

GOVERNING BOARD MEETING AGENDA

Thursday, November 5, 2015

5:30 pm

Location:

26316 Hesperian Blvd.
Hayward, CA 94545

Website:

www.edenrop.org

Phone Numbers:

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



Governing Board Members

Gary Howard, President
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, November 5, 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. Student of the Month**

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

- VII. CONSENT CALENDAR**

Action by the ROP Governing Board of the Eden Area Regional Occupational Program means that all items listed under the Consent Calendar are adopted by one single motion, unless a member of the Governing

Page 2 – Agenda for the November 5, 2015 Regular Meeting of the ROP Governing Board

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

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of October 1, 2015 (pages 5-9)
- B. Request the Governing Board to approve the Bill Warrants (pages 10-14)
- C. Request the Governing Board to approve the Personnel Action Items (pages 15-16)
- D. Request the Governing Board to approve the Listed Donations-Carquest (page 17)
- E. Request the Governing Board to approve the Listed Donations-Mary Ann Simmons (page 18)
- F. Request the Governing Board to approve Contract with American Stage Tours for Sophomore Tour Transportation for the 2015-2016 School Year (pages 19-35)
- G. Request the Governing Board to approve the Agreement with Alameda County Office of Education for Delivery Services for Fiscal Year 2015-2016 (pages 36-38)
- H. Request the Governing Board to approve the Lease Agreement with Pitney Bowes for Postal Meter Rental (page 39-41)
- I. Request the Governing Board to approve the Lease Agreement Amendment with Ricoh USA for Copier Services (page 42-45)

VIII. INFORMATION ITEMS

- A. CDE Course Review-Welding (pages 46-47)
- B. CDE Course Review-Dental (pages 48-49)
- C. Recognition of the Eden Area ROP Teacher of the Year (page 50)
- D. First Reading of Board Policy and Administrative Regulation 4121: Substitutes and Other Personnel (pages 51-54)

IX. ACTION ITEMS

- A. Request the Governing Board to approve the MOU for the CTE Incentive Grant (pages 55-57)

X. Superintendent's Report

XI. Communications

- A. Letter from ACOE regarding 2015-2016 Adopted Budget (pages 58-59)

XII. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XIII. Adjourn to Board Study Session

- A. Contract Authority Limit Protocol (page 60)

XIV. Adjournment



DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Presentation of ROP Student of the Month Awards

BACKGROUND

The Eden Area ROP has developed a Student Recognition Program to acknowledge outstanding efforts and achievements of our students.

CURRENT SITUATION

The Student Recognition Program has proven to be a successful, motivational tool in the classroom, among the staff and the students of the Eden Area ROP.

The following students were selected as “ROP Students of the Month” for November:

Alyssa Phillips	Mt. Eden High	Culinary Science
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

RECOMMENDATION

Information only

Consent Calendar



Department of Health and Human Services



**Minutes of the Regular Meeting of the ROP Governing Board
October 1, 2015**

I. Call to Order

Board President, Gary Howard, called the meeting to order at 5:30 p.m. on Thursday, October 1, 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
Penny Peck, Member	San Lorenzo USD

Eden Area ROP Governing Board Absent:

Lisa Brunner, Member	Hayward USD
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Superintendent: Linda Granger, present

ROP Administrators in Attendance:

Craig Lang	Director
Stefanie Bradshaw	Assistant Director of Adult Programs

ROP Staff in Attendance:

Heather Bystrom	Medical Assisting Program Instructor
Maurice Brittain	Computer/Web Programming Program Instructor
Dawn Fregosa	Marketing Program Instructor
Cheryl Gixti	Merchandising Program Instructor
Gabriela Juarez	Superintendent's Administrative Assistant
Audra Muñoz	Career Counselor
Lameisha Sherri	Web, Graphics and Digital Design Program Instructor

Others Present:

Students of the Month and their families

III. Pledge of Allegiance

Marc Yanez led the Pledge of Allegiance.

IV. Mission Statement

Diana Grande read the Eden Area ROP Mission Statement.

V. Approval of Agenda

Trustee Carey moved to approve the agenda. Trustee Peck, seconded the motion. By the following vote, the agenda was approved.

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

VI. 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 October 2015:

Robert Maldonado	San Leandro High School	Merchandising
Alma Miranda	San Lorenzo High School	Medical Careers
Nepoleon Alexander	Royal Sunset	Web, Graphics & Digital Design
Diana Grande	San Leandro High School	Academy of Business and Finance
Marc Yanez	Castro Valley High School	Computer/Web Programming

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.

VII. Consent Calendar

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

- A. Approve the Minutes of the Regular Governing Board Meeting of September 3, 2015
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Quarterly Report on Williams Act Complaints and Resolutions
- E. Approve the Contracts with Castro Valley/Eden Area, Hayward and San Leandro Chambers of Commerce for the California Career Pathways Trust Grant
- F. Approve the MOU with NFTE for the 2015-2016 School Year
- G. Approve the Contract with John Peters for the First Responders Program

Trustee Carey seconded the motion.

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

VIII. Information Items

A. CDE Course Review-Medical Careers and Sports Medicine

Linda Granger, Superintendent, introduced Heather Bystrom to present on the medical pathway. Ms. Bystrom shared that the Medical Careers program offers students exposure to a wide range of career pathways within the medical field. Students will gain confidence practicing skills performed in a variety of entry level positions within the medical office, clinic or

hospital setting. The course is a-g approved and is articulated with Chabot College. Students learn anatomy/physiology, medical terminology, infection control, medical law and ethics, medical records, nutrition, pharmacology, clinical and administrative medical skills, billing and coding and career preparation and professionalism. The clinical skills students get to perform are urinalysis, spirometry, fecal occult, EKG, vital signs, injections, CPR, first aid, audiometer and throat cultures. In the program students also learn administrative skills such as filing, billing and coding, appointment scheduling, telephone techniques and bookkeeping. Ms. Bystrom explained that at the second semester students, if eligible, have the opportunity to participate in internship at various hospitals and medical clinics which include Kaiser Permanente, St. Rose Hospital and Eden Medical Center. In addition, students have the opportunity to apply and interview for the FACES for the Future Program at St. Rose Hospital. Students accepted in the FACES program will do rotations in various departments at St. Rose Hospital. Students who chose not to participate in internship will continue to get hands on instruction in the classroom.

Students who successfully complete the Medical Careers Program and receive their Certificate of Completion can apply and work as a Medical Assistant in the hospital or medical office. Students are also eligible to sit for the CCBMA state certification to become an Administrative Medical Assistant.

B. Back to School Night

Mr. Craig Lang, Director, reported information about the Back to School Night. Back to School Night was held on September 23, 2015. In addition to parents coming to visit the classrooms they were able to participate in hands on activities. It was extremely well attended.

