
 - Service-Learning (combining academic work with community service)
 - Student leadership competitions and events
 - Internships
 - Integrated Projects
 - Participation on Advisory Boards
 - Career Training: Students train for employment and/or post-secondary education. Typical activities include:
 - Internships
 - Apprenticeships
 - Clinical Experiences
 - On-the-job training
3. Collaborate and coordinate with district and school-based work-based learning specialists in order to understand school needs, including:
 - School culture and climate
 - Academic needs
 - Pathways goals
 - Student interests
 - Development of work place or “soft” skills
 - Other school related needs
4. Work with WBL partners to ensure that all employer onsite activities provide:
 - Learning experiences that expose students to broad aspects of the work environment

- Learning experiences that provide for real or simulated tasks or assignments which involve students in developing higher-order critical thinking and problem-solving skills
 - On-site mentoring that provides industry training, social guidance, support, and encouragement.
5. Participate in monthly Work-Based Learning meetings at Eden Area ROP to coordinate activities, reflect upon progress, and explore opportunities to develop WBL projects. Committee members will also include WBL specialists from Eden Area ROP and its partner school districts.
 6. Engage businesses in special regional events during the 2016-2017 year, including:
 - a. Recruit chamber members to participate in a district-wide interview seminar including panel discussions and speed mock-interviews where students will undergo multiple interviews in a short period of time.
 - b. Recruit chamber members to participate in an industry-specific Career Pathway Conference that will feature content that aligns with specific career pathways and courses.
 7. Obtain permission of Eden Area ROP, Chabot College and its school district partners before incorporating any of their branding tools in Chamber or membership promotional material. Examples of materials include:
 - Video
 - Printed or electronic collateral
 - Social Media
 - Newsletters
 8. Reference the partnership with Eden Area ROP, Chabot College and its district partners in any public relations material and events related to WBL activities.
 9. Submit to the Eden Area ROP for approval a detailed budget with anticipated staffing and expenses. **See Appendix B: Budget.**
 10. Provide regular reports on progress in the organization of WBL activities and outreach to Chamber members.
 11. Document employer contacts and WBL experiences into agreed upon database to be shared regionally and with Eden Area partners to ensure grant compliance and develop effective and ongoing relationships with employers.
 12. Review and provide feedback to Eden Area ROP and district sites on employer comments received through surveys and observations.

Appendix A: Work-Based Learning Continuum



LINKED LEARNING® Work-Based Learning Continuum

Career Awareness

Learning ABOUT work.
Build awareness of the variety of careers available and the role of postsecondary education; broaden student options.

Sample Student Learning Outcome
Student can articulate the type of postsecondary education and training required in the career field and its importance to success in that field.

Experience Defined by:

- One-time interaction with partner(s), often for a group of students
- Designed primarily by adults to broaden student's awareness of a wide variety of careers and occupations

Experiences might include:

- Workplace tour
- Guest speaker
- Career fair
- Visit parents at work

Career Exploration

Learning ABOUT work.
Explore career options and post-secondary for the purpose of motivating students and to inform their decision making in high school and postsecondary education.

Sample Student Learning Outcome
Student can give at least two examples of how the student's individual skills and interests relate to the career field and/or occupations.

Experience Defined by:

- One-time interaction with partner(s) for a single student or small group
- Personalized to connect to emerging student interests.
- Student takes an active role in selecting and shaping the experience
- Depth in particular career fields.
- Builds skills necessary for in-depth work-based learning

Experiences might include:

- Informational interview
- Job shadow
- Virtual exchange with a partner

Career Preparation: Practicum and Internships

Learning THROUGH work.

Apply learning through practical experience that develops knowledge and skills necessary for success in careers and postsecondary education.

Sample Student Learning Outcome

Student builds effective collaborative working relationships with colleagues and customers; is able to work with diverse teams, contributing appropriately to the team effort.

