

# GOVERNING BOARD MEETING AGENDA

Thursday, December 10, 2015

5:30 pm

**Location:**

26316 Hesperian Blvd.  
Hayward, CA 94545

**Website:**

[www.edenrop.org](http://www.edenrop.org)

**Phone Numbers:**

(510) 293-2971  
Fax (510) 293-8225



## Governing Board Members

Gary Howard, President  
Ron Carey, Vice President  
Lisa Brunner, Member  
Penny Peck, Member

Castro Valley Unified School District  
San Leandro Unified School District  
Hayward Unified School District  
San Lorenzo Unified School District

## **Mission Statement**

The mission of the Eden Area Regional Occupational Program is to prepare students for careers and further education as well as to instill workplace skills and ethics that enable them to compete successfully in the economy of today and the future.



Regular Meeting of the ROP Governing Board  
Eden Area ROP Board Room  
26316 Hesperian Blvd., Hayward, CA 94545

Date: Thursday, December 10, 2015  
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 December 10, 2015 Regular Meeting of the ROP Governing Board**

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of November 5, 2015 (pages 3-9)
- B. Request the Governing Board to approve the Bill Warrants (pages 10-12)
- C. Request the Governing Board to approve the Listed Donations-Mary Ann Simmons (page 13)
- D. Request the Governing Board to approve the Listed Donations-Wheel Works (page 14)
- E. Request the Governing Board to approve the List of Charter Bus Companies for Transportation (pages 15-19)

### **VII. INFORMATION ITEMS**

- A. Development of New Funding Model Update (page 20)
- B. CDE Course Review-Business Economics (pages 21-22)
- C. Advisory Committees Meetings (page 23)

### **VIII. ACTION ITEMS**

- A. Request the Governing Board to approve the 2015-2016 First Interim Budget Report (page 24)
- B. Request the Governing Board to approve the Second Reading and Adoption of Board Policy & Administrative Regulation 4121: Temporary/Substitute Personnel (pages 25-28)
- C. Request the Governing Board to approve the Revised Course Outlines (page 29)

### **IX. Superintendent's Report**

### **X. Communications**

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

- A. Public
- B. ROP Governing Board

### **XII. Adjournment**

# Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board  
November 5, 2015**

**I. Call to Order**

Board President, Gary Howard, called the meeting to order at 5:30 p.m. on Thursday, November 5, 2015 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	
Ron Carey, Vice-President	San Leandro USD	
Lisa Brunner, Member	Hayward USD	arrived at 6:13 p.m.
Penny Peck, Member	San Lorenzo USD	

Superintendent: Linda Granger, present

ROP Administrators in Attendance:

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

ROP Staff in Attendance:

Christina Charlton	Marketing Program Instructor
Erika Emery	Careers in Education Program Instructor
Barbara Juarez	Welding Program Instructor
Gabriela Juarez	Superintendent's Administrative Assistant
Audra Muñoz	Career Counselor
Kathy O'Brien	Dental Assisting Program Instructor
Jose Sanchez	Automotive Technology II Program Instructor
Michael Schibler	Culinary Arts Program Instructor
Michelle Stephens	Marketing Program Instructor

Others Present:

Students of the Month and their families  
Dr. Kristin Lima, Chabot College Dean

**III. Pledge of Allegiance**

Alyssa Phillips led the Pledge of Allegiance.

**IV. Mission Statement**

Liliana Gallegos read the Eden Area ROP Mission Statement.



**VIII. Student of the Month Awards**

The following students were honored by their teachers, ROP Staff and the Governing Board as Students of the Month for November 2015:

Luis Lopez	San Lorenzo High	Auto Technology II
Stephen Bray	Castro Valley High	Business Economics
Liliana Gallegos	Arroyo High	Careers In Education
Michaela Lopez	Arroyo High	Marketing Operations

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

**IX. Consent Calendar**

Trustee Penny Peck moved to approve the Consent Agenda items as follows:

- A. Approve the Minutes of the Regular Governing Board Meeting of October 1, 2015
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Agreement with SJCOE to Provide Professional Development in Region 4
- E. Approve the Contract Agreement with CALPERS for GASB 45 Services and Solutions
- F. Approve the Destruction of Documents per Records Retention CA Ed Code 16020-16030
- D. Approve the Listed Donations-Carquest
- E. Approve the Listed Donations-Mary Ann Simmons
- F. Approve the Contract with American Stage Tours for Sophomore Tour Transportation for the 2015-2016 School Year
- G. Approve the Agreement with Alameda County Office of Education for Delivery Services for Fiscal Year 2015-2016
- H. Approve the Lease Agreement with Pitney Bowes for Postal Meter Rental
- I. Approve the Lease Agreement Amendment with Ricoh USA for Copier Services

Trustee Ron Carey seconded the motion.