C. Principal's Breakfast

Craig Lang, Director, shared that the annual Principal's Breakfast was held on September 24, 2015 and was a productive working meeting. The attendees were given an informational packet. ROP staff discussed the CPT Grant and the timeline for submission of new classes. In addition, the dean of Chabot College, Dr. Kristin Lima, presented at the breakfast. She discussed ROP students having the opportunity to earn college credit through dual enrollment. The principal's breakfast helps build partnership with the high schools to help achieve student success.

IX. Superintendent's Report

Linda Granger highlighted some of the curricular updates that ROP staff has been working on. She started with the progress of the Automotive Technology programs. Students in the automotive program at the center will now earn college credit through the Chabot College dual enrollment agreement which was approved by the board earlier in the year. The Automotive Technology programs are also in the process of applying for NATEF certification which is the same certification that Chabot has and it is an industry recognized certification.

The Superintendent reported updates on the First responders program. The Hayward Fire Department (HFD) donated a fire truck a few years ago. In order to be able to use the fire truck as a teaching tool the First Responders class was relocated to the classroom that the fire truck was stored in. The HFD has a goal of having a department that is from the community and reflective of the community and has partnered with the ROP program to accomplish this goal.

The HFD has donated equipment to the ROP that isn't up to code for their use, but is great for training. In addition students go to the HFD training facility once a week and participate in their training program. Hayward Fire Fighters are volunteering their time to train the students. The ROP staff is also working with Chabot College to set up a dual enrollment opportunity for the students at the center.

Ms. Granger continued her report by sharing that the Welding program was also approved to have dual enrollment through Chabot College. The welding program will also be adding CNC to the curriculum which is a machining component.

The superintendent reported that the teachers have almost completed course alignment to Model Curriculum Standards. She also shared that the ROP is growing their programs. Staff was able to bring back the Criminal Justice introductory courses at two high school campuses. Through Project Lead the Way the Computer Science Engineering course is being taught at Tennyson High School. The Superintendent has a goal to add Entrepreneurship and Marketing to all high school sites. The Medical Careers program continues to grow which will require updating the space so that it meets industry standards and upgrading the software. Educational Services is working to have the construction program approved as a registered pre-apprenticeship program.

The Superintendent concluded her report by sharing one of the promotional videos created this year for ROP presentations and sophomore tours.

X. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

Gary Howard, Castro Valley USD representative, reported that Castro Valley High School has added an introductory auto technology course.

IV. Adjourn to Board Study Session

A. Contract Authority Limit

Trustee Howard adjourned the meeting to the Board Study Session at 6:25 pm to discuss the contract authority limit.

Trustee Howard explained that one of the requests that came from the board was that they make a determination setting a contract authority limit for Superintendent Granger to enter into contracts prior to board approval.

Superintendent Granger explained that she contacted all four districts to obtain their procedures for contracts. None of the districts have a policy in place, however, they all follow a practice. She was able to obtain a copy of a resolution that lined out direction for contracts to be approved during summer months when meetings weren't held and

she shared a process for contracts to be entered if they were under \$5,000. She continued to explain to the board that under her contract she has the authority to enter into contracts prior to Board approval, however, there isn't a cap on the amount of the contract. As a personal practice, Superintendent Granger, has been using roughly \$20,000 as her limit for new contracts coming to the board.

The board discussed some options for the future protocol of entering into contracts prior to Board approval. Some of the suggestions were setting a cap. Other ideas were that contract renewals were okay without a cap, but setting a cap for new contracts. It was also discussed to have a special meeting if needed to approve new contracts. Board President Howard recommended the board members to go back to their districts and bring back an outline of their contract practices. Ultimately, the question was should the contract authority limit be a policy or practice. The board unanimously agreed that it should be a practice. The board decided to continue the study session at the November Board meeting.

Superintendent Granger will provide a history of the contracts over the past years and provide the board with an analysis during the next study session.

V. Recess to Closed Session

A. Conference with Legal Counsel-Anticipated Litigation (Pursuant Government Code Section 54956.9)

The meeting was called into closed session at 6:33

VI. Reconvene to Open Session

A. Report Actions Taken by the Governing Board in Closed Session

The meeting resumed to open session at 6:45 p.m. and the following action was taken:

Trustee Carey made moved to deny claim 15-16 001. Trustee Peck, seconded the motion.

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

XI. Adjournment

The meeting was adjourned at 6:45 p.m.

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: November 5, 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 September 21, 2015 through October 21, 2015 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Personnel Coordinator
SUBJECT: Request the Governing Board to approve the Personnel Action Items

CURRENT INFORMATION

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

CONSENT CALENDAR



DATE: November 5, 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-Carquest

CURRENT SITUATION

Occasionally, gifts or monetary items are donated to the ROP. Rick Schultze, Manager of Carquest store #7336, donated 12 Powerbuilt brand fender covers and 12 tire gauges to the Eden Area ROP Auto Technology I program.

A letter of acceptance will be sent to all donors.

FISCAL IMPACT SOURCE

Not applicable

FUNDING

Not applicable

CONSENT CALENDAR



DATE: November 5, 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 2 large flat tops with rotisserie and propane tank 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: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Sheila Lawrence, Assistant Director of Off-site Programs
SUBJECT: Request the Governing Board to approve the Contract with American Stage Tours for Sophomore Tour Transportation for the 2015-2016 School Year

CURRENT SITUATION

Each year the Eden Area ROP contracts for transportation services for students within our JPA for the Sophomore Tours.

For the 2015-2016 school year the contract between American Stage Tours and Eden Area ROP is outlined below:

School	Tour Date	Amount
Mt. Eden High School	12/8/15	\$ 5,362.50
Tennyson High School	12/15/15	4,077.50
San Lorenzo High School	1/8/16	4,270.00
San Leandro High School	1/21/16	7,155.00
Castro Valley High School	2/8/16 & 2/11/16	16,680.00
Arroyo High School	2/25/16	5,070.00
Hayward High School	3/8/16	4,370.00
Total		\$46,985.00

CONSENT CALENDAR



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

S.P.A.B Terms and Conditions

Friday, July 31, 2015

Charter No. : 21550 - MT. eden

The attached Charter 21550 in the amount of \$5,362.50 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

DISCLAIMER:

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

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


Charter Party Signature


Date



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

Charter Confirmation

Confirmed: 07/31/15

Charter No. : 21550

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950

Order Date 07/01/15

SalesRep: Cyndie Tobias

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

Group Name: **Mt. Eden High School**

Group Leader: **Kristel San Miguel**

Destination: **Hayward, CA**

Leave Date: **Tuesday, December 08, 2015**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Pickup **Mt. Eden High School**
Location: **2300 Panama St**
Hayward, CA 94545

Coaches: **5**

Equipment: **3/56 & 1/47 passenger**

Requested Driver:

Return Date: **Tuesday, December 08, 2015**

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

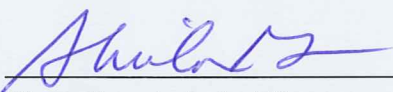
Destination **Eden Area ROP**
Details: **26316 Hesperian Blvd.**
Hayward, CA 94545

* 4/56 confirmed *
M Charles

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$5,362.50</u>
07/31/15	Signed Contract			Amount Paid	\$0.00
11/24/15	Final Payment			Balance Due	\$5,362.50

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

Please call if you have any questions.


