



# GOVERNING BOARD MEETING AGENDA

26316 Hesperian Blvd. Hayward, CA 94545 • (510) 293-2971 • [www.edenrop.org](http://www.edenrop.org)

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**Thursday, September 2, 2021**  
**5:45 pm**

## GOVERNING BOARD MEMBERS

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|                              |                                       |
|------------------------------|---------------------------------------|
| Juan Campos, President       | San Lorenzo Unified School District   |
| Dot Theodore, Vice-President | Castro Valley Unified School District |
| Gabriel Chaparro, Member     | Hayward Unified School District       |
| James Aguilar, Member        | San Leandro Unified School District   |

## MISSION STATEMENT

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The mission of the Eden Area ROP is to build a foundation for students that prepare them academically, technically, and professionally to meet challenging opportunities of the 21st Century with confidence and purpose.



Regular Meeting of the ROP Governing Board  
Date: Thursday, September 2, 2021  
Time: 5:45 p.m.

#### **NOTICE - COVID-19 PUBLIC HEALTH EMERGENCY BOARD MEMBERS TO ATTEND VIRTUALLY**

In compliance with the Governor of California's "Safer-at-Home Order" due to COVID-19, the Eden Area ROP Governing Board will be conducting meetings virtually until further notice. This means there will be no specific physical meeting place; the meeting will be held remotely. However, public participation continues to be welcomed and encouraged.

##### **Attend Zoom Meeting Instructions:**

- **To observe the meeting by video conference**, please click on [LINK](#) or go <https://us02web.zoom.us/j/85913676165?pwd=YlJEOUpCchFLTnhYK1dZWm1MWkdpUT09> to at the noticed meeting time.  
Meeting ID: **859 1367 6165**  
Passcode: **BdMtg50**

Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> -Joining-a-Meeting.

**To listen to the meeting by phone**, please call at the noticed meeting time **1-669-900-6833**, then enter ID **859 1367 6165**, then press "#". Passcode: **4128715**

Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-by-phone.

##### **Public Comment Instructions:**

- **To comment by video conference**, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions on how to "Raise Your Hand" is available at: <https://support.zoom.us/hc/en-us/articles/205566129> -Raise-Hand-In-Webinar.
- **To comment by phone**, you will be prompted to "Raise Your Hand" by pressing "\*9" to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-by-phone.

## **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.

Any member of the audience may speak on any agenda item by following this process, or upon recognition by the President 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 "Public Comment" 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. Public Comment for Agenda items and matters that are related to the Eden Area ROP**

(According to the Brown Act, the Board may not comment or take action on items not on the agenda.)

The Board respects and encourages the public to comment on matters on the Board agenda and within the Board's jurisdiction. The Board fully supports civil discourse and requests that everyone respect each other and their point of view.

**Public Comment Instructions:**

- When it is time for the speakers to address the Board, your name will be called and you will then be unmuted and allowed to make public comments.
- Speakers should rename their Zoom profile names to their real names to expedite this process.
- After the comment, the microphone for the speaker's Zoom profile will be muted.

With Board consensus, the President may increase or decrease the time allowed. This meeting is being recorded to prepare the official minutes.

**VII. Consent Calendar**

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

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of August 5, 2021 (pages 4-8)
- B. Request the Governing Board to approve the Bill Warrants (pages 9-15)
- C. Request the Governing Board to approve the Personnel Action Items (pages 16-17)
- D. Request the Governing Board to approve the Listed Donations- Oracle Corporation (page 18)
- E. Request the Governing Board to approve the Superintendent's Goals for the 2021-2022 School Year (pages 19-20)
- F. Request the Governing Board to approve the MOU with the Associated Builders and Contractors of Northern California (ABC NorCal) for the 2021-2022 School Year (pages 21-23)
- G. Request the Governing Board approve the MOU with the Hayward Unified School District for the Independent Study Teacher to Support the Hayward Promise Neighborhoods Program for the 2021-2022 School Year (pages 24-26)

- H. Request the Governing Board to approve the MOU with the Northern California Elevator Industry Joint Apprenticeship and Training Committee for Apprenticeship Training for the 2021-2022 School Year (pages 27-29)

**VIII. Information Items**

- A. Opening of School for the 2021-2022 School Year (page 30)
- B. Eden Area ROP Service Awards (page 31)

**IX. Action Items**

- A. Request the Governing Board to approve Fiscal Year 2020-2021 Unaudited Actuals Income and Expenditure Report (page 32)
- B. Request the Governing Board to approve the Contract with San Jose Charters for Student Transportation Services for the 2021-2022 School Year (page 33-35)

**X. Superintendent's Report**

**XI. Governing Board Reports**

**XII. Recess to Closed Session**

- A. Personnel (Government Code Section 54957) Public Employee Appointment/Discipline/Dismissal/Release
- B. Conference with Legal Counsel – Anticipated Litigation (Pursuant Government Code Section 54956.9)

**XIII. Reconvene to Open Session and Report Action Taken in Closed Session**

- A. Personnel (Government Code Section 54957) Public Employee Appointment /Discipline/Dismissal/Release
- B. Conference with Legal Counsel – Anticipated Litigation (Pursuant Government Code Section 54956.9)

**XIV. Adjournment**

# CONSENT CALENDAR

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CONSENT CALENDAR



## Minutes of the Regular Meeting of the ROP Governing Board August 5, 2021

### I. Call to Order

Juan Campos, Board President, called the meeting to order at 5:46 p.m. on Thursday, August 5, 2021. Due to COVID-19 all Board members and attendees attended the meeting virtually via Zoom.