AYES: 3 (Carey, Howard, Peck)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 1 (Brunner)

**X. Information Items**

**A. CDE Course Review-Welding**

Craig Lang, Director, introduced the Welding Program Instructor, Barbara Juarez, to review the program. Ms. Juarez started her presentation by saying that welding is a highly skilled craft and that 85% of the world's metal products require welding.

In the class, students get hands-on job training and skills in stick, mig, and tig welding. Students also work on team building, professionalism, résumés and interview skills. In preparation for the industry, students take practice welding assessments. There are several career pathways available in the welding field. Ms. Juarez noted she has a great advisory team that helps keep the program current and relevant.

Ms. Juarez shared the goals for the Welding Program, when looking to the future. She wants to maintain the articulation with Chabot College and is working on creating an articulation with Laney College. She also is working on connecting the program with more post-secondary manufacturing programs. Ms. Juarez concluded her report by sharing that many of her students are currently working as welders or in a related field.

#### **B. CDE Course Review-Dental Assisting**

Mrs. Kathy O'Brien, Dental Assisting Instructor, reported information about the Registered Dental Assisting Program. The Registered Dental Assisting Program is a program for High School juniors, seniors and adult students. Upon completion of the dental program, students receive a completion certificate, infection control certification and a license to take dental x-rays in the state of California.

Our Dental Program is one of a handful of ROPs that has an approved Registered Dental Assisting (RDA) Program by Dental Board of California. Upon completion of RDA students receive coronal polishing, pit and fissure sealant certificates and are immediately eligible to sit for the state boards. The program is also a CDE Model Practice Program- The Eden Area ROP student passing rate for the state board exam to become a Registered Dental Assistant is 100%.

The facility consists of 2 classrooms, a fully functioning dental laboratory, a fully functioning dental clinic, 3 x-ray operatories and the newest addition a sterilization room. The significance of this is that allows ROP students experience a real-life dental office.

Mrs. O'Brien thanked a very supportive administration because the Dental Program has the latest technology and is unsurpassed by any other ROP Dental Assisting Program. The program has digital radiography, intraoral cameras, the latest sterilizers, automatic film processors and a CAD/CAM system.

Mrs. O'Brien shared that the program has well over 100 different dentists participating in its program, either through accepting student interns, serving on the advisory committee, or guest speaking. Students complete 400 hours of internship and because there are so many participating offices, students are usually able to go to 3 different offices, being exposed to a variety of dental office experiences.

Students participate in many community events. Every year the California Dental Association holds their annual "Give Kids a Smile Day". This is an event that offers free dental treatment to underprivileged children in California. ROP students are the only students in the Bay Area that are invited. Not only do the students have the opportunity to perform valuable community service, but they are also able to meet lots of dental professionals and begin their professional networking.

**C. Recognition Of Eden Teacher of the Year**

Linda Granger, Superintendent, reported Lance McVay, BADA Academy Instructor, is the Eden Area ROP Teacher of the Year for 2015.

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

**D. First Reading of Board Policy and Administrative Regulation 4121: Substitutes and Other Personnel**

Linda Granger, Superintendent, presented to the Board the first reading of Policy 4121: Substitutes and Other Personnel.

The law has changed and now educational agencies are required to offer sick leave to substitute and temporary employees that work at least 30 days in a school year.

There are two ways that the sick leave can be determined, the accrual method or a grant. The accrual method provides for accrual of one hour for every 30 hours worked. The grant must provide at least 24 hours or 3 days at the beginning of a 12 month period of paid sick leave for each eligible employee to use per year. The ROP is will be using the accrual method.

