

# **GOVERNING BOARD MEETING AGENDA**

Thursday, August 4, 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 Vince J. Rosato, 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, August 4, 2016

Time: 5:30 p.m.

#### **AGENDA**

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

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

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

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

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Mission Statement
- V. Approval of Agenda

#### VI. CONSENT CALENDAR

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

#### Page 2 – Agenda for the August 4, 2016 Regular Meeting of the ROP Governing Board

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of June 2, 2016 (pages 4-10)
- B. Request the Governing Board to approve the Bill Warrants (pages 11-16)
- C. Request the Governing Board to approve the Personnel Action Items (pages 17-20)
- D. Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions (pages 21-22)
- E. Request the Governing Board to approve the DECA Overnight Field Trips for the 2016-2017 School Year (page 23)
- F. Request the Governing Board to approve the Contract with Castro Valley Unified School District for Student Transportation for the 2016-2017 Fiscal Year (pages 24-26)
- G. Request the Governing Board to approve the MOU with Hayward Unified School District for the Independent Study Teacher to Support the Hayward Promise Neighborhood Program (pages 27-29)
- H. Request the Governing Board to approve the District Contracted Program Agreements of the JPA Members for the 2016-2017 School Year (pages 30-51)

#### VII. INFORMATION ITEMS

A. CTE Incentive Grant Update (pages 52-64)

#### VIII. ACTION ITEMS

- A. Request the Governing Board to approve the Organization Chart (pages 65-66)
- B. Request the Governing Board to approve the Public Disclosure of Eden Area ROP Employees for 2015-2016 Salary Increase (pages 67-77)
- C. Request the Governing Board to approve the Revised Salary Schedules for all Employee Groups (pages 78-85)

#### IX. Superintendent's Report

#### X. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

#### XI. Recess to Closed Session

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

#### Page 3 – Agenda for the August 4, 2016 Regular Meeting of the ROP Governing Board

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. Public Employee Performance Evaluation: Superintendent's Goals(Government Code Sec. 54957)
- B. Personnel (Government Code Section 54957) Public Employee Appointment/Discipline/ Dismissal/Release

#### XIII. Adjournment

# Consent Calendar





# Minutes of the Regular Meeting of the ROP Governing Board June 2, 2016

#### I. Call to Order

Trustee Gary Howard, President, called the meeting to order at 5:30 p.m. on Thursday, June 2, 2016 at the Eden Area Regional Occupational Program Board Room, 26316 Hesperian Blvd., Hayward, CA 94545.

#### II. Roll Call

Roll was called by Gabriela Juarez, Administrative Assistant.

#### Eden Area ROP Governing Board Present:

Gary Howard, President Castro Valley USD
Janet Zamudio, Member San Lorenzo USD
Evelyn Gonzalez, Alternate San Leandro USD

#### **Eden Area ROP Governing Board Absent:**

Lisa Brunner, Vice-President Hayward USD
Vince Rosato, Member San Leandro USD

Superintendent: Linda Granger- present

#### ROP Administrators in Attendance:

Craig Lang Director

Stefanie Bradshaw Assistant Director of Adult Programs

Marites Fermin Business Manager

#### **ROP Staff in Attendance:**

Gabriela Juarez Superintendent's Administrative Assistant

Robert Remley Technology Coordinator

#### III. Pledge of Allegiance

Stefanie Bradshaw led the Pledge of Allegiance.

#### IV. Mission Statement

Robert Remley read the Eden Area ROP Mission Statement.

#### V. Approval of Agenda

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

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

Page 2 - Minutes of the Regular ROP Governing Board Meeting June 2, 2016

ABSENT: 2 (Brunner, Rosato)

#### VI. Consent Calendar

Trustee Janet Zamudio moved to approve the Consent Calendar with the exception of item A and L that was pulled for discussion and moved to become Action Item A and B:

- A. Approve the Minutes of the Regular Governing Board Meeting of May 5, 2016
- B. Approve the Bill Warrants Items
- C. Approve the Contract with Atkinson, Andelson, Loya, Ruud and Romo (AALRR) for Legal Services for the 16-17 Fiscal Year
- D. Approve the Contract with the DSP Training Proctor (Cindy Christovale) for the 2016-2017 School Year
- E. Approve the Contract with the DSP Training Proctor (Abraham Hill) for the 2016-2017 School Year
- F. Approve the Contract with Flagship Inc. for Janitorial Services for the 2016-2017 Fiscal Year
- G. Approve the Contract with Hayward Unified School District for Student Transportation for the 2016-2017 Fiscal Year
- H. Approve the Contract with Pacheco Brothers Gardening Inc. for Landscaping for the 2016-2017 Fiscal Year
- I. Approve the MOU with Alameda County Office of Education (ACOE) for Payroll Services for the 2016-2017 Fiscal Year
- J. Approve the MOU with Associated Builders and Contractors (ABC) for the 2016-2017 School Year
- K. Approve the Disposal of Obsolete Surplus Items
- L. Approve the Revision of the Eden Area ROP Adult Class Fee Schedule

Trustee Evelyn Gonzalez seconded the motion to approve items B-K.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

#### VII. Information Items

#### A. The Superintendent's Evaluation Timeline

Linda Granger, Superintendent, shared the Superintendent's Evaluation Timeline for the 2016-2017 school year.

#### VIII. Action Items

# A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of May 5, 2016

The minutes were pulled from the Consent Calendar to correct the error in spelling of Trustee Janet Zamudio's last name. Upon review of and with the noted correction a motion by Trustee

Page 3 - Minutes of the Regular ROP Governing Board Meeting June 2, 2016

Janet Zamudio and a second by Evelyn Gonzalez, the Governing Board approved the Minutes of the Regular Governing Board Meeting of May 5, 2016

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

### B. Request the Governing Board to approve the Revision of the Eden Area ROP Adult Class Fee Schedule

The revision of the adult fee schedule was pulled from the Consent Calendar to discuss further what the increases to the fees were. The increases included an increase to the registration fee from \$50 to \$70 and the minimal increases to most classes that ranged from \$150 to \$300. These increases were made to cover overhead and indirect costs. The goal of the Adult Programs is to eventually be self-sufficient. Stefanie Bradshaw, Assistant Director of Adult Programs discussed that the ROP prices are a fraction of the costs of other programs in the area. It was also noted that there was typo on the refund section of the fee schedule. Under the 13 week classes the refunds should be requested by the 3<sup>rd</sup> week not the 5<sup>th</sup> week.

Upon review of and with the noted correction a motion by Trustee Janet Zamudio and a second by Evelyn Gonzalez, the Governing Board approved the revision of the Eden Area ROP Adult Class Fee Schedule.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

#### Open Public Hearing for Eden Area ROP Adopted Budget for the 2016-2017 Fiscal Year

Trustee Gary Howard opened the Public Hearing at 5:44 p.m. for the Eden Area ROP Adopted Budget for the 2016-2017 fiscal year to recognize the ROP funds and the use of them in 2016-2017. The Board solicited comments from the public on the budget. No one in the public responded, the public hearing was closed.

#### **Close Public Hearing**

The public hearing was closed at 5:44 p.m.

# C. Request the Governing Board to approve the Adopted Budget for the 2016-2017 Fiscal Year

Upon review of and a motion by Trustee Evelyn Gonzalez and a second by Trustee Janet Zamudio, the Governing Board approved the Adopted Budget for the 2016-2017 Fiscal Year.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

#### D. Request the Governing Board to approve the 2016-2017 School Calendar

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Evelyn Gonzalez, the Governing Board approved the 2016-2017 school calendar.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

### E. Request the Governing Board to approve the Calendar of Governing Board Meetings for the 2016-2017 School Year

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Evelyn Gonzalez, the Governing Board approved the calendar of Governing Board Meetings for the 2016-2017 school year.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

# F. Request the Governing Board to approve the MOU with NEA Community Learning Center

Upon review of and a motion by Trustee Evelyn Gonzalez and a second by Trustee Janet Zamudio, the Governing Board approved the MOU with NEA Community Learning Center.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

# G. Request the Governing Board to approve the Contract with EPC IT Solutions for the Installation of the Fiber Optic Upgrade

Upon review of and a motion by Trustee Janet Zamudio and a second by Trustee Evelyn Gonzalez, the Governing Board approved the Contract with EPC IT Solutions for the Installation of the Fiber Optic Upgrade.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

# H. Request the Governing Board to approve the Administrative Support Specialist Position and Job Description

Upon review of and a motion by Trustee Evelyn Gonzalez and a second by Trustee Janet Zamudio, the Governing Board approved the Administrative Support Specialist Position and Job Description.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

# I. Request the Governing Board to approve the Adoption of Resolution 12-15/16: Establish Adult Ed. Fund: Fund 11

Upon review of and a motion by Trustee Evelyn Gonzalez and a second by Trustee Janet Zamudio, the Governing Board approved the Adoption of Resolution 12-15/16: Establish Adult Ed. Fund: Fund 11.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

#### IX. Superintendent's Report

Linda Granger was excited to report all four member districts unanimously approved the revisions and continuation of our JPA agreement. It is a significant commitment to the value of Career Technical Education and what it provides for students.

She also reported that the ROP received a \$78,000 grant to support adult evening programs.

We also received a \$25,000 grant from Hayward Rotary to support the First Responders Program. As you know we've partnered with the Hayward Fire Department and they have been donating equipment to the First Responder Program. The equipment being donated has expired and is no longer able to be used in the field, but it is still effective for training. However, at this time the equipment isn't enough to have a set for each class to use and the grant money from rotary will be used to purchase additional equipment for the classes.

The superintendent also reported that she gave a center tour and discussed best practices in CTE with two consultants with Jobs for the Future (JFF). They were very impressed and csaid we exemplified best practices and they will be including the Eden Area ROP in a future report.

The dental program was approved by the Dental Assisting National Board (DANB). Now in addition to qualifying for the state exam for certification our students will be able to take the national exam for certification.

She concluded by sharing that Tuesday night was the Student of the Year Ceremony and that there was a great turn out.

#### X. Communications

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

Linda Granger, Superintendent, presented a letter from the Alameda County Office of Education regarding the Eden Area ROP's second interim report. The second interim complies with the Criteria and Standards adopted by the State Board of Education pursuant to Education Code Section 42127. ACOE gave the Eden Area ROP a positive certification on the second interim report.

#### **XI.** Other Business/Governing Board Reports

#### A. Public

None

#### B. Governing Board Reports

Trustee Janet Zamudio, San Lorenzo Board member, shared that she attended the Eden Area ROP's award ceremony and commented that she loved the ceremony and that it was beautifully done. She noted that there was so much pride and joy in the room.

Trustee Gary Howard, Castro Valley Board member, also shared that he attended the award ceremony and that it was a great event.

#### IV. Recess to Closed Session

The meeting was called into closed session at 6:30 pm

- A. Public Employee Performance Evaluation: Superintendent (Government Code Sec. 54957); Personnel (Government Code Section 54957) Public Employee
   Appointment/Discipline/ Dismissal/Release
- B. Conference with Labor Negotiator, (Pursuant to Government Code Section 54957.6)
   Designated Representative: Marites Fermin
   Unrepresented employees
- C. Conferences with Legal Counsel-Anticipated Litigation (Pursuant Government Code Section 54956.9)

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

The meeting resumed to open session at 7:20 p.m.

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

Upon review of and a motion by Trustee Evelyn Gonzalez and a second by Trustee Janet Zamudio, the Governing Board approved the 1% increase to the employees' salary and a one time off the schedule 3% payment to all the employees at the Eden Area ROP.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

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

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

C. Public Employee Appointment/Employment (Pursuant Government Code section 54957)

Title: Ratification of Superintendent's Employment Agreement

Upon review of and a motion by Trustee Evelyn Gonzalez and a second by Trustee Janet Zamudio, the Governing Board approved the settlement of claim number 508022.