Charter Party Authorized Signature

8/3/15
Date

Cyndie Tobias
Tour Coordinator



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

S.P.A.B Terms and Conditions

Friday, July 31, 2015

Charter No. : 21551 - tennyson

The attached Charter 21551 in the amount of \$4,077.50 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

PROHIBITED SUBSTANCES:

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

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

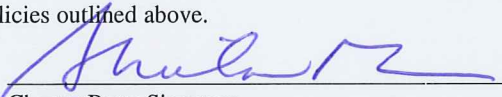
The Department of Education and the California Highway Patrol has adopted certain regulations for the protection and safety of both the pupils and the driver. Drivers are limited to:

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

DISCLAIMER:

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

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


Charter Party Signature


Date



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

Charter Confirmation

Confirmed: 07/31/15

Charter No. : 21551

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950

Order Date 07/01/15

SalesRep: Cyndie Tobias

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

Group Name: **Tennyson High School**

Coaches: 4

Group Leader: **Kristel San Miguel**

Equipment: 3/56 & 1/47 passenger

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Tuesday, December 15, 2015**

Return Date: **Tuesday, December 15, 2015**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

Pickup **Tennyson High School**
Location: **27035 Whitman St.**
Hayward, CA 94544

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>
07/31/15	Signed Contract		
12/01/15	Final Payment		

Transport Charge:	\$4,077.50
Amount Paid	\$0.00
Balance Due	\$4,077.50

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

Please call if you have any questions.


Charter Party Authorized Signature _____ Date 8/3/15

Cyndie Tobias
Tour Coordinator



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

S.P.A.B Terms and Conditions

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Tuesday, October 27, 2015

Charter No. : 21555

Phone: 510-293-2950 - SL2

Fax:

Order Date 07/01/15

SalesRep: Cyndie Tobias

The attached Charter 21555 in the amount of \$8,340.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

PROHIBITED SUBSTANCES:

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

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

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


minimum of eight (8) hours off duty before local service may be performed or to begin an extended period of driving.

American Stage recommends a minimum of ten (10) hours off duty.

DISCLAIMER:

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

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


Charter Party Signature

10/27/15
Date



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

Charter Confirmation

Confirmed: 10/27/15

Charter No. : 21554

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950

Order Date 07/01/15

SalesRep: Cyndie Tobias

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

Group Name: **San Lorenzo High School**

Group Leader: **Kristel San Miguel**

Destination: **Hayward, CA**

Leave Date: **Friday, January 08, 2016**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

Pickup **San Lorenzo High School**
Location: **50 East Lewelling Blvd.**
San Lorenzo

Coaches: **4**

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

Requested Driver:

Return Date: **Friday, January 08, 2016**

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

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>
07/31/15	Signed Contract		
01/12/16	Final Payment		

Transport Charge:	\$4,270.00
Amount Paid	\$427.00
Balance Due	\$3,843.00

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

 10/27/15

Charter Party Authorized Signature

Date

Cyndie Tobias
Tour Coordinator



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

S.P.A.B Terms and Conditions

Friday, July 31, 2015

Charter No. : 21552 - SLE

The attached Charter 21552 in the amount of \$7,155.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

DISCLAIMER:

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

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



Charter Party Signature

8/3/15

Date



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

Charter Confirmation

Confirmed: 07/31/15

Charter No. : 21552

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950

Order Date 07/01/15

SalesRep: Cyndie Tobias

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

Group Name: **San Leandro High School**

Coaches: 7

Group Leader: **Kristel San Miguel**

Equipment: 4/56 & 2/48 & 1/47 passenger

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Thursday, January 21, 2016**

Return Date: **Thursday, January 21, 2016**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

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

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>
07/31/15	Signed Contract		
01/07/16	Final Payment		

Transport Charge: \$7,155.00

Amount Paid \$0.00

Balance Due \$7,155.00

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

Please call if you have any questions.

 8/3/15
Charter Party Authorized Signature Date

Cyndie Tobias
Tour Coordinator



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

S.P.A.B Terms and Conditions

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Tuesday, October 27, 2015

Charter No. : **21554**
Phone: **510-293-2950** *CV1*
Fax:
Order Date **07/01/15**
SalesRep: **Cyndie Tobias**

The attached Charter 21554 in the amount of \$4,270.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

PROHIBITED SUBSTANCES:

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

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

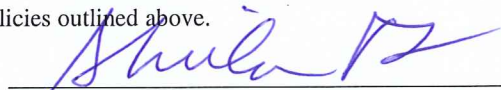
The Department of Education and the California Highway Patrol has adopted certain regulations for the protection and safety of both the pupils and the driver. Drivers are limited to:

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

DISCLAIMER:

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

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



Charter Party Signature

10/27/15

Date



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

Charter Confirmation

Confirmed: 10/27/15

Charter No. : 21555

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950

Order Date 07/01/15

SalesRep: Cyndie Tobias

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

Group Name: **Castro Valley High School**

Group Leader: **Kristel San Miguel**

Destination: **Hayward, CA**

Leave Date: **Monday, February 08, 2016**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

Coaches: **8**

Equipment: **4/56 & 2/48 & 2/47 passenger**

Requested Driver:

Return Date: **Monday, February 08, 2016**

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

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$8,340.00</u>
07/31/15	Signed Contract			Amount Paid	\$834.00
01/26/16	Final Payment			Balance Due	\$7,506.00

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

 10/27/15
Charter Party Authorized Signatory Date

Cyndie Tobias
Tour Coordinator



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

S.P.A.B Terms and Conditions

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Friday, July 31, 2015

Charter No. : 21556 - W2
Phone: 510-293-2950
Fax:
Order Date 07/01/15
SalesRep: Cyndie Tobias

The attached Charter 21556 in the amount of \$8,340.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

PROHIBITED SUBSTANCES:

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

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

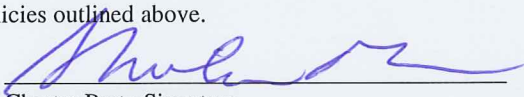
The Department of Education and the California Highway Patrol has adopted certain regulations for the protection and safety of both the pupils and the driver. Drivers are limited to:

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

DISCLAIMER:

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

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


Charter Party Signature

8/3/15
Date



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

Charter Confirmation

Confirmed: **07/31/15**

Charter No. : **21556**

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: **510-293-2950**

Order Date **07/01/15**

SalesRep: **Cyndie Tobias**

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

Group Name: **Castro Valley High School**

Coaches: **8**

Group Leader: **Kristel San Miguel**

Equipment: **4/56 & 2/48 & 2/47 passenger**

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Thursday, February 11, 2016**

Return Date: **Thursday, February 11, 2016**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

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

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>
07/31/15	Signed Contract		
01/28/16	Final Payment		

Transport Charge: **\$8,340.00**

Amount Paid **\$0.00**

Balance Due **\$8,340.00**

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

Please call if you have any questions.