### II. Roll Call

#### Eden Area ROP Governing Board Members Present:

|                              |                   |                    |
|------------------------------|-------------------|--------------------|
| Juan Campos, Board President | San Lorenzo USD   |                    |
| Dolly Adams, Alternate       | Castro Valley USD | arrived at 5:47 pm |
| Sara Prada, Alternate        | Hayward USD       |                    |
| James Aguilar, Member        | San Leandro USD   |                    |

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

|                              |                   |
|------------------------------|-------------------|
| Gabriel Chaparro, Member     | Hayward USD       |
| Dot Theodore, Vice-President | Castro Valley USD |

Superintendent: Linda Granger, present

#### Eden Area ROP Administrators Present:

|                    |  |
|--------------------|--|
| Elaine Alvite      | Assistant Director of Educational Services |
| Mercedes Henderson | Human Resources Administrator              |
| Manuschka Michaud  | Principal                                  |
| Anthony Oum        | Fiscal Services Administrator              |

#### Eden Area ROP Staff Present:

|                 |                     |
|-----------------|---------------------|
| Gabriela Juarez | Executive Assistant |
|-----------------|---------------------|

### III. Pledge of Allegiance

Anthony Oum led the Pledge of Allegiance.

### IV. Mission Statement

Elaine Alvite read the Eden Area ROP mission statement.

### V. Approval of Agenda

Trustee James Aguilar moved to approve the agenda. Trustee Dolly Adams seconded the motion. By the following vote, the agenda was approved as amended.

|          |                                   |
|----------|-----------------------------------|
| AYES:    | 4 (Adams, Aguilar, Campos, Prada) |
| NOES:    | 0                                 |
| ABSTAIN: | 0                                 |
| ABSENT:  | 2 (Chaparro, Theodore)            |

### VI. Public Comment for Agenda items and matters that are related to the Eden Area ROP

None

## **VII. Consent Calendar**

Trustee Dolly Adams moved to approve the consent calendar items as follows:

- A. Minutes of the Regular Governing Board Meeting of June 4, 2021
- B. Minutes of the Special Governing Board Meeting of June 10, 2021
- C. Bill Warrants
- D. Personnel Action Items
- E. Quarterly Report on Williams Act Complaints and Resolutions
- F. Eden Area ROP Organization Chart for the 2021-2022 School Year
- G. Agreement with the Alameda County Office of Education (ACOE), in Collaboration with School Services of California Inc. (SSC), for Fiscal Related Matters for the 2021-2022 School Year
- H. Agreement with Atkinson, Andelson, Loya, Ruud and Romo (AALRR) for Legal Services for the 2021-2022 School Year
- I. Agreement with the California School Boards Association (CSBA) for GAMUT Services for the 2021-2022 School Year
- J. Agreement with Del Conte's Landscaping Inc. for Landscaping Services for the 2020-2021 School Year
- K. Agreement with Evan Goldberg for Consulting Services for the 2021-2022 School Year
- L. Agreement with the Fresno County Office of Education (FCOE) for Direct Support Professional Training for the 2021-2022 School Year
- M. Contract with Race-Work, LLC for Racial Equity Work Services for the 2021-2022 School Year
- N. MOU with the Alameda County Office of Education (ACOE) for Payroll Services for the 2021-2022 School Year
- O. MOU with the Alameda County Office of Education Network (ACOENet) for the Access Plus Service for the 2021-2022 School Year

Trustee James Aguilar seconded the motion.

AYES: 4 (Adams, Aguilar, Campos, Prada)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 2 (Chaparro, Theodore)

## **VIII. Information Items**

### **A. COVID-19 Safety Plan Update**

Linda Granger, Superintendent, gave an update on the COVID-19 safety plan to provide a safe workplace for our staff, our students and the community at large as we return to in-person instruction on August 16, 2021.

She reviewed the current changes in guidance for providing in-person instruction. The State has eliminated the tier system and mandates for how and when schools can operate in-person. The new goal of the State is to have students in school safely five days a week by continuing to implement mitigating efforts to minimize the spread of COVID-19. Safety measure guidance is provided in lieu of mandates for schools by the California Department of Public Health and the Alameda County Public Health Department which include masks, hand hygiene, physical distancing, ventilation, sickness, screening, contact training, quarantining, isolation and cleaning.