An Experience Differentiated by:

- Direct interaction with partners over time
- Application of skills transferable to a variety of careers
- Activities have consequences and value beyond success in the classroom.
- Learning for student and benefit to partner are equally valued

Experiences might include:

- Integrated project with multiple interactions with professionals
- Student-run enterprise with partner involvement
- Virtual enterprise or other extended online interactions with partners
- Projects with partners through industry student organizations
- Service learning and social enterprises with partners
- Compensated internship connected to curriculum

Career Training

Learning FOR work.

Train for employment and/or postsecondary education in a specific range of occupations.

Sample Student Learning Outcome
Student demonstrates knowledge and skills specific to employment in a range of occupations in a career field.

An Experience Differentiated by:

- Interaction with partners over extended period of time
- Benefit to the partner is primary and learning for student is secondary
- Develop mastery of occupation specific skills
- Complete certifications or other requirements of a specific range of occupations

Experiences might include:

- Internship required for credential or entry to occupation
- Apprenticeship
- Clinical experience
- On-the-job training
- Work experience

Appendix B: Budget to be Submitted to the Eden Area ROP

California Career Pathways Trust 2016-17 Grant Budget Page

Chamber Name: <i>San Leandro Chamber</i>		Chamber CEO or Director: <i>Emily Griego</i>	
Chamber CEO or Director email: <i>emilyg@sanleandrochamber.com</i>		Phone Number: <i>510.317.1400</i>	
\$70,000 Budget		Fiscal Agent Contact:	
Expenditure Codes	Career Pathway Program (Dollar Value)	Business/ Community Match (Cash or In-Kind)	Budget Item Totals
1000 Management Salaries	<i>40,000</i>		
2000 Worker Salaries	<i>40,000</i>		
3000 Employee Benefits	<i>8,600</i>		
4000 Books and Supplies	<i>1,000</i>		
5000 Services and Other Operating Expenditures (other than travel expenditures)	<i>19,500</i>		
5200 Travel	<i>900</i>		
Totals		\$	
		%	

Please indicate the percentage of Sources of Local Match with the total amount of funds requested.

[Signature]
Signature of Chamber Lead

10-10-16
Date

Appendix C: Work Report

Week of:	Staff:	Grant Activities

Additional Comments (Great accomplishments, victories, challenges):

Appendix D: Invoice Form

[Institution Logo]

[Institution Name/Address]

INVOICE

TO: Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545
ATTN: Sabrina Ubhoff, EAROP Accounts Payable Technician,
Finance Department
Email: sabrinav@edenrop.org

Invoice No.: _____

Invoice Date: _____

Amount*: \$ _____

For Eden Area Career Pathways Consortium, Fiscal Year: July 1, 2016 through June 30, 2017,
for actual expenditures incurred and delivered in the following quarter:

☐ Q1: October 1 ☐ Q2: January 1 ☐ Q3: April 1 ☐ Q4: Jun. 30

NOTE: PLEASE PROVIDE ITEMIZED COSTS ON PAGE 2 TO SUPPORT INVOICED AMOUNT. THANK YOU!*

Check payable to: _____

Your Contact's Full Name: _____

Contact's Title: _____

Contact's Telephone no.: (____) ____ - _____

***Attachments included with this invoice:**

☐ Itemized Costs (pg.2 of Invoice)

☐ Invoice Appendix

☐ Contractor Time & Effort Certification (for each staff member working on project)

☐ Copies of invoices/receipts paid for allowable CPT project expenditures over \$200



Appendix E: Contractor/Consultant Certification of Department of Justice Clearance

(Page 1 of 2)

Contractor/Consultant Name: _____

Contractor/Consultant Address: _____

On behalf of the agency/organization/individual named above, I hereby certify that, pursuant to Education Code 45125.1, criminal background checks have been conducted through the California Department of Justice on all employees providing services to the Eden Area ROP, pursuant to the attached contract, dated October 1, 2015.

I also certify that none of the aforementioned employees have been convicted of serious or violent felonies, as defined in Penal Code Sections 1192.7(c) and 667.5(c), respectively. Attached to this Certification is a list of names of employees who may come in contact with students.

I declare under penalty of perjury under the laws of the
State of California that the foregoing is true and correct.