AYES: 3 (Gonzalez, Howard, Zamudio)

NOES: 0 ABSTAIN: 0

ABSENT: 2 (Brunner, Rosato)

#### XII. Adjournment

The meeting was adjourned at 7:25 p.r	n.
Approved by the Eden Area ROP Gover	ning Board
Linda Granger, Superintendent	_

Clerk to the ROP Governing Board



TO: ROP Governing Board

FROM: Linda Granger, Superintendent

PREPARED BY: Sabrina Ubhoff, Accounting Technician

**SUBJECT:** Request the Governing Board to approve the Bill Warrants

#### **CURRENT SITUATION**

The bill warrants submitted for approval are for the period of May 20, 2016 through July 15, 2016 and include test warrant numbers and voided warrants.



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.



TO: ROP Governing Board

FROM: Linda Granger, Superintendent

SUBJECT: Request the Governing Board to approve the Quarterly

**Report on Williams Act Complaints and Resolutions** 

#### **BACKGROUND**

Education Code 35186 (d) requires the following:

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

#### **CURRENT SITUATION**

Attached is a report for the complaints and resolutions through July 1, 2016 as specified by Education Code 35186 (d).



26316 Hesperian Blvd., Hayward, CA 94545 · (510) 293-2971·fax (510) 293-8225

#### **Quarterly Report on Williams Act Complaints**

[Education Code 35186 (d)]

Repor	t through: <u>July 1, 2016</u>	
Distr	ict:	Eden Area Regional Occupational Program
Pers	on completing this form:	Gabriela Juarez
Title	:	Superintendent's Administrative Assistant
	rterly Report Submission (check :: <u>July 1, 2016</u>	one)→ ☐ January 2016 ☐ April 2016 ☑ July 2016 ☐ October 2016
Date 1	for information to be reported p	oublicly at the Governing Board meeting: August 4, 2016
Please	e check the box that applies:	
	No complaints were filed with quarter indicated above.	any school in the district during the
	-	ools in the district during the quarter g chart summarizes the nature and .

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

D	uhlid	ly rano	rtad a	t tha C	overning	Roard	meeting	on· A	uouet A	2016
М	ubiici	iv rebo	ir teu a	ı ıne c	overnine	Buaru	meeting	OH: A	lugust 4.	ZUTD

Linda Granger	Superintendent	



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 DECA

Overnight Field Trips for the 2016-2017 School Year

#### **BACKGROUND**

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

#### **CURRENT SITUATION**

Each year the Eden Area ROP Marketing students participate in DECA activities and field trips. Below for your approval is a list of overnight field trips for the 2016-2017 school year.

Date	Activity	Location
January 13-15, 2017	Nor-Cal District Career Development Conference	San Ramon, CA
March 2-5, 2017	State Career Development Conference	Santa Clara, CA
April 25-30, 2017	International Career Development Conference	Anaheim, CA



TO: ROP Governing Board

FROM: Linda Granger, Superintendent

PREPARED BY: Marites Fermin, Business Manager

**SUBJECT:** Request the Governing Board to approve the Contract with

**Castro Valley Unified School District for Student Transportation** 

for the 2016-2017 Fiscal Year

#### **CURRENT SITUATION**

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

For the 2016-2017 school year we are continuing the contract between Castro Valley Unified School District and the Eden Area ROP for daily transportation to and from the ROP Center and Castro Valley high school sites.

# CASTRO VALLEY UNIFIED SCHOOL DISTRICT 4400 Alma Avenue Castro Valley, CA 94546

#### TRANSPORTATION AGREEMENT FOR 2016-2017

This is an agreement between the Castro Valley Unified School District (CVUSD) and Eden Area Regional Occupational Program (ROP) for the provision of transportation services between Castro Valley High School, Redwood Alternative High School and the Eden Area Regional Occupational Center.

CVUSD agrees to provide bus transportation for up to 58 students from approximately August 25, 2016 through June 9, 2017. The cost will be \$7.75 per mile at approximately 40 miles per day for 180 days, bringing the total approximate cost to \$55,800.00.

Payments will be made at the end of each school quarter upon presentation of an invoice from CVUSD for actual days and mileage.

#### SCOPE OF AGREEEMENT

CVUSD shall furnish transportation by California Highway Patrol approved buses for Eden Area ROP students to and from agreed upon routes and on agreed upon calendar days.

#### PERMITS AND LICENSES

CVUSD shall secure and maintain valid permits and licenses and certifications that are required by law for the execution of this agreement.

#### **INSURANCE**

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

#### SAFETY PROGRAM

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

#### **DRIVER QUALIFICATIONS**

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

#### ACCIDENT REPORTS

CVUSD shall be required to provide accident reports as required by law within the prescribed timeline. In the event of serious injury or death, CVUSD will notify the Eden Area ROP immediately.

#### **EQUIPMENT REQUIREMENTS**

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

#### PUPIL MANAGEMENT

Bus drivers have the responsibility for maintaining proper student behavior on their buses.

#### PAYMENT FOR SERVICES

Invoices from CVUSD shall be submitted at the end of each quarter noting the number of days driven during the previous quarter.

#### TERMINATION OF SERVICES

Either party may terminate this agreement by providing the other party with a 30-day written notice of intent to discontinue.

Signed:_		Date:	
<i>C</i> —	Eden Area Regional Occupational Program	_	
Signed:		Date:	
Signed	Castro Valley Unified School District	Date	



TO: ROP Governing Board

FROM: Linda Granger, Superintendent

SUBJECT: Request the Governing Board to approve the MOU with

Hayward Unified School District for the Independent Study Teacher to Support the Hayward Promise Neighborhood

**Program** 

#### **BACKGROUND**

The Hayward Promise Neighborhood program (HPN) vision, mission, and goals:

- Vision: All children growing up in Jackson Triangle will have access to
  effective schools and strong systems of family and community support that
  will prepare them to attain an excellent education and successfully
  transition to college or post-secondary training and career.
- Mission: Create a world class system cradle-to-career education and support system to ensure every Jackson Triangle student will succeed in 21st century careers.
- Goals: Every Jackson Triangle child will 1) Be prepared for school, 2) Be supported in and out of school, 3) Succeed academically, 4) Be enrolled in post-secondary education, including workforce training, and 5) Graduate from post-secondary education/training and enter a productive career.

#### **CURRENT SITUATION**

The Eden Area ROP as a partner in this project will provide career technical programs and assist in dropout prevention for identified students. To this end, HUSD assigns a teacher to EAROP to provide credit recovery to students attending ROP who live in the Jackson Triangle or attend the target high schools.

# MEMORANDUM OF UNDERSTANDING BETWEEN

# HAYWARD UNIFIED SCHOOL DISTRICT AND EDEN AREA REGIONAL OCCUPATIONAL PROGRAM THROUGH THE HAYWARD PROMISE NEIGHBORHOOD PARTNERSHIP

#### I. TERMS OF MOU:

This agreement shall commence on July 1, 2016 and shall extend through June 30, 2017.

#### II. CONTRACT AMOUNT

The teacher contract amount for \$98,098 plus benefits.

#### III. PURPOSE:

Through the Hayward Promise Neighborhood Grant, Hayward Unified School District and Eden Area Regional Occupational Program will collaborate to implement an independent study program to cover academic support for Career/Occupational training programs prepared and offered by the ROP.

#### IV. ROLE AND RESPONSIBILLITES OF Eden Area ROP

- The ROP shall provide leadership and coordination services to ensure quality academic and career technical standards are met.
- The ROP will provide data control services for registration, attendance, grades, transcripts, and other student records.
- Attendance reporting will be reflected by both the ROP and HUSD
- Reimbursement back to district for the independent study teacher at \$98,098 along with benefits (13%).

#### V. ROLES AND RESPONSIBILITIES OF HUSD

- HUSD shall designate instructor from its staffing assignment prior to the beginning of the school year.
- HUSD will be responsible for instructor compensation.
- HUSD will insure that instructor possesses an approved Credential.
- HUSD will insure that instructor assists HUSD students (especially those in the Promise Neighborhood grant) with intense intervention and credit recovery as needed. Assistance can include:
  - o Pre test function
  - o Worksheets
  - o Teacher assigned prescriptive lessons
  - o Push in or pull out
  - o Intensive intervention
  - o Differentiated content

#### VI. TERMS OF AGREEMENT

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

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

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

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

Date:

NAME

TITLE:

Eden Area Regional Occupational Program

Stan "Data" Dobbs Superintendent/CEO

Hayward Unified School District



TO: ROP Governing Board

FROM: Linda Granger, Superintendent PREPARED BY: Marites Fermin, Business Manager

**SUBJECT:** Request the Governing Board to approve the District

**Contracted Program Agreements of the JPA Members for** 

the 2016-2017 School Year

#### **BACKGROUND**

For the past few years, the Eden Area ROP has entered into Agreements for its District Contracted Programs (DCP) with the four members of the JPA.

#### **CURRENT SITUATION**

Attached are copies of the District Contracted Programs agreements for each member district from July 1, 2016 through June 30, 2017 to cover Career/Occupational Training programs prepared and offered by the ROP and delivered by the instructional staff of the district. For the 2016-2017 school year the attached courses have been approved.

The ROP programs offered at the high schools by the district must meet all the requirements that apply to any ROP class. Program offerings consist of State approved ROP programs.

One time funds of \$2,886,385 are allocated per enrollment to further support the ROP District Contracted Programs.

#### **EDEN AREA REGIONAL OCCUPATIONAL PROGRAM**

26316 Hesperian Boulevard Hayward, CA 94545

#### 2016-2017 AGREEMENT

I. District Contracted Program Agreement between Castro Valley Unified School District and Eden Area Regional Occupational Program (ROP) from July 1, 2016 to June 30, 2017.

#### A. General

- This agreement is entered into by Eden Area Regional Occupational Program (ROP) and Castro Valley Unified School District (District) to cover Career/Occupational Training programs prepared and offered by the ROP and delivered by the instructional staff of the District.
- 2. The title of this program is historically known as the District Contracted Program.
- 3. Modification to the course offerings and numbers of ADA to be generated will be agreed upon by both the ROP and the District during the month of May for the next school year.

#### B. Course Offerings

- 1. ROP programs offered at the high schools by the District must meet all the requirements that apply to any ROP class. Program offerings will consist of State approved ROP programs.
- 2. For school-year 2016-2017 the attached courses have been approved.

#### C. Instruction – District Responsibilities

- 1. The District shall designate instructors from its staffing assignment prior to the beginning of the school year.
- 2. The District is responsible for instructor compensation.
- 3. Instructors must possess a Designated Subjects Credential. The ROP will assist district instructors with this process.
- 4. All District Contracted instructors teaching ROP programs must attend an ROP advisory committee meeting each year.

#### D. Instruction - ROP Responsibilities

- 1. The ROP shall provide leadership and coordination services to ensure quality career technical standards are met.
- 2. The ROP will monitor programs in cooperation with the District to ensure mandated compliance.
- 3. The ROP Off-Site Coordinator will provide a complete written review of the ROP program by the end of the school year.
- 4. The ROP will act as the liaison with the career technical unit of the State Department of Education.
- 5. The ROP will provide data control services for registration, attendance, grades, transcripts, and other student records.
- 6. The ROP will assist in course development services to include labor market analysis, interest surveys, and curriculum development, with approvals from appropriate agencies as required.
- 7. The ROP will provide compliance reporting with assistance from assigned ROP instructor for students who successfully complete any of the courses.

#### E. Career Technicians

- 1. The ROP shall provide funding to assist in offsetting the cost of District Career Technicians.
- 2. The District Career Technicians shall provide advice and guidance to students on ROP courses and assist in placement to meet student needs. Career Techs shall assist with all sophomore tours to the Hayward Center, as well as other activities that support the ROP program. The Off-site ROP coordinator will meet with site administration to establish guidelines.
- 3. The District shall provide career occupational counseling to which the ROP shall increase support to \$7,000 per high school to offset Career Technician salaries.

#### F. Materials, Equipment and Facilities

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

#### G. Attendance Reporting

- 1. Both the District and the ROP shall reflect student attendance.
- 2. The District shall provide attendance reporting to the ROP in order that the ROP can file appropriate attendance reports.