**IX. Action Items**

**A. Request the Governing Board to approve the adoption of Resolution 1-21/22: Signature Card-Board Members, Resolution 2-21/22: Signature Card-Authorized Agents: Payroll Warrants and Disbursements, Resolution 3-21/22: Signature Card-Authorized Agents: Official Documents and Reports**

Upon review of and a motion by Trustee Dolly Adams and a second by Trustee James Aguilar the Governing Board approved the adoption of Resolution 1-21/22: Signature Card-Board Members, Resolution 2-21/22: Signature Card-Authorized Agents: Payroll Warrants and Disbursements, Resolution 3-21/22: Signature Card-Authorized Agents: Official Documents and Reports.

AYES: 4 (Adams, Aguilar, Campos, Prada)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 2 (Chaparro, Theodore)

**B. Request the Governing Board to approve the Public Disclosure of Eden Area ROP Employees' Agreement for the 2021-2022 Salary Increase**

Upon review of and a motion by Trustee Dolly Adams and a second by Trustee Sara Prada the Governing Board approved the public disclosure of Eden Area ROP employees' agreement for the 2021-2022 salary increase.

AYES: 4 (Adams, Aguilar, Campos, Prada)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 2 (Chaparro, Theodore)

**C. Request the Governing Board to approve the Revised Salary Schedules**

Upon review of and a motion by Trustee James Aguilar and a second by Trustee Dolly Adams the Governing Board approved the Revised Salary Schedules.

AYES: 4 (Adams, Aguilar, Campos, Prada)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 2 (Chaparro, Theodore)

**X. Superintendent's Report**

Superintendent Granger welcomed and introduced the Eden Area ROP's new Principal, Manuscha Michaud. Ms. Michaud was given the opportunity to share a little about herself and her background in education. The Governing Board warmly welcomed Ms. Michaud.

Superintendent Granger reported on the bussing challenges that were faced this year. Annually we contract with the school districts for student transportation to the Center, however, this year that was not feasible. The Center staff was not able to find any alternative options. Thankfully, Tracy Vieira, in the Transportation Department at CVUSD, contacted and connected us with a charter bus company that CVUSD used in the past. Superintendent Granger was happy and relieved to report that we will have transportation for Center students.



Superintendent Granger shared that both funding proposals to Career Technical Education (CTE) in the State budget passed. The CTE Incentive's Grant's annual allocation increased by \$150 million and JPA ROPs now qualify for funding to cover costs of COVID related expenses and address the issues of learning loss over the 2021-2022 and 2022-2023 school years.

She concluded her report by discussing the executive order that allows virtual board meetings is expiring on September 30, 2021. The current plan was to begin in-person meetings at the September board meeting, however, she wanted to check with the Board if they would like to move forward with that plan or to keep the next meeting virtual in consideration of the current high infection rate of COVID-19. The Board agreed to meet virtually in September.

#### **XI. Governing Board Reports**

Trustee Dolly Adams, Castro Valley USD representative, shared that CVUSD's first day of school is on August 10<sup>th</sup>. Students are looking forward to coming back, however, there is a small percentage of students that have opted to continue virtual learning year-round. She noted students do have the option to change their minds within a certain time frame.

Trustee Sara Prada, Hayward USD representative, shared that HUSD's first day of school is August 26<sup>th</sup> for the traditional year and year-round school is in its second week. There have been a few cases of COVID-19 among students and staff. The Board is discussing holding a special board meeting to further plan for COVID-19 mitigating efforts. She also noted that the district recently adjusted their independent study policy as more parents are opting to enroll their students in independent study.

Trustee James Aguilar, San Leandro USD representative, reported that SLUSD students will go back to class on August 18<sup>th</sup>. Their first in-person Board meeting will be held on August 10<sup>th</sup> to discuss COVID-19 concerns. He also shared that the legislature passed the elimination of the CBEST and CSET as a requirement for teaching.

Trustee Juan Campos, San Lorenzo USD representative, shared that students will be back in class, five days a week, starting on August 19<sup>th</sup>. There will be a special Board meeting on August 6<sup>th</sup> to discuss concerns around the Delta variant. The district is providing the option for students to continue to stay home through independent studies. In addition, the district will host a town hall meeting on August 9<sup>th</sup>.

#### **XII. Recess to Closed Session**

The meeting was called into closed session at 6:37 pm

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

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

The meeting resumed to open session at 7:05 p.m.

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

No action was taken.

#### **XIV. Adjournment**

The meeting was adjourned at 7:06 p.m.

Approved by the Eden Area ROP Governing Board \_\_\_\_\_.

\_\_\_\_\_  
Linda Granger, Superintendent  
Clerk to the ROP Governing Board



**DATE:** September 2, 2021  
**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**

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The bill warrants submitted for approval are for the period of July 16, 2021 through August 6, 2021 and include test warrant numbers and voided warrants.

## **CONSENT CALENDAR**

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**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Mercedes Henderson, Human Resources Administrator  
**SUBJECT:** Request the Governing Board to approve the Personnel Action Items

## **CURRENT SITUATION**

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

## **CONSENT CALENDAR**

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**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Elaine Alvite, Director of Educational Services  
**SUBJECT:** Request the Governing Board to approve the Listed Donations-  
Oracle Corporation

## **CURRENT SITUATION**

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Occasionally, gifts or monetary items are donated to the ROP.