**XI. Action Items**

**A. Request the Governing Board to approve the MOU for the CTE Incentive Grant**

On October 28, 2015 the CDE released the application for the CTE Incentive Grant. They set it up as a 2 part application. The first part requires all applicants to identify their dollar match that they have and their 7-12<sup>th</sup> grade ADA. The application also requires that if a JPA ROP is applying on behalf of its member districts that an MOU signed by all members needs to be in place. Superintendent Granger noted that there is one sentence in the MOU that has been removed which states “No funds will be redistributed to individual members of the JPA for purposes or programs that are not available to all members of the JPA.” The EAROP wanted that removed because the intent is for the money to go to the districts to support district contracted programs.

Upon review of and with the noted change a motion by Trustee Ron Carey and a second by Trustee Penny Peck, the Governing Board approved the MOU for the CTE Incentive Grant.

AYES: 4 (Brunner, Carey, Howard, Peck)  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

**XII. Superintendent’s Report**

Superintendent Granger reported that October was a very busy month. The ROP has been getting a lot of visitors touring the campus. We have had 2 members from the US Department of Education come to hear about the ROP programs and tour the campus. Sara Zevin was one

member from the US Department of Education that toured the campus. Through the HPN grant, which is a federal grant, the US Department of Education has been taking great interest in seeing what the program is doing. The ROP was featured and Assistant Deputy Secretary for Innovation, Nadya Chinoy Dabby, toured the ROP. She was very impressed with what we are doing. Superintendent Granger also toured Assemblymember Bill Quirk.

The superintendent discussed that she is continuing her work with the CPT grant and that the ROP coordinated and participated in the Eden Area Manufacturing day that took place today.

The ROP will be hosting its annual pathway meeting next week.

The Superintendent concluded her report by sharing that the Eden Area ROP has hired a new Technology Coordinator, Robert Remley. The ROP can now continue to move forward with our tech upgrades to meet industry standards.

### **XIII. Communications**

#### **A. Letter from ACOE regarding 2015-2016 Adopted Budget**

The letter states that ACOE, in accordance with Education Code Section 42127, has examined the Adopted Budget of Eden Area ROP for fiscal year 2015-2016 to determine if it complies with the Criteria and Standards adopted by the State Board of Education, and if it allows the ROP to meet its financial obligations during the upcoming fiscal year. Based on ACOE's review and analysis, they are satisfied that the Adopted Budget approved by the ROP's Governing Board on June 1, 2015 accurately reflects the financial status of the ROP and is consistent with the State's Criteria and Standards. ACOE approves the Adopted Budget.

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

#### **A. Public**

None

#### **B. Governing Board Reports**

Trustee Penny Peck, San Lorenzo USD representative, shared that she presented to the Careers in Education class at the center. Her presentation was a one hour workshop on reading out loud. The students really enjoyed the presentation.

Trustee Gary Howard, Castro Valley USD representative, reported that he was on the ROP's advisory committee for the Biotechnology program. He noted that the event was very well done.

### **I. Adjourn to Board Study Session**

#### **A. Contract Authority Limit**

Trustee Howard adjourned the meeting to the Board Study Session at 6:30 pm to discuss the contract authority limit.

Superintendent Granger stated that last month during the Board Study Session it was discussed to possibly decide setting a contract authority limit for the superintendent to enter into contracts prior to board approval. Currently, under the Superintendent's contract she is able to enter into contracts and MOUs without prior approval by the Board. Superintendent Granger presented a spreadsheet of contracts and MOUs from the last two fiscal years. The spreadsheet was organized into 3 sections: revenue generating, no fiscal impact and expenditures. Included in the spreadsheets were descriptions for each contract or MOU that included whether it was new or renewal, annual or one time, and if it was approved under action or consent.

The Board revisited current practices at their districts that varied across all districts. One district caps their contracts entered prior to approval at \$5,000 while another district is \$25,000. Trustee Howard shared the Castro Valley USD also has a summer resolution that allows the Superintendent to enter into a contract during the months the Board does not meet.

Trustee Howard asked Superintendent Granger for any recommendations. Superintendent Granger shared that when she looked at creating thresholds the things she considered were would protocols be different if it was revenue generating contract versus contracts that created expenditures. Trustee Brunner said she felt that ROP has been doing a great job of managing the MOUs and contracts. Trustee Brunner also voiced her concern to setting new requirements for contracts would possibly create delays or missed opportunities in entering revenue generating contracts as the ROP program is growing and thriving right now.