#### H. ADA and Revenue

- 1. ADA revenue shall be calculated as agreed upon in the Joint Powers Agreement (JPA).
- 2. It is recommended that Districts enroll 25 students per section in order to generate cost effective revenue.
- 3. The District will be compensated only for the ADA generated up to the agreed cap of 106 ADA.
- 4. Projected revenue will be transferred from the ROP to the District monthly, with a final calculation in June. (ROP Business Manager is contact)
- 5. One time funds for the 2016-2017 school year for \$552,539 will be allocated to Castro Valley Unified School District to further support the ROP District Contracted Programs.
- 6. 50% will be disbursed via fund transfer request to ACOE within two working weeks of receipt of this signed agreement. The next 50% will be paid six months after.

#### I. Projections

1. The ROP anticipates 14 sections (Attachment A) and a cap of 106 ADA. Revenue to be generated by the District is calculated at 75% of \$2,933.33 per ADA plus \$7,000 for career technician salaries to total \$240,200.

Marites Fermin

Business Manager **Eden Area ROP** 

Dr. Candi Clark

**Deputy Superintendent** 

**Castro Valley Unified School District** 

# ROP Master Schedule 2016-2017 – ENROLLMENT DATA

Contract	0000	Testate	1000	0100	11日本の大学	
BRG AUTO MECHANICS				Sione Side	State of the state	日本語の計
O AND MOUNTAIN	Costro Valley	Reese, Darren	0123456	8	Year	-
AND SHAD MECHANICS	Castro Valley	Reese, Darren	0123456	8	Year	-
OTTO MECHANICA	Castro Valley	Reese, Darren	0123456	2	Year	
BIOTECHNOLOGY	Castro Valley	O'Brien, Laura	0123456	2	Yed	
SICHECHNOLOGY	Castro Valley	O'Brien, Laura	0123456	8	Yed	- 1
al or a call work of a	Castro Valley	O'Brien, Laura	0123456	8	Year	- 1-
MICRAEL BRIGHNEERING (FORMALLY CISCO)	Costro Valley	Burns, Chris	0123456	8	Year	-
INJERNATI ENGINEERING (formally CISCO)	Castro Valley	Bums, Chris	0123456	2	Year	-
William William	Castro Valley	Burns, Chris	0123456	2	Year	
ADV PROLOGRAPHY PROLOGRAPHY	Castro Valley	Vendsel, Jeff	0123456	2	Year	-351
	Costro Volley	Vendsel, Jeff	0123456	8	Yea	
	Castro Valley	Vendsel, Jeff	0123456	2	Year	-
	Costro Volley	Vendsel, Jeff	0123456	8	Year	
O CORPORTION	Castro Valley	Vendsel, Jeff	0123456	2	Year	
The second of th				DISTRICT	DISTRICT CONTRACTED	4
PATRICIAN AND AND AND AND AND AND AND AND AND A	Castro Valley	Stephens, Michelle	0123456	8	Year	)
STATES CONTINUES	Castro Valley	Stephens, Michelle	0123456	8	Year	
WARKELING ECONOMICS	Castro Valley	Stephens, Michelle	0123456	8	Year	
WARKELING ECONOMICS	Castro Valley	Stephens, Michelle	0123456	8	Year	
MANAGERING ECONOMICS	Castro Valley	Stephens, Michelle	0123456	8	Year	
				CENTE	CENTER OPERATED	w
				AT A		

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

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

Principal or Designee Signature 1/30/16

10 19

ALL COURSES TOTAL

Date



#### **EDEN AREA REGIONAL OCCUPATIONAL PROGRAM**

26316 Hesperian Boulevard Hayward, CA 94545

#### **2016-2017 AGREEMENT**

I. DISTRICT CONTRACTED PROGRAM AGREEMENT BETWEEN HAYWARD UNIFIED SCHOOL DISTRICT AND EDEN AREA REGIONAL OCCUPATIONAL PROGRAM (ROP) FROM JULY 1, 2016 TO JUNE 30, 2017.

#### A. General

- 1. This agreement is entered into by Eden Area Regional Occupational Program (ROP) and Hayward Unified School District (District) to cover Career/Occupational Training programs prepared and offered by the ROP and delivered by the instructional staff of the District.
- 2. The title of this program is historically known as the District Contracted Program.
- 3. Modification to the course offerings and numbers of ADA to be generated will be agreed upon by both the ROP and the District during the month of May for the next school year.

#### **B.** Course Offerings

- 1. ROP programs offered at the high schools by the District must meet all the requirements that apply to any ROP class. Program offerings will consist of State approved ROP programs.
- 2. For school-year 2016-2017 the attached courses have been approved.

#### C. Instruction – District Responsibilities

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

4. All District Contracted instructors teaching ROP programs must attend an ROP advisory committee meeting each year.

#### D. Instruction – ROP Responsibilities

- 1. The ROP shall provide leadership and coordination services to ensure quality career technical standards are met.
- 2. The ROP will monitor programs in cooperation with the District to ensure mandated compliance.
- 3. The ROP Off-Site Coordinator will provide a complete written review of the ROP program by the end of the school year.
- 4. The ROP will act as the liaison with the career technical unit of the State Department of Education.
- 5. The ROP will provide data control services for registration, attendance, grades, transcripts, and other student records.
- 6. The ROP will assist in course development services to include labor market analysis, interest surveys, and curriculum development, with approvals from appropriate agencies as required.
- 7. The ROP will provide compliance reporting with assistance from assigned ROP instructor for students who successfully complete any of the courses.

#### E. Career Technicians

- 1. The ROP shall provide funding to assist in offsetting the cost of District Career Technicians.
- 2. The District Career Technicians shall provide advice and guidance to students on ROP courses and assist in placement to meet student needs.
  - Career Techs shall assist with all sophomore tours to the Hayward Center, as well as other activities that support the ROP program. The Off-site ROP coordinator will meet with site administration to establish guidelines.
- 3. The District shall provide career occupational counseling to which the ROP shall increase support to \$21,000 per high school to offset Career Technician salaries. Materials, Equipment and Facilities

#### F. Materials, Equipment and Facilities

1. The District is responsible for providing equipment and instructional materials

for each program.

2. The District shall dedicate appropriate resources to ensure that the program offering is in compliance with the ROP requirements.

#### G. **Attendance Reporting**

- 1. Both the District and the ROP shall reflect student attendance.
- 2. The District shall provide attendance reporting to the ROP in order that the ROP can file appropriate attendance reports.

#### H. **ADA and Revenue**

- 1. ADA revenue shall be calculated as agreed upon in the Joint Powers Agreement (JPA).
- 2. It is recommended that Districts enroll 25 students per section in order to generate cost effective revenue.
- 3. The District will be compensated only for the ADA generated up to the agreed cap of 208 ADA.
- 4. Projected revenue will be transferred from the ROP to the District monthly, with a final calculation in June. (ROP Business Manager is contact)
- **5.** One time funds for the 2016-2017 school year for \$1,153,539 will be allocated to Hayward Unified School District to further support the ROP District Contracted Programs.
- 6. 50% will be disbursed via fund transfer request to ACOE within two working weeks of receipt of this signed agreement. The next 50% will be paid six months after.

#### I. **Projections**

1. The ROP anticipates 28 sections (Attachment A) and a cap of 208 ADA. Revenue to be generated by the District is calculated at 75% of \$2,933.33 per ADA plus \$21,000 for career technician salaries to total \$478,600.

\_\_\_\_\_\_

Marites Fermin

**Business Manager** 

**Eden Area ROP** 

Matt Wayne

Acting Superintendent

**Hayward Unified School District** 

# ROP Master Schedule 2016-2017

	110							
	0)	Teocher	le d	Type	Duration	Secto	Room	
BIOTECHNOLOGY			A			US	#	
	Hayward	Monamed, Sadia	0123456	2	Year	1	7	
COMPUTER PROGRAMMING	Hayward	Cooper, Susan (pending CTE)	0123456	2	Year	-	TBD	
COMPOSER PROGRAMMING	Hayward	Cooper, Susan	0123456	ည	Year			
	Hayward	Kammet, Travis	0123456	2	Year	-	E	
	Hayward	Kammet, Travis	0123456	ည္ထ	Year			
	Hayward	Kammet, Travis	0123456	8	Year	-		
	Hayward	Kammet, Travis	0123456	ည္က	Year	The broad		
bkama (abv)	Hayward	Kammet, Travis	0123456	ն	Year	-		
NDUSIKIAL IECHNOLOGY (WOODS)	Hayward	Lower, Hunter	0123456	2	Year	SALE AND	5	
NDUSTRIAL TECHNOLOGY (WOODS)	Hayward	Lower, Hunter	0123456	2	Year	-		
NDUSIKIAL IECHNOLOGY (WOODS)	Hayward	Lower, Hunter	0123456	20	Year			
NDUSTRIAL TECHNOLOGY/ADV	Hayward	Lower, Hunfer	0123456		Year			
PHOLOGRAPHY	Hayward	Koehler, Mark	0123456	8	Year		84	
PHOTOGRAPHY	Hayward	Koehler, Mark	0123456	2	Year	-		
PHOLOGRAPHY	Hayward	Koehler, Mark	0123456	2	Year	_		
PHOIOGRAPHY	Hayward	Koehler, Mark	0123456	2	Tear Year			
PHOTOGRAPHY/ADV	Hayward	Koehler, Mark	0123456	8	Year		/	
				STRICT C	DISTRICT CONTRACTED	17		
ADMINISTRATIVE JUSTICE	Hayward	Visico, Levine	0123456	8	Year	)-	TBD	
BUSINESS ECONOMICS AND FINANCE	Hayward	Rick Charles	0123456	8	Year	,	02	
ENIKEPRENEURSHIP	Hayward	Rick Charles	0123456	8	Year	-		
SPORIS & ENT MARKETING & Markefing	Hayward	Rick Charles	0123456	8	Year	· <b>-</b>		

if

ADMINISTRATIVE JUSTICE	Hayward	Visico, Levine	
BUSINESS ECONOMICS AND FINANCE	Hayward	Rick Charles	
ENTREPRENEURSHIP	Hayward	Rick Charles	
SPORTS & ENT MARKETING & Marketing	Hayward	Rick Charles	
COMPUTER APPLICATIONS	Hayward	Rick Charles	
CVE WORK EXPERIENCE	Hayward	Rick Charles	

23 6

Year

CENTER OPPERATED ALL COURSE TOTAL

Year

88

0123456 0123456 frincipal or Designee Signature

Date

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

please indicate. A ROP Master Schedule will be sent in August for current enrollment figures and class periods. If you have questions call or email me.