On June 3, 2021, Oracle Corporation donated office furniture to the Eden Area ROP.

A letter of acceptance will be sent to the donor.

## **CONSENT CALENDAR**

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**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board to approve the Superintendent's Goals for the 2021-2022 School Year

## **BACKGROUND**

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Each year the Governing Board develops goals for the Superintendent. The goals are designed to set a path for moving the organization forward and serve as the basis for the Superintendent's evaluation at the end of the school year.

## **CURRENT SITUATION**

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The Governing Board and Superintendent have discussed goals for the upcoming school year and a recommendation to the Governing Board will be presented to finalize the Superintendent's goals for the 2021-2022 school year.

## **CONSENT CALENDAR**

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## SUPERINTENDENT'S GOALS 2021-2022

### Develop and implement systems that support the success of all students

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- Provide professional development opportunities for staff that support the socioemotional well-being of students
- Develop and implement plan to expand opportunities to support students who are struggling academically
- Regularly update and maintain technology that supports student learning
- Provide professional development to staff regarding anti-racist practices

### Provide relevant, high quality, engaging CTE programs

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- Provide professional development regarding culturally relevant instructional strategies
- Identify technology needs to support student learning
- Develop high impact work-based learning activities for students
- Apply for honors distinction from the UC system for courses earning college credit

### Implement and maintain effective communication systems

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- Identify a student information system that meets the unique data needs of the ROP
- Develop plan to utilize Office 365 applications to improve communication.
- Develop a marketing campaign that communicates the benefits of the ROP to external stakeholders
- Strengthen our online presence as a tool to communicate the value of ROP programs
- Continue to foster strong relationships with staff, our district partners, and other stakeholders as advocates for the ROP

### Monitor current funding and identify opportunities to increase and diversify funding streams

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- Continue to develop strategic partnerships aligned to funding opportunities
- Continue to identify and apply for grants aligned to the ROP mission
- Develop a plan to maximize the use of one-time funds allocated to the ROP to support student learning while operating safely during the pandemic



**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director of Adult Programs  
**SUBJECT:** Request the Governing Board to approve the MOU with the Associated Builders and Contractors of Northern California (ABC NorCal) for the 2021-2022 School Year

## **BACKGROUND**

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

## **CURRENT SITUATION**

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

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

## **CONSENT CALENDAR**

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## MEMORANDUM OF UNDERSTANDING

Superintendent: Linda Granger

26316 Hesperian Blvd., Hayward, CA 94545 | P: (510) 293-2900 | F: P: (510) 293-8225 | [www.edenrop.org](http://www.edenrop.org)

Eden Area Regional Occupational Program (Eden Area ROP) agrees to become the Local educational Agency (LEA) for the Associated Builders and Contractors, Northern California Chapter (Apprenticeship Committee), from July 1, 2021 to June 30, 2022. Both parties will agree to the following:

1. Eden Area ROP will reimburse the Associated Builders and Contractors for apprenticeship expenses according to the current annual apportionment when the 2021-2022 allocation is distributed. The reimbursement rate for each hour of RSI in fiscal year (2021-2022) is \$6.77
2. The Apprenticeship Committee understands that of the hours allocated, zero hours belong to the Apprenticeship Committee and are transferable. The remaining 50,000 hours are loaned to the Apprenticeship Committee and belong to Eden Area ROP and will return to the ROP at the end of the agreement period.
3. Any reimbursement of unused money from the above allocation will be made effective within forty-five (45) days of the following schedule:  
Forty-five (45) days after documentation is submitted and approved.
4. The Apprenticeship Committee understands that all reimbursement expenses must be preapproved and documented in hard copy.
5. The Apprenticeship Committee understands that any reimbursement can only be used on apprenticeship-related expenses.
6. The Eden Area ROP will reimburse only in accordance with the amount of hours actually generated. Any hours not generated up to the 50,000 hours will not be reimbursed.
7. The Apprenticeship Committee is responsible for any expenses accrued over the actual amount of student hours generated or the allocation stated above. The Apprenticeship committee will be responsible to reimburse Eden Area ROP for the amount of the shortfall.
8. Expenses incurred for this Apprenticeship Committee by Eden Area ROP during a reimbursement period will be deducted from the total reimbursement amount. Expenses are defined as, but not limited to: salaries, administrative assistants, mandatory benefits, instructional materials and other related costs.
9. It is understood that Eden Area ROP will retain twenty (20) percent for administration costs.