Charter Party Authorized Signatory _____ Date **8/3/15**

Cyndie Tobias
Tour Coordinator



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

S.P.A.B Terms and Conditions

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Friday, July 31, 2015

Charter No. : 21557 - Arroyo
Phone: 510-293-2950
Fax:
Order Date 07/01/15
SalesRep: Cyndie Tobias

The attached Charter 21557 in the amount of \$5,070.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

DISCLAIMER:

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

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


Charter Party Signature


Date

**1488 Soccer Court****Concord, CA 94518-3850**

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.comEmail: info@americanstagetours.com

Charter ConfirmationConfirmed: **07/31/15**Charter No. : **21557****Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545**Phone: **510-293-2950**Order Date **07/01/15**SalesRep: **Cyndie Tobias**

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

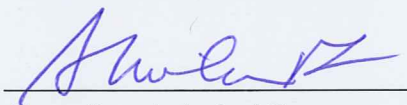
Group Name: **Arroyo High School**# Coaches: **5**Group Leader: **Kristel San Miguel**Equipment: **3/56 & 2/48 passenger**Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Thursday, February 25, 2016**Return Date: **Thursday, February 25, 2016**Spot Time: **8:00 am**Leave Time: **8:30 am**Retn\Drop Time: **3:30 pm**Pickup **Arroyo High School**Destination **Eden Area ROP**Location: **15701 Lorenzo Ave.
San Lorenzo, CA 94580**Details: **26316 Hesperian Blvd.
Hayward, CA 94545**

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	Transport Charge:	\$5,070.00
07/31/15	Signed Contract			Amount Paid	\$0.00
02/11/16	Final Payment			Balance Due	\$5,070.00

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


Charter Party Authorized Signature

8/3/15
Date

Cyndie Tobias
Tour Coordinator



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

S.P.A.B Terms and Conditions

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Friday, July 31, 2015

Charter No. : 21558 - Hayward

Phone: 510-293-2950

Fax:

Order Date 07/01/15

SalesRep: Cyndie Tobias

The attached Charter 21558 in the amount of \$4,370.00 is forwarded for your review and approval. This charter has been scheduled according to the reflected information. If correct, please sign, date, and return this contract along with the required deposit.

RATES:

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

DEPOSITS:

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

PROHIBITED SUBSTANCES:

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

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

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

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

DISCLAIMER:

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

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


Charter Party Signature

8/3/15
Date



1488 Soccer Court

Concord, CA 94518-3850

Phone: 925-687-7705

Fax: 925-685-5421

Toll Free

Website: www.americanstagetours.com

Email: info@americanstagetours.com

Charter Confirmation

Confirmed: 07/31/15

Charter No. : 21558

Kristel San Miguel
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

Phone: 510-293-2950

Order Date 07/01/15

SalesRep: Cyndie Tobias

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

Group Name: **Hayward High School**

Coaches: 4

Group Leader: **Kristel San Miguel**

Equipment: 56 passengers

Destination: **Hayward, CA**

Requested Driver:

Leave Date: **Tuesday, March 08, 2016**

Return Date: **Tuesday, March 08, 2016**

Spot Time: **8:00 am**

Leave Time: **8:30 am**

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

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

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>
07/31/15	Signed Contract		
02/23/16	Final Payment		

Transport Charge: \$4,370.00

Amount Paid \$0.00

Balance Due \$4,370.00

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

Please call if you have any questions.

Charter Party Authorized Signature

Date

Cyndie Tobias
Tour Coordinator



DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Agreement with the Alameda County Office of Education for Delivery Services for the Fiscal Year 2015-2016

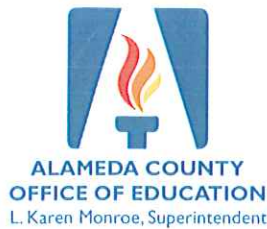
BACKGROUND

In accordance with Ed Code 17604, all contracts must be approved by the Governing Board. Eden Area Regional Occupational Program contracts with Alameda County Office of Education to provide delivery and pick-up services.

CURRENT SITUATION

The attached agreement reflects the annual contract between Eden Area ROP and Alameda County Office of Education for pick-up and delivery services which covers from July 1, 2015 to June 30, 2016.

CONSENT CALENDAR



2015/2016

**Delivery Services Agreement
With
The Alameda County Office of Education**

For the purposes of this agreement between L. Karen Monroe, Alameda County Superintendent of Schools, and **Eden Area ROP** of Alameda County, a public corporation, organized and existing under and by virtue of the laws of the State of California, the former party shall be referred to as the COUNTY OFFICE and the latter as the DISTRICT.

It is herewith agreed that the COUNTY OFFICE shall provide a delivery service for which the DISTRICT agrees to pay. The service, however, may be cancelled at any time by the COUNTY OFFICE with 30 days written notice to the DISTRICT. It is not anticipated that such an action would take place unless the costs of operating the program are excessive.

The cost of providing the service is **\$2,472.00** for **2015/2016** with payment in full to be made upon billing by the COUNTY OFFICE. The charge may be increased or decreased should operating costs exceed or fall below the projections; however, all districts involved would receive their pro-rated share of the increased costs or cost reductions.

The term of this contract is from **July 1, 2015** through **June 30, 2016**.

The current delivery and pick-up will occur based on your current schedule of 3 days per week, but only on the days that the COUNTY OFFICE is open.

Delivery to the DISTRICT shall be made to the following address only: (Please contact Kim Hendrix to make any address or contact changes at 510-670-4555 email khendrix@acoe.org.)

26316 Hesperian Blvd. Hayward, CA 94545

The contact person at the delivery site will be:

Debbie Scanlon (510) 293-2900

The COUNTY OFFICE will:

1. Pick up district requested materials, envelopes and financial documents addressed to schools/districts at the COUNTY OFFICE and deliver to the address noted above. Each daily delivery shall be limited to an aggregate of fifty pounds (50#).
2. Deliver district requested materials, envelopes and financial documents picked up from the DISTRICT to the COUNTY OFFICE or re-routed to any of the districts participating in the service subject to the same restrictions noted in #1.
3. Have the driver bonded to the maximum amount available under COUNTY OFFICE insurance program.

4. The COUNTY OFFICE will bill the DISTRICT on or about the middle of the fiscal year.

The DISTRICT will:

1. Herewith authorizes the County's drivers to sign for and carry vendor warrants and "out-of-cycle" (manual) payroll warrants to and from the COUNTY OFFICE.
2. Shall not use the delivery service to transport case (coin and currency) for deposit.
3. Herewith authorizes / does not authorize (cross out one) the transmittal of deposits (checks only) to the COUNTY OFFICE via the delivery service.
4. Assumes full responsibility for replacing or reissuing any materials produced by it and shipped via the delivery service which might be lost, stolen, destroyed or in some way damaged and will hold the COUNTY OFFICE harmless from any liability attached to the loss or destruction of the material being carried.