Please fill in enrollment data. If you know the period and room number,

38

_	1
	1
	-
«	L
FNTDATA	1
1	
1.0	
5	
	1
C	)
0	4
7	,
II II	ŋ
FNPOLL	•
7017	
	1
	)
0	
D	
<b>1</b>	)
-	•
	)
3	
a	
TO	
0	
U	
SC	
SC	
er Sch	
ster Sch	
ister Sch	
Naster Sch	
Master Sch	Total contract and an arrangement of the contract of the contr
Master Sch	Commission commission and the co
OP Master Schedule 2016 -	TOTAL AND DESCRIPTION OF THE PERSON OF THE P

Course	Site	Teacher	Per	Type	Dimedifica	1	9	
PHOTOTOPADAY				21/		SUCCITIONS.	Kelom#	
HIGHOGRAFINE	Mt. Eden	Gurley, David	012345	DC	Year	1		
PHOTO GRAPHY	Mt. Eden	Gurley, David	012345	20	Yeor	-	40	
PHOTOGRAPHY	Mt. Eden	Gurley, David	012345	00	z y	-		
PHOTOGRAPHY	Mt. Eden	Gurley, David	012345		5 6	-		
ADV PHOTOGRAPHY	Mt. Eden	Gurley, David	012345	2 2	D 20			
				)	<u>ק</u>	-(		
Pillellings in the contraction of the contraction o	A STATE OF THE PARTY OF THE PAR			DISTICT	DISTICT CONTRACTED	15		
BESINESS ECON/ MARKEIING	Mt. Eden	Jagroop, Laura	012345	8	Year	)-	,	
MARKEIING ME	Mt. Eden	Jagroop, Laura	012345	8	Year		ဝိ	
MARKETING ME	Mt. Eden	מסיסים	7,0010			-		
MARKETING ME		sagioop, rapid	012345	0	Year			3
	Mt. Eden	Jagroop, Laura	012345	8	Year	-		
MARKEIING ME	Mt. Eden	Jagroop, Laura	012345	8	Year	- 1		
ADMINISTRATIVE JUSTICE	Mt. Eden	Visico, Levine	012345	8	Year			
ADMINISTRATIVE JUSTICE	Mt. Eden	Visico, Levine	012345	00	Year	-		
ADMINISTRATIVE JUSTICE	Mt. Eden	Visico, Levine	012345	8	Year	-		
				CENT	CENTER OPERATED	- 00		
				ALL CO	ALL COURSES TOTAL	13		
					1010101010	2		

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

1

oliment (p)

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

# ROP Master Schedule 2016-2017 PRE-ENROLLMENT DATA

Colinea								
20,000	oite	leacher	Per	Type	Duration		Sections	Room #
CILINARY APTS	H				THE RESERVE			
	rennyson	IBD	0123456	00	Year			
CULINARY ARTS	Tennyson	TBD	0123456	DO	Vear			Malified Street
CULINARY ARTS	Tennyson	TBD	0123456	DO	Year			
BIOMEDICAL	Tennyson	Karen Kelly	0123456	00	Year			S
					DISTRICT CONTRACTED	NTRACTED	9	
COMPULER APPLICATIONS	Tennyson	TBD	0123456	8	Year		)-	00
COMPUTER APPLICATIONS	Tennyson	TBD	0123456	8	Year			1
ENTREPRENEURSHIP	Tennyson	TBD	0123456	8	Year		-	
ENTREPRENEURSHIP	Tennyson	TBD	0123456	8	Year			
JARKETING ME	Tennyson	TBD	0123456	8	Year		· rci	
TARKETING ME	Tennyson	TBD	0123456	8	Year		יני	
COMPUTER PROGRAMMING	Tennyson	TBD	0123456	8	Year			
					CENTER	CENTER OPERATED	9	
					ALL COUR	ALL COURSES TOTAL	12	

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

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





#### **EDEN AREA REGIONAL OCCUPATIONAL PROGRAM**

26316 Hesperian Boulevard Hayward, CA 94545

#### **2016-2017 AGREEMENT**

I. District Contracted Program Agreement between San Leandro Unified School District and Eden Area Regional Occupational Program (ROP) from July 1, 2016 to June 30, 2017.

#### A. General

- 1. This agreement is entered into by Eden Area Regional Occupational Program (ROP) and San Leandro Unified School District (District) to cover Career/Occupational Training programs prepared and offered by the ROP and delivered by the instructional staff of the District.
- **2.** The title of this program is historically known as the District Contracted Program.
- Modification to the course offerings and numbers of ADA to be generated will be agreed upon by both the ROP and the District during the month of May for the next school year.

#### B. Course Offerings

- 1. ROP programs offered at the high schools by the District must meet all the requirements that apply to any ROP class. Program offerings will consist of State approved ROP programs.
- 2. For School Year 2016-2017 the attached courses have been approved.

#### C. Instruction – District Responsibilities

- 1. The District shall designate instructors from its staffing assignment prior to the beginning of the school year.
- 2. The District is responsible for instructor compensation.
- 3. Instructors must possess a Designated Subjects Credential. The ROP will assist district instructors with this process.
- 4. All District Contracted instructors teaching ROP programs must attend an ROP advisory committee meeting each year.

#### D. Instruction - ROP Responsibilities

- 1. The ROP shall provide leadership and coordination services to ensure quality career technical standards are met.
- 2. The ROP will monitor programs in cooperation with the District to ensure mandated compliance.
- 3. The ROP Off-Site Coordinator will provide a complete written review of the ROP program by the end of the school year.
- 4. The ROP will act as the liaison with the career technical unit of the State Department of Education.
- 5. The ROP will provide data control services for registration, attendance, grades, transcripts, and other student records.
- 6. The ROP will assist in course development services to include labor market analysis, interest surveys, and curriculum development, with approvals from appropriate agencies as required.
- 7. The ROP will provide compliance reporting with assistance from assigned ROP instructor for students who successfully complete any of the courses.

#### E. Materials, Equipment and Facilities

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

#### F. Attendance Reporting

- 1. Both the District and the ROP shall reflect student attendance.
- 2. The District shall provide attendance reporting to the ROP in order that the ROP can file appropriate attendance reports.

### G. ADA and Revenue

- 1. ADA revenue shall be calculated as agreed upon in the Joint Powers Agreement (JPA).
- 2. It is recommended that Districts enroll 25 students per section in order to generate cost effective revenue.
- 3. The District will be compensated only for the ADA generated up to the agreed cap of 98 ADA.
- 4. Projected revenue will be transferred from the ROP to the District monthly, with a final calculation in June. (ROP Business Manager is contact
- 5. One time funds for the 2016-2017 school year for \$485,292 will be allocated to San Leandro Unified School District to further support the ROP District Contracted Programs.
- 6. 50% will be disbursed via fund transfer request to ACOE within two working weeks of receipt of this signed agreement. The next 50% will be paid six months after.

### H. Projections

1. The ROP anticipates 18 sections (Attachment A) and a cap of 98 ADA. Revenue to be generated by the District is calculated at 75% of \$2,933.33 per ADA, total \$215,600.

Marites Fermin

Business Manager

**Eden Area ROP** 

Kevin Collins

Associate Superintendent, Business & Operations

San Leandro Unified School District

5	7
	7
6	C
-	9
	-3
	=
6	-
1	Ą
5	
	8
-	1
	0
ROHAFMI	,
	;
-	ш
Z Z	
	ı
9	1
-	1
7107	ı
2	
N	1
-	i
0	1
Chequie Zui	1
2	1
14	į
0	ı
	ı
	l
0	١
U	ı
	į
U	i
SCHEQ	
BI OC	(
0	
H	
57	
10	
2	
_	

Course	Site							
	D	legoner	Per	Type	Duration	Sections	Room#	
AUIO MECHANICS	San Leandro	Shyers, Andy	0123456	DC	Year		, 0,1	
AUTO MECHANICS	San Leandro	Shyers, Andy	0123456	2	Year	-	206	
AUTO MECHANICS	San Leandro	Shyers, Andy	0123456	2	Year			
AUTO MECHANICS	San Leandro	Shyers, Andy	0123456	2	Year			
ADV/AUTO MECHANICS	San Leandro	Shyers, Andy	0123456	2	Year			
GRAPHICS	San Leandro	Reinerio, Deborah	0123456	20	Year	-	507	
GRAPHICS	San Leandro	Reinerio, Deborah	0123456	20	Year			
GRAPHICS	San Leandro	Reinerio, Deborah	0123456	2	Year	-  -		
GRAPHICS	San Leandro	Reinerio, Deborah	0123456	20	Year			
GRAPHICS	San Leandro	Reinerio, Deborah	0123456	2	Year	-		
JOURNALISM	San Leandro	Thurston, Linda	0123456	DC	Year	-	220	
YEARBOOK	San Leandro	Thurston, Linda	0123456	200	Year			
YEARBOOK	San Leandro	Thurston, Linda	0123456	2	Year			
INDUSTRIAL TECHNOLOGY	San Leandro	Weiss, Barry	0123456	20	Year	- <del>-</del>	504	
INDUSTRIAL TECHNOLOGY	San Leandro	Weiss, Barry	0123456	20	Year		t	
INDUSTRIAL TECHNOLOGY	San Leandro	Weiss, Barry	0123456	20	Year	-		
ADV INDUSTRIAL TECHNOLOGY	San Leandro	Weiss, Barry	0123456	20	Year			
				DISTRI	DISTRICT CONTRACTER	1		
ENIKERKENEURSHIP	San Leandro	Fregosa, Dawn	0123456	8	Year		402	
ENTREPRENEURSHIP	San Leandro	Fregosa, Dawn	0123456	8	Year	-		
MARKETING ECONOMICS	San Leandro	Fregosa, Dawn	0123456	8	Year			
BUSINESS ECONOMICS & FINANCE	San Leandro	Fregosa, Dawn	0123456	8	Year	-		
BUSINESS ECONOMICS	San Leandro	Maynard, Deborah	0123456	8	Sem 1	rvi	406	

Please fill in enrollment data. If you know the period, please indicate. A ROP Master Schedule will be sent in August for current enrollment figures and class periods. If you have questions call or email me. Shella Lawrence, Asst. Director (510) 293-2903/slawrence@edenrop.org 44

incipator Designee Signature

MIM
2
O
Z
111
E
017
S
9
0
20
ule 20
dule 20
nedule 20
chedule 20
r Schedule 20
ler Schedule 20
aster Schedule 20
Master Schedule 20
P Master Schedule 20
ROP Master Schedule 20

CONOMICS	San Leandro	Maynard, Deborah	0123456	8	Sem 2	٠ċ	
ARKETING ME	San Leandro	Maynard, Deborah	0123456	8	Sem 1	.5	
ARKETING ME	San Leandro	Maynard, Deborah	0123456	8	Sem 2	5.	
ARKETING ECONOMICS	San Leandro	Maynard, Deborah	0123456	8	Year	-	
ARKETING ECONOMICS	San Leandro	Maynard, Deborah	0123456	8	Year	1	
				O	CENTER OPERATED	00	
· · · · · · · · · · · · · · · · · · ·			*	ALI	ALL COURSES TOTAL	26	

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

5

Principal or Designee Signature

Date



### EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

26316 Hesperian Boulevard Hayward, CA 94545

### 2016-2017 AGREEMENT

I. District Contracted Program Agreement between San Lorenzo Unified School District and Eden Area Regional Occupational Program (ROP) from July 1, 2016 to June 30, 2017.

### A. General

- This agreement is entered into by Eden Area Regional Occupational Program (ROP) and San Lorenzo Unified School District (District) to cover Career/Occupational Training programs prepared and offered by the ROP and delivered by the instructional staff of the District.
- 2. The title of this program is historically known as the District Contracted Program.
- 3. Modification to the course offerings and numbers of ADA to be generated will be agreed upon by both the ROP and the District during the month of May for the next school year.

### B. Course Offerings

- ROP programs offered at the high schools by the District must meet all the requirements that apply to any ROP class. Program offerings will consist of State approved ROP programs.
- 2. For school-year 2016-2017 the attached courses have been approved.

### C. Instruction – District Responsibilities

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

4. All District Contracted instructors teaching ROP programs must attend an ROP advisory committee meeting each year.

### D. Instruction - ROP Responsibilities

- 1. The ROP shall provide leadership and coordination services to ensure quality career technical standards are met.
- 2. The ROP will monitor programs in cooperation with the District to ensure mandated compliance.
- 3. The ROP Assistant Director of Off-site programs will provide a complete written review of the ROP program by the end of the school year.
- 4. The ROP will act as the liaison with the career technical unit of the State Department of Education.
- 5. The ROP will provide data control services for registration, attendance, grades, transcripts, and other student records.
- 6. The ROP will assist in course development services to include labor market analysis, interest surveys, and curriculum development, with approvals from appropriate agencies as required.
- 7. The ROP will provide compliance reporting with assistance from assigned ROP instructor for students who successfully complete any of the courses.

### E. Career Technicians

- 1. The ROP shall provide funding to assist in offsetting the cost of District Career Technicians.
- 2. The District Career Technicians shall provide advice and guidance to students on ROP courses and assist in placement to meet student needs. Career Techs shall assist with all sophomore tours to the Hayward Center, as well as other activities that support the ROP program. The ROP Assistant Director of Off-site programs will meet with site administration to establish quidelines.

3. The District shall provide career occupational counseling to which the ROP shall increase support to \$14,000 per high school to offset Career Technician salaries.

### F. Materials, Equipment and Facilities

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

### G. Attendance Reporting

- 1. Both the District and the ROP shall reflect student attendance.
- 2. The District shall provide attendance reporting to the ROP in order that the ROP can file appropriate attendance reports.