10. This agreement is for the period mentioned above and is on a year to year basis and is automatically renewable as agreed upon by all parties. Should either party wish to rescind the agreement, it can do so by May 1 of the year noted above.
11. The Apprenticeship Committee is responsible for keeping attendance using Eden Area ROP forms and returning them to Eden Area ROP at pre-arranged times throughout the school year.
12. The Apprenticeship Committee understands that Eden Area ROP must be contacted concerning any changes in scheduling, instructors, etc. or any other change that would alter this agreement.
13. The Eden Area ROP will ensure that a representative will attend monthly Unilateral Apprenticeship Committee meetings (UAC) as well as California Apprenticeship Council) meetings at least once per year.
14. The Eden Area ROP will provide other educational support and training to program sponsors as requested such as curriculum review and teacher observations.
15. The Eden Area ROP will monitor RSI hours and complete mandated reports requested by California Community College Chancellors Office (CCCCO).
16. The Apprenticeship Committee operates student apprenticeship programs registered by the Division of Apprenticeship Standards under the supervision of the Eden Area ROP. In accordance with California Labor Code section 3368, the Eden Area ROP shall be considered the employer under Division 4 of the California Labor Code (commencing with Section 3200) of persons receiving this apprenticeship training, unless the persons during the training are being paid a cash wage or salary by a private employer. Further, an apprentice, while attending related and supplemental instruction classes, shall be considered to be in the employ of the apprentice's employer, unless the apprentice is unemployed. The parties acknowledge that the Apprentice Committee shall not be responsible for providing workers compensation coverage to its apprentices under any circumstances.

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Apprenticeship Director

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Date

---

Director of Adult Programs, Eden Area ROP

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Date



**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board approve the MOU with the Hayward Unified School District for the Independent Study Teacher to Support the Hayward Promise Neighborhoods Program for the 2021-2022 School Year

## **BACKGROUND**

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The Hayward Promise Neighborhoods is in its second round of federal funding. Promise Neighborhood grants are 5 years in duration and are cradle to career initiatives focused on transforming a neighborhood within the city. The first Promise Neighborhood grant focused on the Jackson Triangle neighborhood and the new Promise Neighborhood grant focuses on South Hayward.

## **CURRENT SITUATION**

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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 the Eden Area ROP that provides credit recovery to students attending ROP who live in the South Hayward Promise Neighborhood or attend the target high school. This MOU outlines our agreement with Hayward Unified School District to reimburse the district for the cost of this employee.

## **CONSENT CALENDAR**

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
EDEN AREA REGIONAL OCCUPATIONAL PROGRAM AND HAYWARD UNIFIED  
SCHOOL DISTRICT THROUGH  
THE HAYWARD PROMISE NEIGHBORHOOD PARTNERSHIP**

**I. TERMS OF MOU:**

This agreement shall commence on July 1, 2021 and shall extend through June 30, 2022.

**II. CONTRACT AMOUNT:**

The teacher contract amount for \$141,366.90 for salary and 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 ROP.

**IV. ROLE AND RESPONSIBILITIES 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 the district for the independent study teacher at a total of \$141,366.90 (includes benefits). Payments will be made in 12 monthly installments of \$11,780.58.

**V. ROLE AND RESPONSIBILITIES OF HUSD:**

- HUSD shall designate instructors from its staffing assignment prior to the beginning of the school year.
- HUSD shall designate administrative supervision of selected staff through the HUSD Independent Study Program.
- HSUD will be responsible for instructor compensation.
- HUSD will insure that the instructor possesses an approved Credential.
- HUSD will insure that the instructor assists HUSD students (especially those in the Promise Neighborhood grant) with intense intervention and credit recovery as needed. Assistance can include:
  - Pre/Post Assessment
  - Individualized direct instruction
  - Teacher assigned prescriptive lessons
  - Push in or pull out instruction
  - Intensive intervention
  - 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, expenses, 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: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Linda Granger  
Superintendent  
Eden Area Regional Occupational Program

\_\_\_\_\_  
Dr. Matt Wayne  
Superintendent  
Hayward Unified School District



**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director of Adult Programs  
**SUBJECT:** Request the Governing Board to approve the MOU with the Northern California Elevator Industry Joint Apprenticeship and Training Committee for Apprenticeship Training for the 2021-2022 School Year

## **BACKGROUND**

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

## **CURRENT SITUATION**

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The Northern California Elevator Industry Joint Apprenticeship and Training Committee (JATC) provides hands on training utilizing labs, assorted training aids, text materials and video. Our partnership with Northern California Elevator Industry JATC has generated benefits for our students by expanding their links to employers and labor representatives, updating curriculum to interface with these programs, and encouraging non-traditional career opportunities for women and minorities.

The Eden Area ROP will serve as the fiscal agent. This would require us to monitor the hours of service provided by the programs. In return, the Eden Area ROP retains a minimum of twenty (20) percent for administrative costs and pre-apprenticeship opportunities for our students.