Signature of Contractor/Consultant

Date

Printed Name and Title of Person Signing Certification

Return this completed form to Evan Goldberg, Eden Area ROP

If EAROP has determined that fingerprinting is required: (1) all Contractor's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Education Code Section 45125.1; (2) Contractor shall not permit any employee to come in contact with students until Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) Contractor shall certify in writing to EAROP that none of its employees who may come in contact with students have been convicted of a serious or violent felony; and (4) Contractor shall provide to EAROP a list of names of its employees who may come in contact with students. The Contractor is required to fulfill these requirements at its own expense.

Appendix E: Contractor/Consultant Certification of Department of Justice Clearance

(Page 2 of 2)

Listed below are the names of Contractors/Consultants and its employees and/or representatives who have received clearance from the California Department of Justice to come in contact with students, pursuant to Education Code 45125.1:

Signature of Contractor/Consultant

Printed Name and Title of Person Signing Certification

Date



DATE: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Lease Agreement with Fries Properties for the Electrical Trainee Program–Hayward

BACKGROUND

The Eden Area ROP's Governing Board approved the assumption of the Construction Craft Training Center (CCTC) operations on September 1, 2016. As stated in the assumption agreement converting the existing lease agreements with CCTC for instructional space needs to transition to a lease agreement with the Eden Area ROP.

CURRENT SITUATION

In order to continue providing services, the Eden Area ROP recommends that we continue to lease the Hayward facility to provide electrical training to adults. The attached contract is the lease agreement between Fries Property Management and the Eden Area ROP for the property located at:

26200 and 26202 Industrial Boulevard, Hayward, CA 94545.

The lease agreement will commence from October 1, 2016 to May 31, 2017.

CONSENT CALENDAR

ASSIGNMENT OF LEASE

THIS ASSIGNMENT OF LEASE ("Assignment") is made as of September 29, 2016 between Chris Floethe dba Construction Craft Training ("Assignor"), and Eden Area Regional Occupation Program, a California corporation ("Assignee").

1. Recitals

1.1 Hayward Business Park, Inc. ("Landlord"), as landlord, and Assignor ("Tenant"), as tenant, executed a lease dated as of April 18, 2014 ("Lease"), a copy of which is attached and incorporated by reference as Exhibit A, pursuant to which Landlord leased to Tenant and Tenant leased from Landlord that certain property described as approximately 2,550 square feet of 26206 Industrial Blvd., Hayward, California (the "Lease Premises") for a term commencing on June 1, 2014 and ending on May 31, 2015, subject to earlier termination as provided in the Lease. The Lease term has been extended to May 31, 2017 pursuant to Assignor's exercise of the Option pursuant to Paragraph 25 of the Lease.

1.2 Assignor desires to assign the Lease to Assignee, and Assignee desires to accept the assignment of the Lease from the Assignor and assume obligations under the Lease.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, Assignor and Assignee agree as follows:

2. Assignment

2.1 Assignor assigns and transfers to Assignee all right, title, and interest in the Lease and Assignee accepts from Assignor all right, title, and interest, subject to the terms and conditions set forth in this Assignment.

3. Assumption of Lease Obligations

3.1 Assignee assumes and agrees to perform and fulfill all the terms, covenants, conditions, and obligations required to be performed and fulfilled by Assignor as tenant under the Lease, including the making of all payments due to or payable on behalf of Landlord under the Lease as they become due and payable.

4. Assignor's Covenants

4.1 Assignor covenants that the copy of the Lease attached as Exhibit A is a true and accurate copy of the Lease as currently in effect and that there exists no other agreement affecting Assignor's tenancy under the Lease.

4.2 Assignor covenants that the Lease is in full effect and no default exists under the Lease, nor any acts or events which, with the passage of time or the giving of notice or both, could become defaults.

5. **Litigation Costs**

5.1 If any litigation between Assignor and Assignee arises out of this Assignment or concerning the meaning or interpretation of this Assignment, the losing party shall pay the prevailing party's costs and expenses of this litigation, including, without limitation, reasonable attorney's fees.