### H. ADA and Revenue

- 1. ADA revenue shall be calculated as agreed upon in the Joint Powers Agreement (JPA).
- 2. It is recommended that Districts enroll 25 students per section in order to generate cost effective revenue.
- 3. The District will be compensated only for the ADA generated up to the agreed cap of 95 ADA.
- 4. Projected revenue will be transferred from the ROP to the District monthly, with a final calculation in June. (ROP Business Manager is contact)
- 5. One time funds for the 2016-2017 school year for \$695,044 will be allocated to San Lorenzo Unified School District to further support the ROP District Contracted Programs.
- 6. 50% will be disbursed via fund transfer request to ACOE within two working weeks of receipt of this signed agreement. The next 50% will be paid six months after.

### I. Projections

1. The ROP anticipates 15 sections (Attachment A) and a cap of 95 ADA. Revenue to be generated by the District is calculated at 75% of \$2,933.33 per ADA plus \$14,000 for career technician salaries to total \$223,000.

Business Manager

Eden Area ROP

Assistant Superintendent - Business Services

San Lorenzo Unified School District

# ROP Master Schedule 2016-2017 – PRE-ENROLLMENT DATA

Course	Site	Teacher	Per	Type	Duration	Sections	Room#	
ADVANCED VIDEO/TV	San Lorenzo	McVay, Lance		DC	Year		T3	
VIDEO PRODUCTION	San Lorenzo	McVay, Lance		DC	Year	100 100	2	
VIDEO PRODUCTION	San Lorenzo	McVay, Lance		20	Year			
JOURNALISM	San Lorenzo	Jackson, Robert		DC	Year	-	PB	
YEARBOOK	San Lorenzo	Jackson, Robert		DC	Year		Water Charles	
MEDIA ARTS	San Lorenzo	Johnson, Kevin		DC	Year	-	83	
ADV PHOTOGRAPY	San Lorenzo	Gossett, Ken		20	Year			
PHOTOGRAPHY	San Lorenzo	Gossett, Ken		DC	Year	-		
PHOTOGRAPHY	San Lorenzo	Gossett, Ken		20	Year			
PHOTOGRAPHY	San Lorenzo	Gossett, Ken		DC	Year	-		
				DISTRICT	DISTRICT CONTRACTED	10		
BUSINESS OWNERSHIP	San Lorenzo	Shivers, Romy		8	Year	)-	D6	
MARKETING ECONOMICS	San Lorenzo	Shivers, Romy		8	Year	1		
MARKETING ME	San Lorenzo	Shivers, Romy		8	Year	rċ		
MARKETING ME	San Lorenzo	Shivers, Romy		8	Year	ιż		
COMPUTER ESSENTIALS	San Lorenzo	Shivers, Romy		00	Year	-		
COMPUTER ESSENTIALS	San Lorenzo	Shivers, Romy		8	Year			
CRIMINAL JUSTICE	San Lorenzo	Acconnell, Michael	-	8	Year	-		
CRIMINAL JUSTICE	San Lorenzo	Acconnell, Michael	2	8	Year			
CRIMINAL JUSTICE	San Lorenzo	Acconnell, Michael	က	8	Year	-		
				CEN	CENTER OPERATED	00		
				ALL C	ALL COURSES TOTAL	18		

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

M

Principal or Designee Signature

Date

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

# ROP Master Schedule 2016-2017 PRE-ENROLLMENT DATA

		7															
110	recoluul :::	010				83		ď	3								
( ) ( ) ( )		-		-			S	)-		_		-	. LO	10			
							ERATED						CENTER OPERATED	SES TOTAL			
Duroition		Year	Year	Year	Year	Year	DISTRICT OPERATED	Year	Year	Year	Year	Year	CENTER	ALL COURSES TOTAL			
Tybe		2	20	20	20	S		8	8	8	8	00		4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Je.d.		0123456	0123456	0123456	0123456	0123456		0123456	0123456	0123456	0123456	0123456					
Teacher		Baughman, Jeff	Baughman, Jeff	Baughman, Jeff	Baughman, Jeff	Bemard, Kris		Charlton, Christina									
の音の		Arroyo	Arroyo	Arroyo	Arroyo	Arroyo	ani .	Arroyo	Arroyo	Arroyo	Arroyo	Arroyo					
Course		FHOTOGRAPHY	PHOTOGRAPHY	PHOTOGRAPHY	PHOTOGRAPHY	SPORTS MEDICINE		BUSINESS ECONOMICS	BUSINESS OWNERSHIP	MARKEIING ECONOMICS	MARKETING ECONOMICS	MARKETING ECONOMICS				; . F.	

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

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

Principal or Designee Signature

Date

# Information Items





**DATE:** August 4, 2016

TO: ROP Governing Board

FROM: Linda Granger, Superintendent SUBJECT: CTE Incentive Grant Update

### **BACKGROUND**

Last year, the Eden Area ROP successfully applied for the CTE Incentive Grant (CTEIG) on behalf of our member districts. This is a dollar for dollar matching grant intended to be bridge funding for CTE programs until LCFF is fully funded. The Eden Area ROP was awarded \$3,088,885 for the 2016-2017 school year from the CTE Incentive Grant. The funds from this grant must be spent on programs that meet or will meet the 11 elements of a high quality CTE program by the end of the 2016-2017 school year.

### **CURRENT SITUATION**

Each applicant was required to submit a self-assessment regarding the status of their programs in terms of meeting the requirements of a high quality CTE program and outline how they would plan to meet the requirement by the end of the 2016-2017 school year if it is not currently being met. Staff will provide an update regarding the status of our programs meeting these requirements and the plan created to ensure all of our programs meet the requirements by the end of the school year.

### **RECOMMENDATION**

Information only



Positionon #1.	Chality Christian and Instruction
	County connections and account of CTF of the control of the connections of the connection of the con
Question:	
	to transition to postsecondary education programs that lead to a career pathway
	or align employment upon graduation from high school?
Response:	<ul> <li>All programs have revised the course outlines to align to the model</li> </ul>
	curriculum standards with input and approval from advisory committees and
	approved by the governing board at the December 2015 Meeting.
	<ul> <li>7 of our programs offer industry recognized certification, 4 are articulated</li> </ul>
	with the local community college and two offer dual enrollment with the
	local community college.
	<ul> <li>We are working to have our construction technology class become a</li> </ul>
	registered pre-apprenticeship program, and renewing the articulation
	agreements that have expired for the two remaining programs.
	<ul> <li>Eden Area ROP employees 2 Work Based Learning Specialist that make the</li> </ul>
	connection between business and teachers so that all of our programs
	provide work based learning opportunities for students.
	<ul> <li>All but seven programs have been approved by the UC system for either f or</li> </ul>
	g credit. Programs not approved by UC are those that lead to industry
	certification.
	<ul> <li>Based on the revised course outlines, we are reviewing current courses to</li> </ul>
	determine the possibility of re-applying for a-g approval.
	<ul> <li>Copies of the course outlines, articulation agreements and dual enrollment</li> </ul>
	MOUs are maintained in the Educational Services department of the ROP.

- Renew and establish articulation agreements with Chabot, Mission, Los Positas and Ohlone College.
- Continue to get courses UC a to g approved that are eligible
- OSHA 10, CPR, First Aid, and CISCO Networking) and other programs are starting to provide access to Programs are maintaining student access to industry certifications (i.e. Dental and Medical Assisting, industry certifications (i.e. ServSafe and NATEF).



Requirement #7:	Career Exploration and Guidance
	Does the applicant provide pupils with quality career exploration and quidance?
Response:	
	(resume writing, interviewing etc.).
	<ul> <li>Career exploration is provided via units using Career Locker.</li> </ul>
	<ul> <li>All sites are provided with a pathway catalog for each student that identifies</li> </ul>
	the programs offered, with the next steps identified in terms of post-
	secondary programs offered at the local community college within each
	pathway.
	<ul> <li>Schools have career technicians that oversee career centers on the high</li> </ul>
	school campuses and support career exploration by students.
	<ul> <li>Several of the schools use the Naviance software or Career Cruising program</li> </ul>
	as a tool to support career guidance for students.
	<ul> <li>A career counselor was hired this year to further support the students with the</li> </ul>
	development of four year career plans for each student to be completed
	within the next year.
	<ul> <li>Additionally, we will be working over the summer to align the career</li> </ul>
	exploration opportunities for students within the four partner districts. Sample
	lesson plans, student work and software reports are evidence of this work
	being done.
	<ul> <li>A review of our current course catalog illustrates the pathway alignment</li> </ul>
	beyond high school.
	<ul> <li>Interviews with career technicians will validate the career exploration they</li> </ul>
	provide.
	<ul> <li>Interviewing the career counselor will provide understanding of the process</li> </ul>
	used in completing the student career plans and sample four year career
	plans will be provided.

# Eden Area ROP

# **CTE Incentive Grant Application**

- Continue to build on Work Based Learning in every program (i.e. guest speakers, field trips, job shadowing, internships, and mentors).
- Update the contents for student portfolios (i.e. resume, reference letters, job application, and letter of interest).
  - Develop visual flow charts that are district specific to show the sequence of courses for students who choose a particular career pathway.
    - Have full time counselor at center work with students to do a four year career plan.



Requirement #3:	Student Support and Leadership Development
Question:	Does the applicant provide pupil support services, including counseling and
	leadership development?
Response:	<ul> <li>Leadership activities are provided to students in all the programs.</li> </ul>
	All but two programs participates in SKILLS USA or DECA. Our medical
	programs are investigating the pros and cons of participating in SKILLS USA vs
	HOSA and will make a decision for the 16-17 school year.
	<ul> <li>Our counselor works closely with the case managers of our students with</li> </ul>
	special needs to provide them appropriate support.
	<ul> <li>Communication with offsite counselors provide students support for other</li> </ul>
	special populations.
	Professional development for teachers regarding instructional strategies to
	meet the needs of students will be provided on an ongoing basis.
	<ul> <li>Annually, we have a principals' breakfast and a counselors' luncheon in</li> </ul>
	which we discuss program needs and supports for students.
	<ul> <li>Photos, field trip forms, competition awards, and charter memberships are all</li> </ul>
	ways in which leadership opportunities can be validated within our
	programs.
	<ul> <li>Counselor/case manager/parent interview or sample IEP's will validate the</li> </ul>
	support services provided to students with special needs.
	<ul> <li>Agendas and sample lesson plans will demonstrate how teachers are</li> </ul>
	providing support within their classes.

- Involve more students in CTSO's (medical to participate in Skills or HOSA)
- Teachers develop lessons that provide opportunities for leadership development.
- Improve communication between case carriers and ROP with respects to IEP accommodations and meetings.
- Schedule meetings for counselors and case managers to answer questions and clarify ROP programs and their requirements.





Requirement #4:	System Alianment
Question:	
	educational institutions, documented through formal written agreements?
Response:	Teachers from all four districts and the local community college are brought
	together via pathway meetings to develop and align curriculum.
	<ul> <li>As a result of the CCPT grant, we are working even more closely with Chabot</li> </ul>
	College to align and strengthen our pathways.
	<ul> <li>Faculty from all four districts meet 8 times throughout the year to this end.</li> </ul>
	<ul> <li>Eden Area ROP is the first in our region to pilot two dual enrollment programs</li> </ul>
	with our local community college.
	<ul> <li>Many of our programs have articulation agreements, or lead to industry</li> </ul>
	recognized certification.
	<ul> <li>Staffing changes have resulted in several of our articulation agreements</li> </ul>
	expiring.
	<ul> <li>We are working with our community college partner to reinstate these</li> </ul>
	agreements by the end of this school year.
	<ul> <li>The Joint Powers Authority Agreement is evidence of our ongoing regional</li> </ul>
	alliance and our articulations agreements and dual enrollment MOU with
	Chabot College document our formal agreements with post-secondary
	education.
	<ul> <li>Pathway maps are being updated to include the changes and additions to</li> </ul>
	pathways being developed under the CCPT grant.