All board members felt that Superintendent Granger keeps them well informed about all contracts. It was unanimously decided that the status quo has been working well and the board has decided to not move forward with any changes and this concluded the Board study session.

#### **XV. Adjournment**

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

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

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



**DATE:** December 10, 2015  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Sabrina Ubhoff, Accounting Technician  
**SUBJECT:** Request the Governing Board to approve the Bill Warrants

### **CURRENT SITUATION**

The bill warrants submitted for approval are for the period of October 27, 2015 through November 9, 2015 and include test warrant numbers and voided warrants.

### **CONSENT CALENDAR**



**DATE:** December 10, 2015  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director  
**SUBJECT:** Request the ROP Governing Board to approve the Listed Donations-Mary Ann Simmons

**CURRENT SITUATION**

Occasionally, gifts or monetary items are donated to the ROP. Mary Ann Simmons donated a two tank Smoker for grilling and smoking meats, fish, and vegetables to the Eden Area ROP Culinary Science program.

A letter of acceptance will be sent to all donors.

FISCAL IMPACT SOURCE

Not applicable

FUNDING

Not applicable

**CONSENT CALENDAR**



**DATE:** December 10, 2015  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director  
**SUBJECT:** Request the ROP Governing Board to approve the Listed Donations-Wheel Works

**CURRENT SITUATION**

Occasionally, gifts or monetary items are donated to the ROP. Wheel Works/Jackson-Hayward donated a 1997 Mercury Mountaineer to the Eden Area ROP Auto Technology II program.

A letter of acceptance will be sent to all donors.

FISCAL IMPACT SOURCE

Not applicable

FUNDING

Not applicable

**CONSENT CALENDAR**



**DATE:** December 10, 2015  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director  
**SUBJECT:** Request for Governing Board to Approve the List of Charter Bus Companies for Transportation

**BACKGROUND**

Eden Area ROP contracts with Charter buses to transport students safely on Field Trips and Sophomore Tours.

**CURRENT SITUATION**

The attached is a copy of the Certificates of Liability Insurance for four Charter Bus companies eligible to transport students.

<b>CHARTER BUS COMPANIES</b>
American Stage Tours
Golden West
Marin Charter
Michael's Transportation

**CONSENT CALENDAR**



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
1/9/2015

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

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

<b>PRODUCER</b> American Highways Ins. Agency 3250 Interstate Drive Richfield, OH 44288	<b>CONTACT NAME:</b> Donna Schultz <b>PHONE (A/C, No, Ext):</b> (800) 935-2442 <b>FAX (A/C, No):</b> (330) 659-8912 <b>E-MAIL ADDRESS:</b> donna.schultz@highwaysinsurance.com
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: National Interstate Insurance Company NAIC # 32620 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
<b>INSURED</b>  Marin Airporter dba Marin Charter Tours 8 Lovell Ave. San Rafael, CA 94901	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	XPP1102170-11	02/01/2015	02/01/2016	EACH OCCURRENCE \$ 5,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250.00 MED EXP (Any one person) \$ 5.00 PERSONAL & ADV INJURY \$ 5,000.00 GENERAL AGGREGATE \$ 5,000.00 PRODUCTS - COM/OP AGG \$ 5,000.00 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS  <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X	XPP1102170-11	02/01/2015	02/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	XWC1102170-11	02/01/2015	02/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Phys. Dam. Deductibles:**  
 Charter Vehicles: \$20,000 Specified Perils/Collision  
 All Other Vehicles: \$5,000 Specified Perils/\$10,000 Collision  
 Private Passenger/Service Vehicles: \$2,500 Comprehensive/Collision

<b>CERTIFICATE HOLDER</b>  San Lorenzo Unified School District Transportation Dept. 15510 Usher St. San Lorenzo, CA 94580	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

MICHA-1

OP ID: CM

DATE (MM/DD/YYYY)