6. **Indemnification**

6.1 Assignor indemnifies Assignee from and against any loss, cost, or expense, including attorney's fees and court costs relating to the failure of Assignor to fulfill Assignor's obligations under the Lease, and accruing with respect to the period on or prior to the date of this Assignment. Assignee indemnifies Assignor from and against any loss, cost, or expense, including attorney's fees and court costs relating to the failure of Assignee to fulfill Assignee's obligations under the Lease, and accruing with respect to the period subsequent to the date of this Assignment.

7. **Successors and Assigns**

7.1 This Assignment shall be binding on and inure to the benefit of the parties to it, their heirs, executors, administrators, successors in interest, and assigns.

8. **Governing Law**

8.1 This Assignment shall be governed by and construed in accordance with California law.

IN WITNESS WHEREOF, the parties have executed this Assignment as of the date first above written.

DATE:

ASSIGNOR:

Chris Floethe dba Construction Craft Training

By:



Name:

Chris Floethe

Its:

Owner

DATE:

ASSIGNEE:

Eden Area Regional Occupation Program, a California corporation

By:



Name:

Its:

President

CONSENT OF LANDLORD

The undersigned, as Landlord under the Lease, consents to this Assignment of the Lease to Assignee, provided however, that notwithstanding this Assignment and the undersigned's consent to this Assignment, Assignor shall remain primarily obligated as Tenant under the Lease and the undersigned does not waive or relinquish any rights under the Lease against Assignor or Assignee.

DATE:

LANDLORD:

Hayward Business Park, Inc.

By: Fries Properties, Inc., agent for Hayward
Business Park, Inc.

By: _____

Name: _____

Dan Fries

Its: _____

President



DATE: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the Governing Board to approve the Advisory Committee Members

BACKGROUND

Advisory committees are established in instructional areas to provide the advice and support of business, labor, and industry to maintain high quality occupational programs. These committees assist the ROP staff in the development of occupational education programs that are based on the information that should be covered in the courses offered. They also are important sources to share information concerning the ROP with the community.

The committees act in an advisory capacity, which is vital to the currency and relevancy of the program. Final authority for decisions and actions must rest with the ROP Governing Board, the Superintendent and staff to whom responsibility for administration and implementation has been delegated.

CURRENT SITUATION

In accordance with the Carl D. Perkins Act, the Governing Board appoints advisory committee members every year. Attached is a list of recommended advisory members to be appointed for this year's committee.

Auto Refinishing	First Responder
Auto Technology/Mechanics	Graphics/Graphics- Yearbook
Biotechnology	Marketing/Business Program
Careers in Education	Medical Careers
Cisco Networking/Comp. Programming	Merchandising
Computer Applications/Essentials	Photography
Construction/ Industrial Wood	Sports Medicine
Criminal Justice	Video Production/Media Arts
Culinary Science	Welding Technology
Dental Assisting	

CONSENT CALENDAR



Program: Auto Refinishing

Instructor: Daniel Pareja

Advisory Members

Name	Company
Chris Pareja	Flip Apps
Chris Martin	Auto Color
Shane Leasure	Auto Body Express
Chris Montes	Martin Auto Color
Doug Marey	Cooks Collision
Marlon Medina	PPG Industries
Kathy Mello	TGIF Body Shop
Lisa Daves	D & S Body Shop
Manuel Garcia	George McGills Body Shop
Ruben Garcia	Mercury Auto Color
Mike McKinney	Retired Instructor

Administrator: _____

Parent Representative: _____

Student Representative: _____



Program: Auto Technology/ Mechanics

Instructor: David Espinoza, Jose Sanchez, Andy Shyers, Darren Rees

Advisory Members

Name	Company
Mark Garcia	Mark's Transmission
Pat Hendrix	Precision Motive
Mario Arellano	Stop & Go Auto Repair
Fabian Franco	Gillig Corp.
Roy Doral	Doral's Auto Repair
Bob Riggs	Momentum Chevrolet
Eric Aguado	World Pac
Ted Fleming	Peterson CAT
Sheen Aleria	San Leandro Chrysler
Kurt Shadbolt	Chabot College
Mike Sherburne	Chabot College
Mace Gjerman	Perterson CAT
Terry Micula	Auto Doctor
Monte Benedick	Brake and Wheel Center
Michael Wyatt	Livermore Honda
Vincente Gonzalez	Gillig
Manuel Perera	Putnum Cheverolet