- Attend and schedule more meetings with postsecondary educational institutions to establish new articulations and dual enrollment courses.
  - Chabot is a main articulation partner with ROP. Expand articulations to other institutions.





Requirement #5:	Industry Partnerships
Question:	Does the applicant have ongoing and structural industry and labor partnerships,
	documented through formal written agreements and through participation on advisory committees?
Response:	<ul> <li>Joint advisory committee meetings are held annually for all CTE teachers within the four districts.</li> </ul>
	<ul> <li>Advisory meetings are organized by pathway.</li> </ul>
	<ul> <li>Labor market demands are reviewed as well as input for curriculum and</li> </ul>
	textbook updates.
	<ul> <li>Advisory members also provide guidance and support the development and</li> </ul>
	implementation of work based learning opportunities within each program.
	<ul> <li>All of our programs provide students the opportunity to interact with industry</li> </ul>
	in a variety of ways.
	<ul> <li>Internships, job shadows, field trips (business tours), guest speakers,</li> </ul>
	demonstrates, mock interviews, competition judging, mentoring and
	performance demonstration/assessments are all examples of how
	businesses interact with students in our programs.
	<ul> <li>Evidence documenting our business partnerships include, MOU's, internship</li> </ul>
	agreements, field trip forms, work based learning, activity forms, and advisory
	meeting agendas, sign in sheets, and minutes.





Criteria #6	After School/Extended Day Opportunities
Question:	Does the applicant provide opportunities for pupils to participate in after school,
	extended day, and out-of-school internships, competitions, and other work-based learning opportunities?
Response:	A variety of opportunities are available to students in ROP programs. When
	applicable, students participate in internships related to there area of study,
	(challenging in our hard trades that have the 18yrs or older requirement).
	<ul> <li>Competitions via SkillsUSA, DECA, the Network for Teaching Entrepreneurship,</li> </ul>
	CISCO etc. provide students the opportunity to demonstrate their learning
	outside of the school setting.
	<ul> <li>Summer career exploration programs enable students to learn about a</li> </ul>
	variety of pathway offerings.
	<ul> <li>After school clubs associated with our programs provide students an</li> </ul>
	additional means of extending their learning. Additionally many students
	complete volunteer opportunities related to their area of study. For example,
	<ul> <li>the culinary program will cater an event for one of the school districts</li> </ul>
	or local organization,
	<ul> <li>the dental program participates in Give a Kids a Smile program,</li> </ul>
	<ul> <li>the criminal justice class completes finger printing for children, etc.</li> </ul>
	<ul> <li>Photos, forms, and competition results all document the opportunities being</li> </ul>
	provided to students.





Requirement #7	Regional and Local Labor Market Demands
Question:	Does the applicant's pathway(s) reflect regional or local labor market demands and focus on current or emerging high-skill, high-wage, or high-demand
	occupations?
Responses:	<ul> <li>Labor market demands are reviewed annually for each program.</li> </ul>
	<ul> <li>Participation in the East Bay Economic Development Agency (East Bay EDA)</li> </ul>
	enables us to remain current with the emerging local labor market trends
	and assists us in planning for development of new programs.
	<ul> <li>Input from advisory committees assists us in remaining current with industry</li> </ul>
	standards and program purchases are based on their input.
	<ul> <li>Annual program reviews combine labor market, enrollment, alignment and</li> </ul>
	industry partnerships are used to evaluate programs.
	<ul> <li>Evidence of these efforts is identified in our advisory meeting agendas and</li> </ul>
	minutes in which labor market data is discussed, as well as the program
	review forms that are completed annually.



Requirement #8:	Industry Certification/Employment
Question:	Does the applicant's pathway(s) lead to an industry-recognized credential, certificate, appropriate postsecondary training, or employment?
Response:	<ul> <li>All pathways lead to either industry recognized certification, additional post-</li> </ul>
	secondary training, or employment opportunities.
	<ul> <li>All programs provide certificate of completion, mastery or advanced</li> </ul>
	mastery for students.
	<ul> <li>Industry recognized certifications include:</li> </ul>
	<ul> <li>NATEF (ASE) certification,</li> </ul>
	<ul> <li>CPR/First Aid certification,</li> </ul>
	o ServSafe,
	<ul> <li>Dental Assisting completion certificate,</li> </ul>
	o CA Dental X-Ray license,
	<ul> <li>Infection Control certification,</li> </ul>
	<ul> <li>Coronal Polishing certification,</li> </ul>
	<ul> <li>pit and fissure sealant certification,</li> </ul>
	<ul> <li>CA certified Medical Assisting (CCMA) exam, and</li> </ul>
	<ul> <li>CISCO certification.</li> </ul>
	<ul> <li>Sample lists of students qualifying for various levels of certificates are</li> </ul>
	documents that can verify certification, training agreements and
	employment records also are maintained.
	<ul> <li>Perkins data regarding post-secondary goals is also completed by the ROP</li> </ul>
	via telephone survey.
	<ul> <li>Pathway maps to articulated programs also demonstrate the connection of</li> </ul>
	the programs to post-secondary education.





Requirement #9:	Skilled Faculty
Question:	Is the applicant's pathway(s) staffed by skilled teachers or faculty and provides
	professional development opportunities for those teachers and faculty?
Response:	<ul> <li>All programs are taught by teachers who have documented experience in</li> </ul>
	the subject being taught and have a CTE credential.
	<ul> <li>Teachers are provided with various professional development opportunities</li> </ul>
	throughout the year.
	<ul> <li>We work collaboratively across the region as we further develop pathways</li> </ul>
	and teachers attend a variety if conference to further refine their craft.
	<ul> <li>Regular collaboration meeting and summer professional development</li> </ul>
	opportunities are also provided to our teachers.
	<ul> <li>New teachers participate in an orientation and are provided support from</li> </ul>
	mentor teacher via the CTE Teach grant.
	<ul> <li>Documentation regarding teacher credentials can be found in the Human</li> </ul>
	Resources Department at the ROP.
	<ul> <li>Logs of the mentor teachers time document support provided to new</li> </ul>
	teachers





Requirement #10:	Data and Evaluation
Question:	Does the applicant report data, as a program participation requirement, to allow for an evaluation of the program and does the applicant have plans in place to
	meet the data reporting requirements outlined as part of this grant criteria?
Response:	<ul> <li>Although we receive no Perkins funds, EAROP has reported the Perkins data</li> </ul>
	for our students each year.
	<ul> <li>We already have a system for collecting this data for our districts.</li> </ul>
	<ul> <li>Collecting this data assisted us in understanding the needs when we</li> </ul>
	applied for the CCPT grant as the lead agency.
	<ul> <li>In our efforts to effectively collect and report the required data, we also are</li> </ul>
	transitioning to a new student information system so that we be able to store
	all of the required data in one database.
	<ul> <li>We should have all of our data converted by the end of this school year.</li> </ul>
	<ul> <li>We will use many of the same strategies that we use for reporting Perkins</li> </ul>
	data to collect and report the data required for this grant.





Requirement #11:	Promotes CTE Programs
Question:	Does the applicant promote the CTE programs through outreach, marketing, and
	communication?
Response:	Brochures for each pathway with post-secondary and career options are
	available for each program.
	<ul> <li>All sophomores are provided with a tour of the programs.</li> </ul>
	<ul> <li>Promotional videos of each program have also been developed.</li> </ul>
	<ul> <li>Annual principals meetings, counselors' luncheon, monthly meetings with</li> </ul>
	district personnel, and
	<ul> <li>Quarterly meetings with the superintendents are all in place to provide</li> </ul>
	consistent communication and collaboration among the districts regarding
	the CTE programs provided to the students.

## **Action Items**





**DATE:** August 4, 2016

TO: ROP Governing Board

FROM: Linda Granger, Superintendent

SUBJECT: Request the Governing Board to approve the Eden Area

**ROP Organization Chart for the 2016-2017 School Year** 

### **BACKGROUND**

The attached organization chart outlines the structure of the Eden Area ROP Administrative, Business Services and Educational Services units for the 2016-2017 school year.

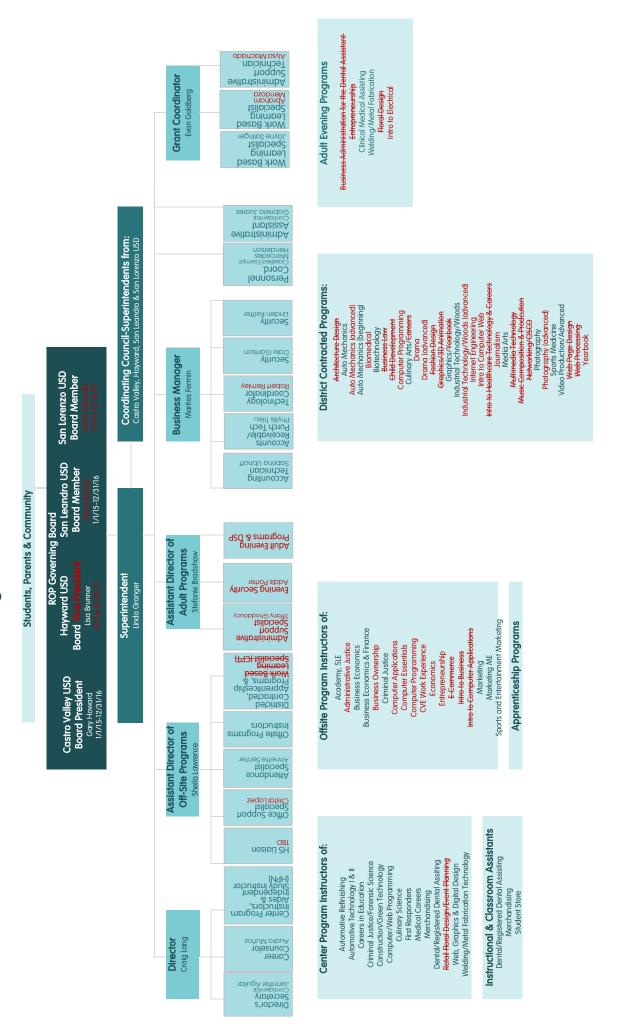
### **CURRENT SITUATION**

The new chart reflects current changes to the organization. Changes and updated information are indicated in red on the attached organizational chart.

### **RECOMMENDATION**

It is recommended that the Governing Board approve the Eden Area ROP Organization Chart for the 2016-2017 School Year.

# Organization Chart 2016-2017





**DATE:** August 4, 2016

TO: ROP Governing Board

FROM: Linda Granger, Superintendent PREPARED BY: Marites Fermin, Business Manager

**SUBJECT:** Request the Governing Board to approve the Public

Disclosure of Eden Area ROP Employees Agreement for

2015-2016 Salary Increase

### **CURRENT SITUATION**

On June 2, 2016, during closed session, the Eden Area ROP presented to the Governing Board, Eden Area ROP employees' request for a salary increase. After the presentation and deliberation, the Governing Board approved a 1% increase in the salary schedule retro-active to July 1, 2015 and a one-time 3% off the salary schedule.

The Business Services Department has prepared the Public Disclosure Statement, Certification of the District's ability to meet the costs of this request, in accordance with AB 1200, verifying that the District can afford to fund the increase on a multi-year level. The document attached contains detailed and specific information about how this agreement affects district funds. This document was submitted and reviewed by Alameda County Office of Education (ACOE) on June 9, 2016.

**Code/Policy:** Government Code 3547.5

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

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

### **RECOMMENDATION**

It is recommended that the Governing Board approve the Public Disclosure of the Eden Area ROP employees' agreement.

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

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

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of Eden Area ROP District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and all employees (No Bargaining Unit in the district), during the term of the agreement from 07/01/2014 to 06/30/2015.