09/14/2015

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

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

<b>PRODUCER</b> TIB Transportation Ins Brokers 425 West Broadway, Suite 400 Glendale, CA 91204	<b>CONTACT NAME:</b> Caroline Moon <b>PHONE (A/C No. Ext):</b> 818-246-2800 <b>FAX (A/C No.):</b> 818-246-4690 <b>E-MAIL ADDRESS:</b> cmoon@tibinsurance.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
<b>INSURED</b> Michael's Transp. Services Inc 140 Yolano Drive Vallejo, CA 94589	<b>INSURER A:</b> Lancer Insurance Company <b>NAIC #:</b> 26077
	<b>INSURER B:</b> General Star Indemnity Co
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR INSR WORD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		GL155893#13	09/15/2015	09/15/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC.					
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	X	BA155767#13	09/15/2015	09/15/2016	COMBINED SINGLE LIMIT (Per accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB		IXG398535J	09/15/2015	09/15/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<input type="checkbox"/> RETENTION \$					
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

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

**CERTIFICATE HOLDER****CANCELLATION**

000000  EDEN AREA ROP ATTN: CYRIL BONANNO 26316 HESPERIAN BLVD HAYWARD, CA 94545	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# Information Items





**DATE:** December 10, 2015  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Development of New Funding Model Update

## BACKGROUND

At the close of the 2014-2015 school year, state funding dedicated for ROP programs was eliminated. The Eden Area ROP member districts have an agreement to continue the same level of funding for ROP through the 2016-2017 school year.

## CURRENT SITUATION

Last spring, the Board entered into an agreement with School Services of California to work with the member districts and the Eden Area ROP to develop a new funding model to begin after the 2016-2017 school year. They have met with the member districts, presented multiple frameworks for their consideration and are utilizing their feedback to revise the Joint Powers Authority agreement. Once the proposed model is complete, the revised JPA will be taken to each of the member districts for approval.

Ron Bennett, from School Services of California (SSC), will be providing an update to the Board regarding the process and progress in developing a new funding model.

## RECOMMENDATION

Information only



**DATE:** December 10, 2015  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director  
**SUBJECT:** CDE Course Review – Business Economics

## **BACKGROUND**

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

## **CURRENT SITUATION**

Attached is the Course Review for the following programs: Business Economics, the statistics provided are derived from the 2014-2015 C101 follow-up study completed June 2015.

## **RECOMMENDATION**

Information only

**EDEN AREA REGIONAL OCCUPATIONAL PROGRAM**  
**Criteria for Course Approval and Expansion Annual Review**  
**For Class Offerings 2014-2015 School Year**

<b>SCHOOL DISTRICT:</b>		<b>EDEN AREA ROP</b>	<b>LOCATION:</b>	<b>Arroyo, Castro Valley, San Leandro, San Lorenzo, Hayward</b>			
<b>PROGRAM:</b>		<b>Business Economics</b>		<b>INSTRUCTOR:</b>	<b>Charles, Charlton, Fregosa, Maynard, Shivers, Stephens</b>		
Course Name		Enrollment as of 14/15 Year to Date	Enrollment as of 13/14 Year to Date	Enrollment as of 12/13 Year to Date			
Business Economics		90	100	121			
Comments: <ul style="list-style-type: none"> <li>• Required enrollment: Class enrollment maintained to sustain agreed master schedule for offsite and staffing.  <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</li> <li>• Retention rate (Active Enrollment divided by Year-to-date Enrollment):</li> </ul>							
<b>Text Book:</b> Economics Principles and Practices			<b>Author:</b>		<b>Edition:</b> 2012		
<b>NO.</b>	<b>YES</b>	<b>NO</b>					
1.	<b>x</b>		<b>ENROLLMENT</b> – Course meets current or future labor market news.				
			<b>CLASS SCHEDULE:</b> Block	<b>SECTIONS PER YEAR:</b>	<b>MINS PER SECTION:</b>	<b>EXPECTED MINIMUM STUDENTS PER SECTION:</b>	
			<b>Varies</b>	<b>1</b>	<b>90 mins.</b>	<b>25+</b>	
2.	<b>x</b>		<b>AVAILABILITY OF QUALIFIED INSTRUCTOR</b> – Qualified/ Credentialed Instructor teaching course.				
3.	<b>x</b>		<b>LEADERSHIP</b> – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	<b>x</b>		<b>CURRICULUM and INSTRUCTION</b> – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	<b>x</b>		<b>SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT</b> – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	<b>x</b>		<b>ADVISORY COMMITTEE</b> – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance. <b>Comments:</b>				
7.	<b>x</b>		<b>LABOR MARKET NEEDS</b> – Course meets current or future labor market needs.				
8.	<b>x</b>		<b>WORK BASED LEARNING</b> – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.	<b>x</b>		<b>COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION</b> – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing )				
10.	<b>x</b>		<b>JOB PLACEMENT/FURTHER EDUCATION OPTIONS</b> – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.				
11.	<b>x</b>		<b>FACILITIES AND EQUIPMENT ACCOMMODATION</b> <input checked="" type="checkbox"/> District will provide a facility which adequately accommodates the program. <input type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
<b>OTHER CONSIDERATIONS:</b>							
<input checked="" type="checkbox"/> A-G Credit for UC - G			<input type="checkbox"/> State and National Licensing or Certification				
<input checked="" type="checkbox"/> Community College Articulation - Chabot, Ohlone			<input checked="" type="checkbox"/> Strong Business or Industry Partnership				
<input type="checkbox"/> Dual Enrollment			<input type="checkbox"/> Emerging Technologies -				
<b>COMPLIANCE CATEGORIES</b>							
<input checked="" type="checkbox"/> <b>R – Retain Program:</b> Program meets all criteria.		<input type="checkbox"/> <b>W - Watch Program:</b> All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> <b>P - Probation:</b> Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> <b>R – Reduce Program:</b> Downsizing program.	
						<input type="checkbox"/> <b>S/T - Suspend/ Terminate program.</b>	