Administrator: _____

Parent Representative: Gerald Sullivan, J Wood, P Saylor, Vernon Failano

Student Representative: Chris Ruiz, Wyatt Boldman



Program: Bio-Technology

Instructor: Laura O'Brien (CV), Sadia Mohamed (HAY)

Advisory Members

[illegible]

Administrator:

Parent Representative: Matthew Kaser

Student Representative: Lauren Eisenman, Kelly Chen, Tommy Hines, Jason Cerin



Program: Careers in Education

Instructor: Erika Emery

Advisory Members

[illegible]

Administrator:

Parent Representative: Victoria Ruiz

Student Representative: Elizabeth Rosas



Program: CISCO Networking, Computer Programming

Instructor: Chris Burns (CV), Susan Cooper (HAY)

Advisory Members

Name	Company
Paul Rose	CVUSD
Jeff Stevens	Independent Contractor
Peter Cazanis	CVUSD
Tim Castle	Castle IT Services

Administrator: _____

Parent Representative: George McIntyre

Student Representative: Bill McIntyre



Program: Computer Applications, Computer Essentials

Instructor: Rick Charles (HAY), Laura Jagroop (TEN), Romy Shivers (SLZ)

Advisory Members

[illegible]

Administrator:

Parent Representative: Lezel Lagados

Student Representative: Elaine Faxon



Program: Construction/ Industrial Technology-Wood

Instructor: Bill Deslaurier, Hunter Lower (HAY), Michael Raytis (SLE)

Advisory Members

Name	Company
Chris Floethe	Construction Craft Training Center (CCTC)
Mike Christian	Red Point Builders
Ken Hugen	RDO Vermeer Equipment
Brandon Kyse	RDO Vermeer Equipment
Myron Franklin	Laney College
Larry Arnold	San Leandro Upholstery
Phil Johnson	
Patrick Stanton	Stanton Plumbing
Mike Brazil	Brazil Electric
Bill Brittain	Solar City

Administrator: _____

Parent Representative: Brent Hernandez

Student Representative: Kaitlin Hernandez



Program: Criminal Justice

Instructor: John Taylor, Levine Visico, Michael O'Connell

Advisory Members

Name	Company
Dr. Marshall Mitzman	Fingerprint Services of America
Elgin Lowe	Alameda County District Attorney's Office
Max Leung	East Bay Regional Parks Police Department
Captain Brian Matthews	Hayward Police Department
Captain Mark Koller	Hayward Police Department
Captain Jason Martinez	Hayward Police Department
Dr. William Hansen	Chabot College
Sgt. Rich Butler	Hayward Police Department
Chief Sheryl Boykins	Cal State University East Bay
Dan Phelan	San Jose Police Department
James Geibig	Geibig Protective Services
John Souza	Alameda County Sheriff's Office
Michael Aquino	Del La Salle Criminal Justice Instructor

Administrator: _____

Parent Representative: Maria Negrete

Student Representative: Yasmin Negrete



Program: Culinary Science

Instructor: Terri Penn (ROP), Carolyn Payne (TEN)

Advisory Members

[illegible]

Administrator:

Parent Representative: _____

Student Representative: _____



Program: Dental Assisting

Instructor: Kathy O'Brien

Advisory Members

Name	Company
Dr. Gerald Soo Hoo	Dentist Private Practice
Dr. Steven Rothi	Dentist Private Practice
Dr. Susan So	Dentist Private Practice
Helena Martins	Dr. Moy
Crystal Toailoa	Dr. Johnson
Anissa Barrot	UOP
Dr. Maria Jose	Dentist Private Practice
Dr. Terrance Wong	Dentist Private Practice
Candace Niccolson	Dentist Private Practice
Mayra Apodoca	Dentist Private Practice
Alexis Chaves	Dentist Private Practice
Douglas Farrell	Dentist Private Practice
Dr. Allen Wong	Dentist Private Practice
Alexandra Velasco	Dentist Private Practice
Cynthia Chapman	Dentist Private Practice
David Hanhan	Big Smile Dental
Dr. Judith Maniego	San Leandro Plaza Dental