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

Budget Adjustment Categories	Increase(Decrease) Year 1	Increase(Decrease) Year 2	Increase(Decrease) Year 3
Revenues/Other Financing Sources			
Local ROP revenues funding	182,948	230,495	183,615
Expenditures/Other Financing Uses			
Salaries and Benefits	155,742	155,742	155,742
Ending Balance Increase (Decrease)	27,206	74,753	23,983

N/A (No budget revisions necessary)	
These projections are based on the attached assumption	ions, which become an integral part of this document.
District Superintendent (Signature)	Date
Linda Granger  District Superintendent (Type Name)  Chief Business Official (Signature)	6/4/2015 Date
Marites Fermin Chief Business Official (Type Name)	

### **Public Disclosure of Collective Bargaining Agreement**

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

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

The district does not have any bargaining unit

The proposed agreement covers the period beginning 7/1/2014 and ending 6/30/2015

and will be acted on by the Governing Board at its meeting on June 4, 2015.

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

A. Proposed Change in Compensation

	Compensation	Annual Cost Prior to		Fiscal Im	pact of Proposed A	gre	ement
		Proposed		Year 1	Year 2		Year 3
		Agreement		Increase/(Decrease)	Increase/(Decrease)	ln	crease/(Decrease)
<u> </u>	O-law Cahadula	2014-2015	╬_	2014-2015	2015-2016	L	2016-2017
1.	Salary Schedule (This is to include Step & Column, which is also reported separately in item 6)	\$ -	\$	133,741	\$ 267,482	\$	401,223
			\$	133,741	\$ 267,482	\$	401,223
2.	Other Compensation Stipends, Bonuses, Longevity, Overtime Differential, Callback or Standby Pay, etc.		\$	-	\$ -	\$	_
				0.00%	0.00%		0.00%
2a.	Description of Other Compensation 1% one time bonus/stipend		\$	-	\$ -	\$	-
3.	Statutory Benefits - STRS, PERS, FICA,					┢═	
	WC, UI, Medicare, etc.	\$ -	\$	22,001	\$ 42,155	\$	63,233
			\$	22,001	\$ 42,155	\$	63,233
4.	Health/Welfare Plans						
	ACA set aside for potential penalties	\$ -	\$	-	\$ -	\$	-
				0.00%	0.00%		0.00%
5.	Total Compensation - Add Items 1 through 4 to equal 5	\$ -	\$	155,742	\$ 309,637	\$	464,456
				0.00%	0.00%		0.00%
6.	Step & Column - Due to movement plus			0,0070	0.0070		0.0078
	any changes due to settlement. This is a subset of item No. 1.	\$ -	\$	-	\$ -	\$	-
7.	Total number of represented Employees (Use FTEs)	43.5		43.5	43.5		43.5
8.	Total Compensation Average Cost						
	per Employee	\$ -	\$	3,580	\$ 7,118	\$	10,677
				0.00%	0.00%		0.00%

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

).	W hat was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?
	4% across the board increase - ongoing
	Above increase is district wide. The district does not have any bargaining unit, only salary committee
	Were any additional steps, columns or ranges added to the schedules? (If yes, please explain.)
	No .
	Please Include comments and explanations as necessary. (If more room is necessary, please attach additional sheet.)
	Proposed Negotiated Changes in Non-compensation Items (e.g. class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)
	None
	What are the Specific Impacts (Positive or Negative) on Instructional and Support Programs to Accommodate the Settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (e.g. counselors, librarians, custodial staff, etc.).
	No reduction in program
	No reduction in program
	What Contingency Language is Included in the Proposed Agreement (e.g. reopeners, etc.)?
	N/A
	Will this Agreement Create, Increase, or Decrease Deficit Financing in the Current or Subsequent Year(s)? "Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.
	The district is positive
	The district is positive

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

No	ne
So	urce of Funding for Proposed Agreement
١.	
	trict anticipates ending fund balance of \$230K, \$183K and \$130K for three years.
le	w grant awards and continues state revenues plus property taxes for the past two years of MOE.
	If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in
	subsequent years (I.e., what will allow the district to afford this contract)?
10	- it is on going and funding is in item G.1 above.
	If this is a multivear agreement, what is the source of funding, including assumptions used, to fund these
•	If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)
٠.	If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)
	obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

### Public Disclosure of Collective Bargaining Agreement In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

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

H. Impact of Proposed Agreement on Current Year Oper	La Bu	Column 1 Atest Board- Approved Aget Before Settlement of: 6/4/2015	Column 2 Cost of Adjustments as a Result of Settlement	Column 3 Other Revisions Costs Increases (Decreases)	Column 4 Total New Budget (Col 1+2+3)
Revenues					
Revenue Limit Sources (8010-8099)	\$	-	\$	\$ -	\$ _
Remaining Revenues (8100-8799)- LCFF	\$	7,978,626	\$ •	\$ -	\$ 7,978,626
Total Revenues	\$	7,978,626	\$ -	\$ -	\$ 7,978,626
Expenditures					
1000 Certificated Salaries	\$	2,561,034	\$ 102,441	\$ -	\$ 2,663,475
2000 Classified Salaries	\$	782,497	\$ 31,300	\$ -	\$ 813,797
3000 Employee Benefits	\$	796,142	\$ 22,001	\$ -	\$ 818,143
4000 Books and Supplies	\$	435,317	\$ -	\$ -	\$ 435,317
5000 Services and Operating Expenses	\$	2,821,606	\$ -	\$ -	\$ 2,821,606
6000 Capital Outlay	\$	399,082	\$ -	\$ -	\$ 399,082
7000 Other Outgo	\$		\$ -	\$ -	\$ •
Total Expenditures	\$	7,795,678	\$ 155,742	\$ -	\$ 7,951,420
Operating Surplus (Deficit)	\$	182,948	\$ (155,742)	\$ -	\$ 27,206
Other Sources and Transfers In	\$		\$ -	\$ -	\$ -
Other Uses and Transfers Out	\$	-	\$ •	\$ -	\$
Current Year Increase (Decrease) In Fund Balance	\$	182,948	\$ (155,742)	\$ -	\$ 27,206
Beginning Balance	\$	7,984,149			\$ 7,984,149
Current Year Ending Balance	\$	8,167,097	\$ (155,742)	\$ -	\$ 8,011,355
Components of Ending Balance					
Nonspendable and Restricted 9711-9740	\$	329,122	\$ -	\$ -	\$ 329,122
Reserved for Economic Uncertainties 9789 (6%)	\$	467,741	\$ 9,345	\$ -	\$ 477,085
Committed and Assigned 9770-9780	\$	7,187,286	\$ •	\$ -	\$ 7,187,286
Unassigned/Unappropriated 9790	\$	182,948			\$ 17,862

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

			-		
lease include any additional com	ments and expl	lanations of pag	ge 4 as necess	ary:	

### **Public Disclosure of Collective Bargaining Agreement**

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

I.	Impact of Proposed	Agreement on Current	Year Unrestricted Reserves
----	--------------------	----------------------	----------------------------

### 1. State Reserve Standard

a.	Total Expenditures, Transfers Out, and Uses (Page 4, Column 4, total Expense & Other Uses and Transfers Out  (Must include restricted and unrestricted expenditures)	\$	7,951,420	
b.	b. State Standard Minimum Reserve Percentage for this District			
C.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a. times Line b. or \$50,000.	\$	477,085	

### 2. Budgeted <u>Unrestricted</u> Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Reserve for Economic Uncertainties	\$ 477,085
b. General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount	\$ 17,862
c. Special Reserve Fund 17-Budgeted Reserve for Economic Uncertainties	\$ 
d. Special Reserve Fund 17-Budgeted Unassigned/Unappropriated Amount	\$ -
e. Article XIII-B Fund 72-Budgeted Reserve for Economic Uncertainties	\$ <b>-</b>
f. Article XIII-B Fund 72-Budgeted Unassigned/Unappropriated Amount	\$ -
g. Total District Budgeted Unrestricted Reserves	\$ 494,947

3.	Do unrestricted reserves meet the state standard minimum reserve amount? YES
	If NO, how do you plan to restore your reserves?

## Public Disclosure of Collective Bargaining Agreement In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

Revised MYP Including	the	<b>Effects</b>	of Collective	Bargaining
-----------------------	-----	----------------	---------------	------------

Eden Area ROP						
	General Fund					
M	ulti-Year Projection	ano.				
	idget Year: 2014/2					
	ADA: 1,563	ADA: 1,563	ADA: 4 500			
	0.85%	1.02%	ADA: 1,563			
	Deficit: none	Deficit: none	1.60%	4		
Revenues	2014-2015		Deficit: none	1		
Revenue Limit Sources	2014-2015	2015-2016	2016-2017	4		
Federal Revenue	164,794	0	(			
Other State Revenue	482,006	164,794 371,795	93,454			
Local Revenue	7,331,826	7,454,315	371,795			
Total Revenue	7,978,626	7,990,904	7,474,315			
	7,070,020	7,990,904	7,939,564			
<u>Expenditures</u>						
Certificated Salaries	2,561,034	3,014,937	3,014,937			
Step & Column Adjustment	0	0	25,928			
Cost-of-Living Adjustment	0	0	0			
Other Adjustments	102,441	102,441	102,441			
Classified Salaries	782,497	834,278	834,278			
Step & Column Adjustment	0	0	9,005			
Cost-of-Living Adjustment	0	0	0			
Other Adjustments	31,300	31,300	31,300	40.00		
Employee Benefits	818,143	935,970	950,426			
Books & Supplies	435,317	267,354	271,632			
Services, Other Operating Exp	2,821,607	2,679,572	2,640,385			
Capital Outlay	399,082	50,300	35,250			
Other Outgo	0	0	. 0			
Direct Support/Indirect Costs						
Total Expenditures	7,951,421	7,916,152	7,915,582			
Operating Surplus (Deficit)	27,206	74,753	23,983			
Other Financing Sources & Transfers In(Positive figure)						
Other Financing Uses & Transfers Out (Neg Figure)						
Current Yr Inc(Dec) in Fund Balance	27,206	74,753	23,983			
Beginning Fund Balance	7,984,149					
Audit Adjustments/Restatements	7,904,149	8,011,355	8,086,108			
Ending Balance	8,011,355	8,086,108	8,110,091			
Restricted Balance	306,449	306,449	306,449			
Required Reserve	477,085	474,969	474,935			
Committed and Assigned	7,185,614	7,214,936	7,289,722			
Unrestricted Balance (Incl Revolving)	42,207	89,754	38,985			

Comments (Major changes):

### **Public Disclosure of Collective Bargaining Agreement**

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

J. Sala	ary Notificat	ion Requi	irement
---------	---------------	-----------	---------

K.

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

Cor	nparison of Proposed Agreement to Change in District Base Revenue Limit The district revenues are not based from Revenue	e Limit		
(a)	Current Year Base Revenue Limit (BRL) per ADA: (obtain from the FY County Office-provided Revenue Limit or+B263 Form RL, Line 3	\$		(Estimated)
(b)	Prior Year Base Revenue Limit per ADA: (Form RL, Line 1)	\$		(Actual)
(c)	Amount of Current Year Increase: (a) minus (b)		м	
(d)	Percentage Increase in BRL per ADA: (c) divided by (b)		0.00%	
(e)	Indicate Total Settlement Percentage Increase from Section A, line 5, Page 1 for current year		0.00%	
Cer	tification			
and	e disclosure document must be signed by the district Superintendent or designee at the I by the President or Clerk of the Governing Board at the time of formal board action or eement.	time of publ the propose	lic disclosure ed	

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

District Superintendent (or Designee)
(Signature)

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

President (or Clerk), Governing Board (Signature)

Date

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

### **EDEN AREA ROP**

**School District** 

### Public Disclosure of Collective Bargaining Agreement

In accordance with AB1200 (Chapter 1213/1991) and GC 3547.5.

### **Certification of Board Action**

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

The information provided in this document summarizes the financial in and is submitted to the Governing Board for public disclosure of the mprovided in the "Public Disclosure of Proposed Collective Bargaining Arequirements of AB 1200 and Government Code 3547.5.	ajor provisions of the agreement (as
ia C	6.9.15
District Superintendent (or Designee)	Date
(Signature)	
After public disclosure of the major provisions cont	ained in this summary, the Governing
Board, at its meeting on 09/05/2013, took a	iction to approve the proposed
Agreement with the Eden Area ROP Certificated, Classified, Exe	mpt and Management Employees Bargaining Units
President (or Clerk), Governing Board	Date
(Signature)	
•	

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



**DATE:** August 4, 2016

TO: ROP Governing Board

FROM: Linda Granger, Superintendent

SUBJECT: Request the Governing Board to approve the revised salary

schedules for all employee groups

### **Background**

During the June board meeting, the governing board approved a 1% increase to the salary schedule for all employee groups.