Eden Area ROP agrees to defend, indemnify and hold harmless the office of the Alameda County Superintendent of Schools, its officers, agents, employees and assigns for any and all liability arising out of the negligent or wrongful act of any of them in connection with this agreement. This agreement shall not extend to acts of omissions found to be intentional or grossly negligent by a court of competent jurisdiction.

Insurance coverage for vehicle usage under this agreement is being provided by the COUNTY OFFICE. However, since said office maintains a \$10,000.00 deductible at the present time, DISTRICT executing this agreement herewith acknowledges the deductible as being chargeable to the Delivery Service Program.

IN WITNESS WHEREOF, the COUNTY OFFICE has executed this agreement and the said DISTRICT has agreed to the provision described.

Eden Area ROP

Alameda County

State of California

By _____

Authorized Agent of Board

Date: _____

L. Karen Monroe, Superintendent

Alameda County

Superintendent of Schools

By  _____

for Alameda County Office of Education

Date: 10/12/15 _____



DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve Lease Agreement with Pitney Bowes for Postal Meter Rental

BACKGROUND

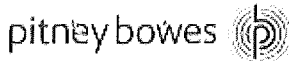
The Eden Area Regional Occupational Program contracts with Pitney Bowes to provide postal meter rental for the Eden Area ROP as follows:

DM400 Digital Desktop Mailing System

CURRENT SITUATION

Currently Eden Area ROP is renting one DM 400 Digital Desktop Mailing System with Pitney Bowes for its postal services. The attached lease agreement reflects the renewal of this rental agreement for 51 months with Pitney Bowes for the Eden Area ROP's use.

CONSENT CALENDAR



PITNEY BOWES LEASE AGREEMENT

--	--	--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

Full Legal Name of Lessee	DBA Name of Lessee	Tax ID # (FEIN/TIN)	
26316 HESPERIAN BLVD	HAYWARD	CA	94545-2458
Billing Address: Street	City	State	Zip+4
	() ext	00322799008	
Billing Contact Name	Billing Contact Phone #	Billing CAN #	
26316 HESPERIAN BLVD	HAYWARD	CA	94545-2458
Installation Address (If different from billing address) : Street	City	State	Zip+4
	() ext	00322799008	
Installation Contact Name	Installation Contact Phone #	Installation CAN #	

Invoice Attention To

Lessee PO #

Your Business Needs

Qty	Business Solution Description	Check additional items to be included in client's payment
	Mail Stream Solution - 1	<input checked="" type="checkbox"/> Service Level Agreement
1	Green Connect+ 1000 Series	Standard - Provides maintenance and support for equipment
1	Connect+ Series Meter w/PP (NTF)	
1	130 LPM Feature	<input type="checkbox"/> Software Maintenance (additional terms apply) - Provides revision updates & technical assistance
1	10 lb Interfaced Weighing	
1	Green 10 in. Standard Apps Center	<input checked="" type="checkbox"/> Meter Rental
1	Green Connect+ Mono Printer	() Value Based Services (not including USPS fees which will be charged separately)
1	Connect+ Drop Stacker	
1	IntelliLink Subscription	<input checked="" type="checkbox"/> Purchase Power® - A line of credit providing a convenient way to mail now and pay later. Consolidate meter postage, permit postage and supplies under one account — see terms & conditions
1	15lb Scale Platform/Stand	<input type="checkbox"/> Equipment Replacement Program - Protection in case of loss or damage to leased equipment () Yes I want to enroll in the ValueMAX® equipment replacement program (x) No Enrollment (I will provide proof of insurance within the next 30 days as noted in Section L9)

If green products are identified on your Order, the equipment covered by this Agreement includes remanufactured products that have gone through our factory certification testing process.

Your Payment Plan

Initial Term :	51	months
Number Of Months	Monthly Amount	Billed Quarterly At*
First	51	\$278
		\$834

- () Required advance check of \$() received
() Tax Exempt Certificate Attached
() Tax Exempt Certificate Not Required

*Does not include any applicable sales, use, or property taxes which will be billed separately; payment plans begin after any applicable Interim Usage Period.

Your Signature Below

By signing below, you agree to be bound by all the terms of this Agreement, including those located in the Pitney Bowes Terms (Version 5/15), which are available at www.pb.com/termsconditions and are incorporated by reference. You acknowledge that you may not cancel the Lease (as defined in Section G1 of the Pitney Bowes Terms) for any reason and that all payment obligations are unconditional. The Lease will be binding on us after we have completed our credit and documentation approval process and have signed below. The Lease requires you either to provide proof of insurance or participate in the ValueMAX equipment replacement program (see Section L9 of the Pitney Bowes Terms) for an additional fee.

Lessee Signature

Pitney Bowes Signature

Print Name

Print Name

Title

Title

Date

Date

Email Address

Sales Information

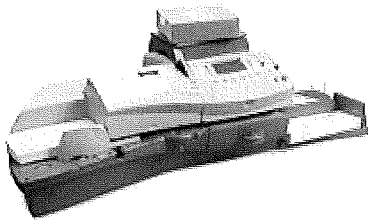
Jill Sanders

473

Account Rep Name

District Office

See Pitney Bowes Terms for additional terms and conditions



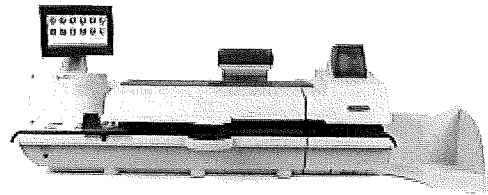
DM400 Digital Desktop Mailing System

- Automatically process mail
- Integrated scale
- Inkjet printing @ \$0.014/imprint
- Automatic tape strip feeder dispenses up to 50 tapes at a time
- PBSmartPostage for IMPB compliance
- Confirmation services and ERR
- Standard sealing system
- Update postal rates and download postage automatically using an analog or digital connection
- Monochrome, non-touch screen display

Like for Like Renewal Option

\$206/month

51-month term expires August 31, 2015



Connect+ 1000 Customer Communication System

- Automatically process mail
- Interfaced scale
- Inkjet printing @ \$0.004/imprint
- Enhanced automatic tape roll feeder uses improved tape rolls that are easier to apply and do not curl at the end of the roll
- Enhanced sealing system uses adjustable wetness settings to seal standard and large envelopes better than previous models
- Refill postage, update rates, track packages, validate addresses, buy supplies, place service calls and troubleshoot service matters using the high-speed Internet connection
- 10" Color touch-screen display screen

Upgrade Renewal Option

\$278/month

51-month term

Expires August 31, 2015

Jill M. Sanders

Senior Client Manager

☎: +1 866 581 1234 x5540

☎: +1 203 617 3150

jill.sanders@pb.com

pitneybowes.com

Pitney Bowes

1313 N Atlantic Suite 3000

Spokane WA 99201-2303 USA



DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Marites Fermin, Business Manager
SUBJECT: Request the Governing Board to approve the Lease Agreement Amendment with Ricoh USA for Copier Services

BACKGROUND

The Eden Area Regional Occupational Program contracts Ricoh USA for copier services including maintenance for all ROP's copiers.