Administrator: _____

Parent Representative: Doug & Ginger Wheeler

Student Representative: Hannah Wheeler



Program: First Responder

Instructor: Marlene McDowell

Advisory Members

[illegible]

Administrator:

Parent Representative: Debbie Digiordaro

Student Representative: Daniel Nelson



Program: Graphics, Graphics/Yearbook

Instructor: Lameisha Sherri, Deborah Reinerio, Linda Thurston

Advisory Members

Name	Company
David Moragne	City Centre Digital Multimedia Productions INC
Kerstin Firmin	Creative Manager
Derick Lee	POWER of Graphics
Kimy Gomez	Ideas Events
Sabrina Aranda	Hayward Unified Communications
Emilio Garcia	Precision Graphics
Dale Ricks	
Steve Valderrama	
Julio Martinez	
Heidi Ash	Pica Power
Jaclyn Holman	Pica Power
Shelly Townsend	Balfour Publishing
Nadine Heiss	Herff Jones Publishing
Danielle Sill	Walsworth Publishing
Susan Heffran	Pica Power
Jane Roehrig	Pica Power

Administrator: _____

Parent Representative: Ellen Dehr

Student Representative: Stephanie Murphy



Program: Marketing/ Business Programs

Instructor: Deborah Maynard (SLE), Paul Ruma (SLE), Michelle Stephens (CV), Romy Shivers (SLZ), Christina Charlton (ARR), Rick Charles (HAY), Kathrina Miranda (MTE), Laura Jagroop (TEN)

Advisory Members

Name	Company
Scott Hancock	Plex
Jose Lazares	Marketing Executive
James Cochrane	Bank of America
Blaney Barr	FIDM
Bob Lockwood	IDT
Brenda Johnson	Operation Hope
Catameron Bobino	
Charita Hill Avent	Genetech
Cynthia Fleury	DSM Biomedical
Davone Platz	E & K Scientific
Dawn Fregosa	NFTE Educational Partners
Diana Souza	Human Relations
Gail Kiyomura	Lawrence Livermore
Hayley Craig	Ever-Fl
Jasmine Vance	Tri-Valley Learning
Jose Romero	Tri Leadership
Kathy Smith	AIG Insurance
Ketan Shah	Kaiser Permanente
Krystal DeLatorre	Hotel Fairmont Event Manager
Kyley Lockwood	Nordstrom
Linda Luis	Dolphin Graphics
Nicholas Serrato	BA SLHS, Consultant
October Vance	Alameda City
Robert McMannus	San Leandro Police Department
Santiago Ayala Vivas	BA SLHS, Consultant
Sharon Chew	Luther Burbank Savings
Tiffany Griffith	Showtime Network
Tina Hand	Intero Real Estate Services

Administrator: _____

Parent Representative: Mrs. Allah, Cheryl Daniels, Angelique Sincioco, Elaine Faxon

Student Representative: Mecca Allah, Alyssa Sincioco, Lezel Lagados, Miguel Lazares, Aditi Gupte



Program: Medical Careers

Instructor: Heather Bystrom, Misty Patton

Advisory Members

[illegible]

Administrator:

Parent Representative: Mrs. McClinton

Student Representative: George Dib



Program: Photography- Advanced Photography

Instructor: Jeff Vendsel (CV), David Gurley (MTE), Jeff Baughman (ARR),
Mark Koehler (HAY), Ken Gossett (SLZ)

Advisory Members

Name	Company
Steve Babuljack	Steve Babuljack Photography
Leisl Burns	Studio One Photography
Nader Khouri	Editorial & Advertising Photography
Franklin Avery	Franklin L. Avery Photography
Tracy Storer	Mammoth Camera Company
Martin Hoang	Martin Hoang Design
Eric Muetterties	Eric Muetterties Photography
Michael Almason	Studio One Photography
Jose Romero	Jose Romero Photography
Billy Schmaldfeldt	GoPro
Anthony Dimaano	