### **CURRENT SITUATION**

Based on the board action at the June meeting, all salary schedules have been revised to reflect this change.

### **RECOMMENDATION**

It is recommended that the Governing Board approve the revised salary schedules for all employee groups.



# Salary Scale Chart 1 – Classified Employees

### 2016-2017

STEP	WORK YEAR	ADDITIONAL RESPONSIBILITIES	CLASSIFIED POSITION TITLES			
B1	10 months		Job Developer			
B1	10 months		Administrative Support Specialist			
B2	11 months		ROP High School Liaison			
B2	11 months		Office Support Specialist			
С	12 months	Confidential	Accounting Technician			
С	12 months	Confidential	Personnel Technician			
D	12 months		Accounts Receivable/Purchasing Technician			
D	12 months	Confidential	Attendance Specialist			
D	12 months		Administrative Support Technician			
D	12 months	Confidential	Secretary			
E	12 months		Security			
F1	10 months		Instructional Aide – Classroom			
F2	12 months		Instructional Aide – Classroom			
Н	10 months		Instructional Aide/Job Coach			
L	10 months		Student Assistant			

10 months= 193 days

11 months= 223 days

12 months= 260 days

### Column and Step

Step	Column	1	2	3	4	5	6	7	8	9
	Hourly	\$22.37	\$23.48	\$24.67	\$25.91	\$27.20	\$28.57	\$29.98	\$31.48	\$33.07
B1	Monthly	\$3,238.15	\$3,398.73	\$3,571.08	\$3,750.57	\$3,937.20	\$4,135.60	\$4,339.61	\$4,556.73	\$4,786.98
	Yearly	\$32,381.54	33,987.30	\$35,710.79	\$37,505.69	\$39,372	\$41,356.04	\$43,396.05	\$45,567.30	\$47,869.79
	Hourly	\$22.37	\$23.48	\$24.67	\$25.91	\$27.20	\$28.57	\$29.98	\$31.48	\$33.07
B2	Monthly	\$3,401.36	\$3,570.03	\$3,751.06	\$3,939.60	\$4,135.64	\$43,44.04	\$4,558.32	\$4,786.39	\$5,028.24
	Yearly	\$37,414.94	\$39,270.30	\$41,261.69	\$43,335.59	\$45,492	\$47,784.44	\$50,141.55	\$52,650.30	\$55,310.69
	Hourly	\$20.38	\$21.39	\$22.48	\$23.60	\$24.78	\$26.01	\$27.30	\$28.65	\$30.11
С	Monthly	\$3,311.75	\$3,475.88	\$3,653	\$3,835	\$4,026.75	\$4,226.63	\$4,436.25	\$4,655.63	\$4,892.88
	Yearly	\$39,741	\$41,710.50	\$43,836	\$46,020	\$48,321	\$50,719.50	\$53,235	\$55,867.50	\$58,714.50
	Hourly	\$19.47	\$20.43	\$21.46	\$22.53	\$23.67	\$24.86	\$26.11	\$27.41	\$28.79
D	Monthly	\$3,163.98	\$3,319.88	\$3,487.25	\$3,661.13	\$3,846.38	\$4,039.75	\$4,242.88	\$4,454.13	\$4,678.38
	Yearly	\$37,967.80	\$39,838.50	\$41,847	\$43,933.50	\$46,156.50	\$48,477	\$50,914.50	\$53,449.50	\$56,140.50

Step	Column	1	2	3	4	5	6	7	8	9
	Hourly	\$17.26	\$18.11	\$19.02	\$19.99	\$20.99	\$22.03	\$23.14	\$24.30	\$25.51
E	Monthly	\$2,804.75	\$2,942.88	\$3,090.75	\$3,248.38	\$3,410.88	\$3,579.88	\$3,760.25	\$3,948.75	\$4,145.38
	Yearly	\$33,657	\$35,314.50	\$37,089	\$38,980.50	\$40,930.50	\$42,958.50	\$45,123	\$47,385	\$49,744.50
	Hourly	\$16.40	\$17.25	\$18.10	\$19.00	\$19.96	\$20.97	\$22.00	\$23.12	\$24.27
F1	Monthly	\$2,373.90	\$2,497.03	\$2,619.98	\$2,750.25	\$2,889.21	\$3,035.50	\$3,184.50	\$3,346.62	\$3,513.18
	Yearly	\$2,3739	\$24,970.34	\$26,199.75	\$27,502.50	\$28,892.10	\$30,355.04	\$31,845	\$33,466.20	\$35,131.79
	Hourly	\$16.40	\$17.25	\$18.10	\$19.00	\$19.96	\$20.97	\$22.00	\$23.12	\$24.27
F2	Monthly	\$2,665	\$2,803.23	\$2,941.25	\$3,087.50	\$3,243.50	\$3,407.73	\$3,575	\$3,757	\$3,943.98
	Yearly	\$31,980	\$33,638.80	\$35,295	\$37,050	\$38,922	\$40,892.80	\$42,900	\$45,084	\$47,327.80
Н	Hourly	\$15.71	\$16.48	\$17.32	\$18.17	\$19.08	\$20.04	\$21.03	\$22.07	\$23.18
L	Hourly	\$10.00								

Associate's Degree	Bachelor's Degree	Benefits Package	Confidential Stipend
\$612 per year	\$867 per year	\$968.43 per month	5%

### Notes:

- Longevity Columns 6, 7, 8, 9, reached at 10, 15, 20, 25 years respectively.
- Numbers have been rounded.
- 5% confidential stipend given to employees assigned confidential responsibilities and/or significant additional responsibilities.



# Salary Scale Chart 2A - Certificated SALARIED Employees

### 2016-2017

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

### Employees receive an annual benefit package of \$3,000.

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

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

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

SUMMER SCHOOL INSTRUCTORS						
Hourly Rate \$38.82						
	SUBSTITUTE INSTRUCTORS					
Hourly Rate	Hourly Rate (Long Term Assignment)	Long Term Hourly Rate - retroactive to the first day on consecutive work period. (Minimum of 10 consecutive workdays substituting for same				
\$26.71	\$29.38	instructor.)*No benefits granted to substitutes.				

### ADDITIONAL COMPENSATION

### **EDUCATIONAL STIPENDS**

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

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

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

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

### SPECIALIZED TRAINING

### Specialized Training \$1,000/ \$750

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

1. In lieu of paying hourly rates from training time, staff will be compensated with a \$1,000 annual stipend for the year(s) in which the training takes place.

- 2. Upon completion of the training and certification, the instructor will be awarded a \$750 annual stipend. This stipend will be awarded with the understanding that the instructor will remain current in the field of training.
- 3. In return for the training and stipends, the employee will sign an agreement to remain as an instructor for the Eden Area ROP in good standing for a minimum of two years beyond completion of the training program. If the instructor fails to complete the two-year agreement, the \$750 stipend will be forfeited.



## Salary Scale Chart 2B – CERTIFICATED HOURLY EMPLOYEES

### 2016-2017

HOURLY INSTRUCTORS									
STEP	STEP 1 2 3 4 5 6								
<b>HOURLY RATE</b> \$35.31 \$38.82 \$40.77 \$42.81 \$44.96 \$47.21									

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

SUBSTITUTE TEACHERS						
Hourly Rate	Hourly Rate (Long Term Assignment)	Long Term Hourly Rate - retroactive to the first day on consecutive work period. (Minimum of 10 consecutive workdays substituting for same				
\$26.71 \$29.38 instructor.)*No benefits granted to substitutes.						

### ADDITIONAL COMPENSATION

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

### Note:

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



### Salary Scale Chart 3 – Classifed Exempt Employees

### 2016-2017

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

### Column and Step

Step	Column	1	2	3	4	5	6	7	8	9
	Hourly	\$55.43	\$58.20	\$61.11	\$64.16	\$65.76	\$67.40	\$69.08	\$70.81	\$72.58
A-0	Monthly	\$7,607.77	\$7,987.95	\$8,387.35	\$8,805.96	\$9,025.56	\$9,250.65	\$9,481.23	\$9,718.67	\$9,961.61
	Yearly	\$76,077.68	\$79,879.50	\$83,873.48	\$88,059.60	\$90,255.60	\$92,506.50	\$94,812.30	\$97,186.73	\$99,616.05
	Hourly	\$36.52	\$38.14	\$39.84	\$41.61	\$43.50	\$45.67	\$47.95	\$50.35	\$52.86
A-1	Monthly	\$5,934.50	\$6,197.75	\$6,474	\$6,761.63	\$7,068.75	\$7,421.38	\$7,791.88	\$8,181.88	\$8,589.75
	Yearly	\$71,214	\$74,373	\$77,688	\$81,139.50	\$84,825	\$89,056.50	\$93,502.50	\$98,182.50	\$103,077
	Hourly	\$34.07	\$35.57	\$37.14	\$38.77	\$40.49	\$42.52	\$44.65	\$46.88	\$49.23
A-2	Monthly	\$5,536.38	\$5,780.13	\$6,035.25	\$6,300.13	\$6,579.63	\$6,909.50	\$7,255.63	\$7,618	\$7,999.88
	Yearly	\$66,436.50	\$69,361.50	\$72,423	\$75,601.50	\$78,955.50	\$82,914	\$87,067.50	\$91,416	\$95,998.50

### **EDUCATIONAL STIPENDS**

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

- Employees receive an annual benefit package of \$3,000.
- Longevity Columns 6, 7, 8, 9, reached at 10, 15, 20, 25 years respectively.
- 12 Month Classified Exempt employees accrue vacation at one step higher than their organization vacation accrual rate.
- Employee may elect to participate at his/her expense in one of the health plan packages offered by the EAROP to its employees.
- Numbers have been rounded.



# Salary Scale Chart 4 - Management

	2016-2017						
STEP	MANAGEMENT POSITION TITLES						
Α	Director - Certificated Position 220 day work year						
В	Principal – Certificated Position 217 day work year (Not filled at this time)						
С	Assistant Director - Certificated Position 217 day work year						
С	Grant Coordinator - Certificated Position 217 day work year						
D	Business Manager - Classified Position-260 day work year						

### Range and Column

Range	Column	1	2	3	4	5
	Daily	\$571.66	\$599.23	\$628.18	\$658.57	\$690.48
Α	Monthly	\$10,337.52	\$10,836.12	\$11,359.55	\$11,909.16	\$12,486.13
	Annually	\$124,050.22	\$130,033.46	\$136,314.65	\$142,909.95	\$149,833.50
	Daily	\$519.88	\$545.86	\$573.16	\$601.83	\$631.91
В	Monthly	\$9,401.16	\$9,870.98	\$10,364.62	\$10,883	\$11,427.06
	Annually	\$112,812.96	\$118,451.79	\$124,375.44	\$130,596.03	\$137,124.67
	Daily	\$524.17	\$548.92	\$574.90	\$602.20	\$630.87
С	Monthly	\$9,418.68	\$9,926.28	\$10,396.18	\$10,889.82	\$11,408.20
	Annually	\$113,744.18	\$119,115.36	\$124,754.19	\$130,677.84	\$136,898.43
	Daily	\$413.24	\$433.89	\$455.59	\$478.36	\$502.29
D	Monthly	\$8,953.48	\$9,400.91	\$9,871.15	\$10,364.54	\$10,882.92
	Annually	\$107,441.78	\$112,810.94	\$118,453.81	\$124,374.43	\$130,595.02

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

- Employees receive an annual benefit package of \$3,000.
- Daily rate=total annual salary / number of days in work year.
- Employee may elect to participate at his/her expense in one of the health plan packages offered by the EAROP to its employees.
- Certificated work year does <u>not</u> include vacations or holidays. Classified work year <u>does</u> include vacation and holidays.
- Numbers have been rounded.