CURRENT SITUATION

Currently, the Eden Are ROP has three leased copiers and two owned copiers. One copier is expiring.

Ricoh USA has agreed to upgrade this leased copier that is expiring. The newly renovated office rooms in Building C room 12 will also need a copier. All current and new copiers will be consolidated into one billing which will save the district \$1,008 annually. Maintenance parts and supplies except paper are included in the consolidated leased agreement and district owned copiers.

Furthermore, all the leased copiers will have the same expiration date which will give the ROP better negotiation for upgrades with Ricoh USA once the leased agreement expires. Details of this lease agreement are in the lease contract.

CONSENT CALENDAR

THIS IMAGE MANAGEMENT PLUS AMENDMENT (this "Amendment"), dated as of the 14th day of October, 20 15, is to that certain agreement no. 1343414 - 3208372 (the "Agreement") between Ricoh USA, Inc. or, if applicable, the party identified below ("we" or us") and the customer identified below ("Customer" or "you"). All capitalized words used but not defined in this Amendment will have the meanings given to them in the Agreement. Except to the extent modified by this Amendment, the terms and conditions of the Agreement will remain unchanged and shall continue in full force and effect.

Customer Information:

Customer Name: Eden Area Regional Occupational Program

Address: 26316 Hesperian Blvd

City: Hayward County: Alameda State: CA Zip: 94545-2458

Term of Amended Agreement: This Amendment extends the current term of the Agreement as follows: **YOU HEREBY ACKNOWLEDGE THAT YOU UNDERSTAND AND AGREE THAT, AS OF THE DATE OF OUR ACCEPTANCE OF THIS AMENDMENT, AS INDICATED BY OUR SIGNATURE BELOW, THIS AMENDMENT EXTENDS THE CURRENT TERM OF YOUR EXISTING AGREEMENT REFERENCED ABOVE BY ANOTHER Zero (0) MONTHS ("Extension Period") FROM THE CURRENT EXPIRATION DATE. (Initial:).** The Extension Period for the existing Equipment subject to the Agreement will be treated as a month-to-month renewal of the Agreement for such existing Equipment. For Equipment added pursuant to this Amendment, the current term of the Agreement (which is equal to the sum of the remaining term of the Agreement plus the Extension Period) will be treated as the "Minimum Term" of such added Equipment.

Equipment Change: Equipment added pursuant to this Amendment will be subject to the terms and conditions of the Agreement, as amended by this Amendment.

☐ Equipment Change

☐ Image Volume Change

☒ Both

	Quantity	Make/Model	Beginning/Ending Meter	Serial #
Add	<u>2</u>	<u>MPC4501</u>		
Add				
Add				
Add				
Add				
Add				
Add				
Add				
Add				
Add				
Delete				
Delete				
Delete				
Delete				
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Delete				
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Delete				
Delete				

Amended Billing: If (a) Equipment is deleted above in connection with the replacement of such Equipment with Equipment added above or with items of equipment supplied by Ricoh USA, Inc. pursuant to an agreement comparable to the Agreement or (b) Equipment is added above, then amendments to the Guaranteed Minimum Images, Cost of Additional Images and Minimum Payment, as specified below, will take effect on the delivery and acceptance date of the added Equipment or replacement equipment, as applicable. Otherwise, amendments to the Guaranteed Minimum Images, Cost of Additional Images and Minimum Payment, as specified below, will take effect on the first payment due date after our acceptance of this Amendment.

Guaranteed Minimum Images		Cost of Additional Images		Minimum Payment (Without Tax)
	Black & White	Color		
From	14,500	0	\$.0135	\$ 734.00
To	17,500	0	\$.0135	\$ 1,200.00

Cost Per Image: If the Agreement references a “Cost Per Image,” such reference is hereby deleted. The Minimum Payment referenced above will not increase during the Minimum Term, as extended by the Extension Period described above, without the prior written consent of you and us.

Equipment Removal: You authorize us or our designee to pick up and remove the Equipment deleted pursuant to this Amendment (the “Deleted Equipment”). By signing below, you confirm that we or our designee may rely on this request and the request will be governed by this Amendment. Except for our or our designee’s obligations to pick up and remove the Deleted Equipment, neither us nor any of our designees assumes any of your obligations, payment or otherwise, under the Agreement, which shall remain your sole responsibility. As a material condition to our or our designee’s obligation to pick up and remove the Deleted Equipment, you hereby release us and such designee from, and shall indemnify, defend and hold harmless us and such designee from and against any and all claims, liabilities, costs, expenses and fees arising from or relating to any breach of your representations or obligations in relation to the Deleted Equipment.

Customer acknowledges and agrees that the Agreement, as amended by this Amendment, is UNCONDITIONAL AND NON-CANCELABLE.

Authorized Signatures:

CUSTOMER

- **X**By: _____ 10/14/15
Authorized Signature _____ Date
 Marites Fermin _____ Business Manager
 Print Authorized Signer Name Title

By: _____
Authorized Signature _____ Date _____

 Print Authorized Signer Name Title



EQUIPMENT REMOVAL/BUYOUT AUTHORIZATION

Customer Name:		Eden Area Regional Occupational Program		Phone:		(510) 293-2912	
Contact Name:		Phyllis Trieu		City:		Hayward	
Address:		26316 Hesperian Blvd		Fax/Email:		ptrieu@edenrop.org	
State:		CA		Zip:		94545-2458	
Make		Model		Serial Number		Machine Status	
Ricoh		MP2852SP		W422L100773		Lease	

This Authorization applies to the equipment identified above and to the following Removal/Buy Out Option

This Authorization will confirm that Customer desires to engage Ricoh USA, Inc. ("Ricoh") to pick-up and remove certain items of equipment that are currently (i) owned by Customer or (ii) leased from Ricoh or other third party (as specified below), and that you intend to issue written or electronic removal requests (whether such equipment is identified in this Authorization, in a purchase order, in a letter or other written form) to Ricoh from time to time for such purpose. Such removal request will set forth the location, make, model and serial number of the equipment to be removed by Ricoh. By signing below, you confirm that, with respect to every removal request issued by Customer (1) Ricoh may rely on the request, and (2) the request shall be governed by this Authorization. Notwithstanding the foregoing, the parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by, in or on any item of equipment serviced by Ricoh, whether through a digital storage device, hard drive or similar electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform such Data Management Services at its then-current rates. Notwithstanding anything in this Authorization to the contrary, (i) Customer is responsible for ensuring its own compliance with legal requirements pertaining to data retention and protection, (ii) it is the Customer's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect the customer's business or data retention, and any actions required to comply with such laws, (iii) Ricoh does not provide legal advice or represent or warrant that its services or products will guarantee or ensure compliance with any law, regulation or requirement, and (iv) the selection, use and design of any Data Management Services, and any and all decisions arising with respect to the deletion or storage of any data, as well as any loss of data resulting therefrom, shall be the sole responsibility of Customer, and Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) (collectively, "Losses") arising therefrom or related thereto.