**DATE:** December 10, 2015  
**TO:** Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Sheila Lawrence, Assistant Director of Offsite Programs  
**SUBJECT:** Advisory Committees Meetings

## **BACKGROUND**

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

## **CURRENT SITUATION**

Advisory committee meetings for the most programs were held on November 4, 2015 at 6:00 pm, at the San Leandro Senior Center.

Advisory committee meetings for Journalism/Yearbook are pending for December.

## **RECOMMENDATION**

Information only

# Action Items





**DATE:** December 10, 2015  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Marites Fermin, Business Manager  
**SUBJECT:** Request the Governing Board to approve the 2015-2016 First Interim Budget Report

## **CURRENT SITUATION**

First Interim Report reflects revenues and expenditures as of October 31, 2015. The report was prepared and reviewed in accordance with all federal and state adopted criteria and standards using Local Control Funding Formula (LCFF) and Local Control Action Plan (LCAP).

“The District Board of Education shall certify in writing whether or not Eden Area ROP is able to meet its financial obligations for the remainder of the 2015-2016 fiscal year and, based on current forecasts, for the next two subsequent fiscal years 2016-2017 and 2017-2018 respectively. The certifications shall be classified as either positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127)”. The Eden Area ROP is certifying a positive certification, and that staff prepared the report, along with assumptions using the School Services of California (SSC) Inc. Dartboard as well as Alameda County Office of Education (ACOE) guidelines. In certifying the 2015-2016 First Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms Eden Area ROP’s ability to meet all financial obligations for the current fiscal year 2015-2016 and two subsequent fiscal years 2016-2017 and 2017-2018. Finally, Eden Area ROP continues to meet and exceed AB 1200 requirements.

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

## **RECOMMENDATION**

It is recommended that the Governing Board approve the 2015-2016 First Interim Budget Report.



**DATE:** December 10, 2015  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board to Approve the Second Reading and Adoption of Board Policy and Administrative Regulation 4121: Substitutes and Other Personnel

## **BACKGROUND**

The Governing Board periodically reviews, revises and adds Board policies to ensure compliance with government codes. The Board is continually engaged in the process of reviewing and revising the Eden Area ROP policies to ensure that they are up to date and compliant with changing law.

## **CURRENT SITUATION**

In November 2014 the Healthy Workplaces/Healthy Families Act was approved by the legislature. An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later. Employers may provide no less than 24 hours of paid sick leave.

There are two ways that the sick leave can be determined, the accrual method or the grant method. The accrual method provides for accrual of one hour for every 30 hours worked. The grant method must provide at least 24 hours or 3 days at the beginning of a 12 month period of paid sick leave for each eligible employee to use per year.