## **CONSENT CALENDAR**

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## MEMORANDUM OF UNDERSTANDING

Superintendent: Linda Granger

26316 Hesperian Blvd., Hayward, CA 94545 | P: (510) 293-2900 | F: P: (510) 293-8225 | [www.edenrop.org](http://www.edenrop.org)

Eden Area Regional Occupational Program (Eden Area ROP) agrees to become the Local educational Agency (LEA) for the Northern California Elevator Industry Joint Apprenticeship and Training Committee, from July 1, 2021 to June 30, 2022. Both parties will agree to the following:

1. Eden Area ROP will reimburse Northern California Elevator Industry JATC for apprenticeship expenses according to the current annual apportionment when the 2021- 2022 allocation is distributed. The reimbursement rate for each hour of RSI in fiscal year (2021-2022) is \$6.77
2. The Apprenticeship Committee understands that of the hours allocated, zero hours belong to the Apprenticeship Committee and are transferable. The remaining 13,262 hours are loaned to the Apprenticeship Committee and belong to Eden Area ROP and will return to the ROP at the end of the agreement period.
3. Any reimbursement of unused money from the above allocation will be made effective within forty-five (45) days of the following schedule:  
Forty-five (45) days after documentation is submitted and approved.
4. The Apprenticeship Committee understands that all reimbursement expenses must be preapproved and documented in hard copy.
5. The Apprenticeship Committee understands that any reimbursement can only be used on apprenticeship-related expenses.
6. The Eden Area ROP will reimburse only in accordance with the amount of hours actually generated. Any hours not generated up to the 13,262 hours will not be reimbursed.
7. The Apprenticeship Committee is responsible for any expenses accrued over the actual amount of student hours generated or the allocation stated above. The Apprenticeship committee will be responsible to reimburse Eden Area ROP for the amount of the shortfall.
8. Expenses incurred for this Apprenticeship Committee by Eden Area ROP during a reimbursement period will be deducted from the total reimbursement amount. Expenses are defined as, but not limited to: salaries, administrative assistants, mandatory benefits, instructional materials and other related costs.
9. It is understood that Eden Area ROP will retain twenty (20) percent for administration costs.

10. This agreement is for the period mentioned above and is on a year to year basis and is automatically renewable as agreed upon by all parties. Should either party wish to rescind the agreement, it can do so by May 1 of the year noted above.
11. The Apprenticeship Committee is responsible for keeping attendance using Eden Area ROP forms and returning them to Eden Area ROP at pre-arranged times throughout the school year.
12. The Apprenticeship Committee understands that Eden Area ROP must be contacted concerning any changes in scheduling, instructors, etc. or any other change that would alter this agreement.
13. The Eden Area ROP will ensure that a representative will attend monthly Unilateral Apprenticeship Committee meetings (UAC) as well as California Apprenticeship Council) meetings at least once per year.
14. The Eden Area ROP will provide other educational support and training to program sponsors as requested such as curriculum review and teacher observations.
15. The Eden Area ROP will monitor RSI hours and complete mandated reports requested by California Community College Chancellors Office (CCCCO).
16. The Apprenticeship Committee operates student apprenticeship programs registered by the Division of Apprenticeship Standards under the supervision of the Eden Area ROP. In accordance with California Labor Code section 3368, the Eden Area ROP shall be considered the employer under Division 4 of the California Labor Code (commencing with Section 3200) of persons receiving this apprenticeship training, unless the persons during the training are being paid a cash wage or salary by a private employer. Further, an apprentice, while attending related and supplemental instruction classes, shall be considered to be in the employ of the apprentice's employer, unless the apprentice is unemployed. The parties acknowledge that the Apprentice Committee shall not be responsible for providing workers compensation coverage to its apprentices under any circumstances.

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Chairman, Northern California Elevator Industry JATC

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Date

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Director of Adult Education, Eden Area ROP

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Date



# INFORMATION ITEMS

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**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Manuschka Michaud, Principal  
**SUBJECT:** Opening of School for the 2021-2022 School Year

## **BACKGROUND**

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Every year, staff monitors pre-enrollment, actual enrollment and attendance to forecast and maintain alignment with projected ADA, and to make adjustments if necessary.

## **CURRENT SITUATION**

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A report will be delivered to the Governing Board on the opening of the 2021-2022 school year. The participating high schools have worked closely with the Eden Area ROP in encouraging students to take advantage of the career development opportunities available through ROP classes. This collaboration has proven very effective in providing excellent educational opportunities for students in all four of our participating districts.

## **RECOMMENDATION**

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Information only



**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Eden Area ROP Service Awards

## **BACKGROUND**

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Annually the Eden Area ROP recognizes staff for their years of service.

## **CURRENT SITUATION**

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At the August 10, 2021 professional development day, service pins recognizing years of service were presented to staff members. Below is a list of the recipients and their respective years of service.

| <b>EMPLOYEE</b>   | <b>TITLE</b>                              | <b>SERVICE YEARS</b> |
|-------------------|---|----------------------|
| Frank Adamo       | Electrical Instructor                     | 5                    |
| Diana Lopez       | Program Specialist                        | 5                    |
| Kathrina Miranda  | Business Engagement Specialist            | 5                    |
| Michael O'Connell | Careers in Law & Public Safety Instructor | 5                    |
| Heather Bystrom   | Medical Assisting Instructor              | 15                   |
| Annette Senter    | Registrar                                 | 15                   |
| Jennifer Aguilar  | Office Support Technician                 | 20                   |
| Francisco De Leon | Dental Assisting Instructional Assistant  | 25                   |

## **RECOMMENDATION**

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Information only

# ACTION ITEMS

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**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Anthony Oum, Fiscal Services Administrator  
**SUBJECT:** Request the Governing Board to approve Fiscal Year 2020-2021 Unaudited Actuals Income and Expenditure Report

## **BACKGROUND**

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Per Education Code 42100, it states that "On or before September 15, the governing board of each school district shall approve, in a format prescribed by the Superintendent of Public Instruction an annual statement of all receipts and expenditures of the district for the preceding fiscal year and shall file the statement ... with the county superintendent of schools."