Administrator: _____

Parent Representative: Debbie Tee

Parent Representative: Sandra Valencia

Student Representative: Amberly Tee

Student Representative: Christine Shimizu

Student Representative: Marcos Gudino-Valencia



Program: Sports Medicine

Instructor: Kris Bernard

Advisory Members

[illegible]

Administrator:

Parent Representative: Jose Giacomani

Student Representative: Zaide Giacomani



Program: Video Production, Media Arts

Instructor: Lance McVay (SLZ), Kevin Johnson (SLZ)

Advisory Members

[illegible]

Administrator:

Parent Representative: _____

Student Representative: _____



Program: Welding Technology

Instructor: Barbara Juarez

Advisory Members

[illegible]

Administrator:

Parent Representative: Socorro Torres

Student Representative: Carlos Torres



DATE: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Personnel Coordinator
SUBJECT: Request the Governing Board to approve the Application for CCSD Waivers

BACKGROUND

The state of California requires all teachers to have an authorization to teach English Learners. Teachers who have a preliminary credential take the required courses to teach English Learners through their credential clearance process. Until this coursework is completed, all CTE teachers with a preliminary credential are required to obtain a waiver to teach English Learners.

CURRENT SITUATION

The attached listing of employees that are employed on the basis of a waiver. Approval by Governing Board on behalf of the following employees for the 2016-2017 school year.

CONSENT CALENDAR



CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT WAIVERS
November 3, 2016

1. Anissa Barrot, RDA Instructor, grades 11-12, effective 8/17/16-6/30/17
2. Paul Ruma, Marketing Instructor, grades 11-12, effective 8/17/16-6/30/17
3. Kathrina Miranda, Marketing Instructor, grades 11-12, effective 8/17/16-6/30/17
4. Lameisha Karriem, Graphics Instructor, grades 11-12, effective 8/17/16-6/30/17
5. Michael O'Connell, Criminal Justice Instructor, grades 11-12, effective 8/17/16-6/30/17
6. Levine Visico, Criminal Justice Instructor, grades 11-12, effective 8/17/16-6/30/17
7. Misty Patton, Medical Careers Instructor, grades 11-12, effective 8/17/16-6/30/17
8. Terri Penn, Culinary Science Instructor, grades 11-12, effective 8/17/16-6/30/17

Information Items





DATE: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: CDE Course Review – First Responder

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: First Responder, 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:		Eden Area ROP Center	
PROGRAM:		First Responder		INSTRUCTOR:		Marlene McDowell	
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	
First Responder		26		36		30	
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: Emergency, Care and Transportation of the Sick and Injured				Author: N/A		Edition: 10 th	
Text Book: Essentials of Fire Fighting				Author: N/A		Edition: 6 th	
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.				
			<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 College				<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: November 3, 2016
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Recognition of the Eden Area ROP Teacher of the Year

BACKGROUND

The Eden Area ROP participates yearly in the Alameda County Teacher of the Year Event. School districts and Regional Occupational Programs throughout Alameda County participated in the unique opportunity. Once a year we have the opportunity to provide some well-deserved recognition for the teaching profession.

CURRENT SITUATION

The Eden Area ROP Teacher of the Year for 2016 is Dr. Erika Emery. Dr. Emery teaches the Careers in Education program at the Eden Area ROP.

The ROP is proud of Dr. Emery for her commitment and dedication to the students and staff of the Eden Area Regional Occupational Program, as well as her contributions to public education.

ACOE provided Eden Area ROP with a short video clip that was shown during the Teacher of the Year event that we would like to share with you at this time.

RECOMMENDATION

Information only



DATE: November 3, 2016
TO: Eden Area ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Evan Goldberg, Grant Coordinator
SUBJECT: California Career Pathways Trust Grant Update

BACKGROUND

In July 2015, the Eden Area ROP was awarded a \$5.8 million grant for the California Career Pathways Trust Round 2 grant.

CURRENT SITUATION

The Eden Area ROP and our partners have just completed the first year of this four year grant. Grant Coordinator, Evan Goldberg, will make a short presentation on the grant accomplishments and progress.

RECOMMENDATION

Information only