## **RECOMMENDATION**

It is recommended that the Governing Board approve the second reading and adoption of Board Policy and Administrative Regulation 4121: Substitutes and Other Personnel

**Certificated Personnel**

BP 4121

**SUBSTITUTES AND OTHER PERSONNEL**

The Governing Board recognizes that substitute personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

*(cf. 4112.2 – Certification)*

**Hiring**

The Superintendent or designee shall recommend candidates for temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

*(cf. 4113 - Assignment)*

Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

**Certificated Personnel**

AR 4121(a)

**SUBSTITUTES AND OTHER PERSONNEL****Substitute Teachers**

Certificated personnel shall be employed at the prevailing Eden Area Regional Occupational Program (ROP) hourly rate for the purpose of substitution for regular teachers who are absent because of illness or other emergencies.

Effective July, 1 2015 any temporary or substitute employee who works for 30 days or more within a year of of his/her employment, is entitled to paid sick leave.

An employee shall accrue paid sick days at the rate of one hour per every 30 hours worked, beginning at the commencement of employment.

An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued. Any unused accrued paid sick days shall carry over to the following year of employment.

Upon the oral or written request of an employee, an employer shall provide paid sick days for the following purposes (Labor Code 246.5):

- (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- (2) need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230 (c) and 230.1 (a) for the health, safety, welfare of the employee, when the employee has been the a victim of domestic violence, sexual assault, or stalking.

No employee shall be denied the right to use accrued sick days, and the ROP shall not in any way discriminate or retaliate against any employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging ROP violation of Labor Code 245-249.

**Other Personnel**

Staff members may be employed by the ROP on an hourly basis, designed for courses requiring teaching staff or less than 37 1/2 hours per week, or for special projects requiring additional funding.

**SUBSTITUTES AND OTHER PERSONNEL (continued)***Legal Reference:*EDUCATION CODE

- 44252.5 *State basic skills assessment required for certificated personnel*
- 44300 *Emergency teaching or specialist permits*
- 44830 *Employment of certificated persons; requirements of proficiency in basic skills*
- 44839.5 *Employment of retirant*
- 44846 *Criteria for reemployment preferences*
- 44914 *Substitute and probationary employment computation for classification as permanent employee*
- 44915 *Classification of probationary employees*
- 44916 *Time of classification; statement of employment status*
- 44917 *Classification of substitute employees*
- 44918 *Substitute or temporary employee deemed probationary employee; reemployment rights*
- 44919 *Classification of temporary employees*
- 44920 *Employment of certain temporary employees; classifications*
- 44921 *Employment of temporary employees; reemployment rights (unified and high school districts)*
- 44953 *Dismissal of substitute employees*
- 44954 *Release of temporary employees*
- 44956 *Rights of laid-off permanent employees to substitute positions*
- 44957 *Rights of laid-off probationary employees to substitute positions*
- 44977 *Salary schedule for substitute employees*
- 45030 *Substitutes*
- 45041 *Computation of salary*
- 45042 *Alternative method of computation for less than one school year*
- 45043 *Compensation for employment beginning in the second semester*
- 56060-56063 *Substitute teachers in special education*

CODE OF REGULATIONS, TITLE 5

- 5502 *Filing of notice of physical examination for employment of retired person*
- 5503 *Physical examination for employment of retired persons*

COURT DECISIONS

- Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4<sup>th</sup> 911*

*Management Resources:*WEB SITES

- CTC: <http://www.ctc.ca.gov>
- CSBA: <http://www.csba.org>



**DATE:** December 10, 2015  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director  
**SUBJECT:** Request the Governing Board to Approve the Revised Course Outlines

## **BACKGROUND**

All ROP programs have a course outline that identifies the standards being addressed. Course outlines also identified the Expected Schoolwide Learning Results (ESLR's) for WASC accreditation and the California High School Exit Exam standards address in the course.

## **CURRENT SITUATION**

Since the state has developed Model Curriculum Standards for all CTE pathways and ROP's are now part of the post-secondary WASC process, we needed to update our course outlines to align with Schoolwide Learner Outcomes (SLO's for WASC) and the new model curriculum standards. The ROP operated programs have their course outlines approved by their advisory. The course outlines have been updated and aligned to the common core state standards as well and the CAHSEE standards have been removed.

## **RECOMMENDATION**

It is recommended that the Governing Board approve the revised course outlines.