## **CURRENT SITUATION**

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The FY 2020-2021 Unaudited Actuals includes the documentation of all fiscal transactions of Eden Area ROP and presents EAROP's financial position for the period of July 1, 2020 – June 30, 2021. It includes detailed summary information for the General Fund, as well as EAROP's Adult Education Fund, Special Reserve Fund for Postemployment Benefits, Capital Outlay Fund and Retiree Benefits Fund.

Unaudited Actuals for FY 2020-2021 documents the beginning fund balances of all funds, total of all revenues, total of all expenditures and the resulting ending fund balance of all funds. Ending fund balances of FY 2020-2021 then are forwarded onto FY 2021-2022.

## **RECOMMENDATION**

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It is recommended that the Governing Board approve Fiscal Year 2020-2021 Unaudited Actuals Income and Expenditure Report.



**DATE:** September 2, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Anthony Oum, Fiscal Services Administrator  
**SUBJECT:** Request the Governing Board to approve the Contract with San Jose Charters for Student Transportation Services for the 2021-2022 School Year

## **BACKGROUND**

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Each year, the Eden Area ROP contracts for transportation services for students with member districts. When member districts are unable to meet the bussing needs for center programs, the Eden Area ROP contracts with an outside vendor for bussing services.

## **CURRENT SITUATION**

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The attached contract with San Jose Charters is Eden Area ROP's annual agreement for bussing services with member districts.

## **RECOMMENDATION**

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It is recommended that the Governing Board approve the contract with San Jose Charters for student transportation services for the 2021-2022 school year.



Sales Person: Sara Magana

## OFFER TO CHARTER

Reservation ID: 188098

Company: Eden Area Regional Occupational Program  
CompanyAddress: 26316 Hesperian Blvd  
Company City: Hayward, CA 94545-  
Contact Name: Manuschka Michaud  
Business Phone: 510-293-2904  
Fax Number: 510-293-8224 E-mail: mmichaud@edenrop.org

No Buses: 6  
No Pax: Buses



### Departure Information

Trip Date: 8/16/2021  
Depart Time: 7:00  
Address: (see itinerary)  
City/Zip: Hayward/San Leandro/San Lorenzo CA 00000  
Host:  
Group Name: Eden Area ROP

### Destination Information

Address: Eden Area ROP-26316 Hesperian Blvd,  
City/Zip: Hayward CA 94545  
Return Date: 11/16/2021  
Return Time: 11:50  
Drop-Off Date: 11/16/2021  
Drop-Off Time: 16:05

### ITINERARY

Monday, Tuesday, Wednesday, Thursday & Friday  
Starting 8/16/2021- AM & PM\*service will be provided as stated in attachment 1A, 1B and 1C. ONLY PM service will be provided for attachment 2E

Wednesday's AM Schedule-San Leandro HS  
\*service will be provided as stated in attachment 2C

Wednesday's PM Schedule  
San Lorenzo HS and Arroyo HS  
\* service will be provided as stated in attachment 2D

Thursday's AM Schedule-Hayward HS, Mt. Eden, San Leandro HS  
\* service will be provided as stated in attachment 2A and 2B

1 bus for Tennyson, Hayward HS & Brentwood for AM & PM service  
1 bus for Mt. Eden HS for AM & PM service  
1 bus for Lincoln HS & San Leandro HS for AM & PM service  
2 buses for San Lorenzo & Arroyo HS for AM & PM service  
1 bus for Castro Valley & Redwood HS PM service ONLY

If needed modifications must be made 30 days prior to extending services for 3 additional months

| Item  | Qty             | Price        | Subtotal     |
|---|-----------------|--------------|--------------|
| 3months(Aug, Sept, Oct & Nov/70 days)   | 1               | \$358,050.00 | \$358,050.00 |
| (180 Days of service) = \$920,700.00  | 0               | \$0.00       | \$0.00       |
|   | 0               | \$0.00       | \$0.00       |
| 15days of services beginning changes  | 0               | \$0.00       | \$0.00       |
| will be allowed   | 0               | \$0.00       | \$0.00       |
| Driver Tip  | 0               | \$0.00       | \$0.00       |
| Please make checks payable to<br>SAN JOSE CHARTERS, INC. and<br>include your RESERVATION ID to<br>ensure accurate processing. | Discount:       | 0.00%        | \$358,050.00 |
|   | Bridge/Tolls:   |              | \$0.00       |
|   | Parking Fees:   |              | \$0.00       |
|   | Fuel Surcharge: |              | \$0.00       |
|   | TOTAL:          |              | \$358,050.00 |

|                   |              |
|-------------------|--------------|
| Deposit Amount:   | \$0.00       |
| Deposit Date:     |              |
| Balance Due:      | \$358,050.00 |
| Balance Due Date: |              |

Payment will be received net 30 days after goods and service are rendered and the receipt of invoice, whichever is latest.

By signing this document, I affirm that I have read and understood the terms and conditions outlined in pages 1-2 of this contract. I agree to abide by those terms.

If the deposit and or full payment is not received by the due dates stipulated we reserve the right to cancel services without notice. (For schools, a PO must be provided).

We must receive signed offer within 5 business days of issuance to reserve your date and rate.

Fiscal Services Administrator

Client's Signature

09/02/2021

Dat

SAN JOSE CHARTERS  
INC. 2920 Daylight Way  
San Jose CA 95111  
Bus: (408) 360-9883  
Fax: (408) 360-0790  
TCP 016831-A



Sales Person: Sara Magana

## OFFER TO CHARTER

Reservation ID: 188098

### TERMS AND CONDITIONS

**PRICE:** The price on this confirmation is based on the itinerary given to San Jose Charters at the time of pricing. Client agrees to pay additional charges that were unknown at the time of booking. Any changes made to this charter order 72 hours prior to the charter are subject to a \$50 processing fee. Any changes made 24 hours or less to the charter are subject to a \$75 processing fee. These fees are in addition to any additional charges which may be incurred due to itinerary changes. Any changes to the final itinerary will need to be done via email during regular business hours. On the day of the trip any changes in the itinerary **MUST** be approved by our office and may result in additional charges.

**PAYMENT:** Eden Area ROP ONLY- Payment will be received net 30 days after goods and services are rendered and the receipt of invoice, whichever is latest.

**CANCELLATION:** Full amount will be charged if trip is cancelled at the spot location. All cancellations are subject to a \$50 Administrative fee. For multiple motor coaches, Administrative fee will be at management's discretion.

**OVERTIME AND ADDITIONAL CHARGES:** Time and charges begin when the motor coach arrives at the pick-up location. If there is an error stated in the address, you shall be charged for the time needed to reroute the motor coach to a different address.

You agree to pay the following additional expenses incurred in connection with Charter services directly to the Charter Company: (i) driver's lodging (if not paid by the client) (ii) tolls (iii) parking fees (iv) additional stops and (v) any other expenses incurred directly by the Charter Company in connection with the provision of the Charter Services.

**DRIVER'S LODGING:** You agree if required, to arrange for appropriate lodging for drivers that meet or exceed the following minimum standards: 3 star or better hotel/motel, private room with private shower and bathroom. Parking at the hotel for bus(es) and any incurred Parking fees. Hotel must be within a 5 mile radius of destination. If you fail to provide the driver(s) with private lodging meeting the listed requirements, you (i) authorize the Charter Company to procure such alternative lodging for the driver(s) and (ii) agree to reimburse the Charter Company for the cost of any such alternative lodging.

**CHARTER SERVICES:** The Charter Company or the driver may terminate any trip without refund in its sole discretion, if (i) The driver feels that you or any of the passengers are putting the driver or any of the passengers in danger or harm or (ii) you and/or any of the passengers are in possession of any illegal material and/or substance. This is without exception.

Drivers must follow FMCSA Hours of Service Regulations and other applicable regulations and shall not agree to any request to exceed the regulated FMCSA Hours of Service or to violate any other regulations. These regulations restrict driving time to ten (10) hours and duty time to fifteen (15) hours. Driving and duty time start and end at the garage. Unless agreed in writing at the time of the reservation, driver is not obligated to arrange buses with more than one driver on each bus. Drivers are entitled to a hotel room no later than when they reach these restrictions on driving and/of duty times. Driver may terminate any trip without refund in its sole discretion if you or any of the passengers attempt to force the driver to exceed regulated FMCSA Hours of Service or to violate any other applicable regulations. If driver reaches the legal driving time, he/she will pull over and will not continue with the trip, regardless if destination has been reached or not. If destination has not been reached, the group is responsible for getting their own transportation to their final destination and obtaining a hotel room for the driver where ever he/she stops

**HOTEL/CASINO CHARTERS:** San Jose Charters is not responsible for changes made to the cost, bonus or availability for any hotel and or casino.

**DAMAGE OR RETURN OF VEHICLE IN UNACCEPTABLE CONDITION:** Our motor coaches are inspected and cleaned prior to departure from our garage. Any damage to seats, windows or other parts of the motor coach that is caused by a member of the group chartering the motor coach shall be the financial responsibility of the chartering group. San Jose Charters will bill the group for repairs and damage. If the vehicle requires excessive cleaning (garbage, vomit, spills, stains etc.), the group will be charged up to \$300 per vehicle. Kegs, glass bottles, or propane tanks are not permitted on our vehicles.

**PERSONAL ITEMS AND LUGGAGE:** San Jose Charters is not responsible for luggage, or any items left, stolen or damaged on the bus.