☐ **Equipment Removal (Owned by Customer).** In addition to the terms and conditions set forth above, the following terms and conditions shall apply for Customer-owned equipment removals: Customer confirms that (1) Customer has good, valid and marketable title to such equipment and has satisfied all payment and other obligations relating to such equipment which may be owing to any third party under applicable lease, financing, sale or other agreements, (2) Customer has obtained any and all necessary consents and approvals required to authorize Ricoh to remove such items of equipment and to take title thereto, and (3) by this Authorization, Customer hereby transfers good and valuable title and ownership to Ricoh to the equipment, free and clear of any and all liens and encumbrances of any nature whatsoever and Customer will cause to be done, executed and delivered all such further instruments of conveyance as may be reasonably requested for the vesting of good title in Ricoh.

☒ **Equipment Removal (Leased by Customer).** In addition to the terms and conditions set forth above, the following terms and conditions shall apply for equipment removals of equipment leased by Customer: Except for the obligations of Ricoh to pick up and remove the identified equipment, Ricoh does not assume any obligation, payment or otherwise, under any lease agreement, which shall remain Customer's sole responsibility. As a material condition to the performance by Ricoh, Customer hereby releases Ricoh from, and shall indemnify, defend and hold Ricoh harmless from and against, any and all claims, liabilities, costs, expenses and fees arising from or relating to any breach of Customer's representations or obligations in this Authorization or of any obligation owing by Customer under its lease agreement.

☐ **Buy Out Terms.** Upon execution and delivery by Customer of a sale, lease (and related delivery and acceptance certificate), service and/or other agreement ("Agreement") between Ricoh and/or other third party, Ricoh agrees to pay to

(A) ☐ the customer (and Customer hereby agrees to promptly pay such amount to the below named payee ("Payee")), or

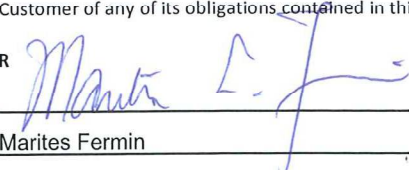
(B) ☐ the Payee identified below, an amount ("Buy Out Amount") equal to \$ _____, to pay off an/or reduce Customer's obligations owing under that certain equipment lease agreement _____ for third party lease company ("Third Party Lease") between Customer and Payee relating to the equipment identified in the Third Party Lease.

THIRD PARTY LEASE – COMPANY INFORMATION

Payee Name:		Attention To:	
Address:			
<input type="checkbox"/> W-9 included		<input type="checkbox"/> Third-Party Quote or Proof of Buy Out Included	
Mailing Method: (select one)		<input type="checkbox"/> Mail Check (regular) <input type="checkbox"/> Overnight Check	

The Buy Out Amount represents the total amount payable by Ricoh for such purpose. Ricoh shall have no obligation, and does not assume any obligation, under the Third Party Lease. Customer acknowledges that Customer is solely responsible to make payments to the Payee under the Third Party lease, to return the Equipment at the appropriate time to the appropriate location as determined by the Payee, and to fulfill any and all payment and other obligations under the Third Party Lease. Customer agrees to indemnify and hold Ricoh harmless from any losses, damages, claims, suits and actions (including reasonable attorneys' fees) arising from the breach by Customer of any of its obligations contained in this authorization and/or the Third Party Lease.

CUSTOMER

By: 
Name: Marites Fermin
Title: Business Manager
Date: 9/9/15

RICOH USA, INC.

By: _____
Name: _____
Title: _____
Date: _____

Information Items





DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: CDE Course Review – Welding Technology

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: Welding Technology, the statistics provided are derived from the 2014-2015 C101 follow-up study completed June 2015. The course review data included:

RECOMMENDATION

Information only

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

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		Eden Area ROP	
PROGRAM:		Welding Technology		INSTRUCTOR:		Barbara Juarez	
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			
Welding		55	56	68			
Comments: <ul style="list-style-type: none"> Required enrollment: Class enrollment maintained to sustain agreed master schedule for offsite and staffing. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Retention rate (Active Enrollment divided by Year-to-date Enrollment): 							
Text Book: Welding 1				Author: Prentice Hall		Edition: 2010	
Text Book: Welding 2				Author: Prentice Hall		Edition: 2009	
NO.	YES	NO					
1.	x		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: Block	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	
			Varies	1	90 mins.	25+	
2.	x		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.				
3.	x		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	x		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	x		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	x		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance. Comments:				
7.	x		LABOR MARKET NEEDS – Course meets current or future labor market needs.				
8.	x		WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.	x		COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)				
10.	x		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.				
11.	x		FACILITIES AND EQUIPMENT ACCOMMODATION <input type="checkbox"/> District will provide a facility which adequately accommodates the program. <input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
OTHER CONSIDERATIONS:							
<input type="checkbox"/> A-G Credit for UC –				<input type="checkbox"/> State and National Licensing or Certification			
<input checked="" type="checkbox"/> Community College Articulation - Chabot				<input checked="" type="checkbox"/> Strong Business or Industry Partnership -			
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -			
COMPLIANCE CATEGORIES							
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> R – Reduce Program: Downsizing program.	
						<input type="checkbox"/> S/T - Suspend/ Terminate program.	



DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: CDE Course Review-Dental Assisting

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: Dental Assisting, 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

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION: Eden Area ROP		
PROGRAM: Dental Assisting		INSTRUCTOR:		Kathy O'Brien, Tammey Brown, Anissa Barrot		
Course Name	Enrollment as of 14/15		Enrollment as of 13/14		Enrollment as of 12/13	
	Year to Date		Year to Date		Year to Date	
Dental Assisting	54		41		46	
Dental Assisting Adults	50		49		57	
Comments: <ul style="list-style-type: none"> Required enrollment: Class enrollment maintained to sustain agreed master schedule for offsite and staffing. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Retention rate (Active Enrollment divided by Year-to-date Enrollment): 						
Text Book: Modern Dental		Author: Saunders		Edition: 2014		
NO.	YES	NO				
1.	x		ENROLLMENT – Course meets current or future labor market news.			
			CLASS SCHEDULE: Block	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:
			Varies	1	90 mins.	25+
2.	x		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.			
3.	x		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.			
4.	x		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.			
5.	x		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.			
6.	x		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance.			
			Comments:			
7.	x		LABOR MARKET NEEDS – Course meets current or future labor market needs.			
8.	x		WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)			
9.	x		COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)			
10.	x		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.			
11.	x		FACILITIES AND EQUIPMENT ACCOMMODATION			
			<input type="checkbox"/> District will provide a facility which adequately accommodates the program.			
			<input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program.			
			<input type="checkbox"/> District shares cost of equipment if program is cross utilized.			
OTHER CONSIDERATIONS:						
<input type="checkbox"/> A-G Credit for UC			<input type="checkbox"/> State and National Licensing or Certification			
<input type="checkbox"/> Community College Articulation			<input checked="" type="checkbox"/> Strong Business or Industry Partnership			
<input type="checkbox"/> Dual Enrollment			<input type="checkbox"/> Emerging Technologies -			
COMPLIANCE CATEGORIES						
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.		
				<input type="checkbox"/> R – Reduce Program: Downsizing program.		
				<input type="checkbox"/> S/T - Suspend/ Terminate program.		



DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Recognition of the Eden Area ROP Teacher of the Year

BACKGROUND

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

CURRENT SITUATION

The Eden Area ROP Teacher of the Year for 2015 is Lance McVay. Lance teaches at the BADA Academy ran at San Lorenzo High School.

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

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

RECOMMENDATION

Information only



DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: First Reading of Board Policy and Administrative Regulations
4121 Substitutes and Other Personnel

BACKGROUND

The Board of Education 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 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.

RECOMMENDATION

Information only

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.4th 911*

*Management Resources:*WEB SITES

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

Action Items





DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the MOU for the CTE Incentive Grant

BACKGROUND

The California Department of Education has allocated \$900 million over the next three years for a CTE Incentive Grant. Funds for this grant will have to be matched with cash dollars in over the three years of the grant. Year one is a 1:1 match, year two is a 1.5:1 match, and year three is a 2:1 match. The allocation of funds will be determined based on 7-12 grade ADA, CTE participation and the following factors: new to CTE, unduplicated count, high dropout, high unemployment, use of other CTE funds (Perkins, Ag, CPA), engage in regional collaboration with postsecondary education or other LEAs, significant investment in CTE, and rural schools.

CURRENT SITUATION

JPA ROP's are eligible to apply as the fiscal lead for the grant as long as there is an MOU in place among the participating districts and the ROP. This MOU serves as the agreement among the districts and the ROP that will enable us to move forward with this grant application as a consortium.

RECOMMENDATION

It is recommended that the Governing Board to approve the MOU for the CTE Incentive Grant.

Memorandum of Understanding (MOU)
for a Joint Powers Authority
for participation in the Career Technical Education Incentive Grant (CTEIG)

Names of Participating Local Educational Agencies (LEAs):

Castro Valley Unified School District
Hayward Unified School District
San Leandro Unified School District
San Lorenzo Unified School District
Eden Area Regional Occupational Program

This MOU was established to assist multiple LEAs in their regional area to provide a more comprehensive Career Technical Education (CTE) program offering to more students. The MOU is comprised of the LEAs listed above. This agreement will become effective upon receipt of this document with original signatures of the Superintendent or Authorized Designee from each of the participating LEAs and will extend through the duration of the state CTEIG funding, or until revised or disbanded by the participating LEAs.

For JPA's:

1. As the administrative agency for the JPA, **Eden Area ROP** will receive and administer the JPA's allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (CDE). Each of the LEAs participating in the JPA will cooperate in the development of these documents and will provide timely responses to the JPA fiscal agent's request for information and data.
2. Each member of the JPA will release the Average Daily Attendance (ADA) of their students in their district that will participate in the JPA's CTE programs to determine funding for this specific CTEIG funding structure. The JPA will report only those students' ADA that the member has released for the purpose of determining the grant allocation award. Each member and fiscal agent will submit data on CTE students according to what they are claiming or releasing of ADA for the grant funding structure of ADA, as outlined in Education Code (EC) Section 53071, (B), i-v.

Each member of the MOU and fiscal lead agency will sign all grant assurances and comply with all requirements as a grant recipient for the CTEIG funding, as outlined in EC Section 53071.

In accordance with the CTEIG program, EC Section 53070, (b) Of the amounts appropriated in paragraphs (1) through (3), inclusive, of subdivision (a), 4 percent is designated for applicants with average daily attendance of less than or equal to 140, 8 percent is designated for applicants with average daily attendance of more than 140 and less than or equal to 550, and 88 percent is designated for applicants with average daily attendance of more than 550. For purposes of this section, average daily attendance shall be those figures that are reported at the time of the second principal apportionment for the previous fiscal year for pupils in grades 7 to 12, inclusive. For any applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or of any combination of those entities, the sum of the average daily attendance for each of the constituent entities shall be used for purposes of this subdivision.

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.

Eden Area ROP may claim indirect costs incurred based on the approved state rate.

As evidenced by the accompanying Superintendent or Authorized Designee signatures, each of the JPA's participating LEAs agrees to the conditions set forth in this Memorandum of Understanding:

Castro Valley Unified

LEA Name	Authorized Signature	Date
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Hayward Unified

LEA Name	Authorized Signature	Date
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San Leandro Unified

LEA Name	Authorized Signature	Date
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San Lorenzo Unified

LEA Name	Authorized Signature	Date
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Eden Area ROP

LEA Name	Authorized Signature	Date
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Communications





Alameda County Office of Education

L. Karen Monroe
Superintendent

September 28, 2015

BOARD OF EDUCATION

Joaquin Rivera
Trustee Area 1

Marlon L. McWilson
Trustee Area 2

Ken Berrick
Trustee Area 3

Aisha Knowles
Trustee Area 4

Fred Sims
Trustee Area 5

Eileen McDonald
Trustee Area 6

Yvonne Cerrato
Trustee Area 7

Gary Howard, President
Board of Education
Eden Area ROP
26316 Hesperian Blvd.
Hayward, CA 94545

RE: 2015-16 Adopted Budget

Dear President Howard:

In accordance with Education Code Section 42127, we have examined the Adopted Budget of Eden Area ROP (the ROP) for fiscal year 2015-16 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. By statute, this review must be completed on or before September 15 of each fiscal year.

Based on our review and analysis, we 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. We therefore **approve** the Adopted Budget with the comments outlined below.

Cash Flow Concerns

We continue to encourage the ROP to closely monitor their cash flow throughout the fiscal year. Consider maintaining reserve levels greater than the required minimum to adequately meet cash flow needs for payroll and other obligations. Preparations should be made in advance if the ROP needs to avail itself of temporary borrowing options such as a loan from the member districts.

ROP Issues

The ROP will need to stay informed of the possibility of their participating districts exercising flexibility with the ROP funds. It is essential that the ROP maintain strong communication with the member districts to assess any possible reduction in the ROP's revenue stream.

313 W. Winton Ave.
Hayward, California
94544-1136

(510) 887-0152

www.acoe.org

We want to express our appreciation to Marites Fermin and the ROP staff, the Governing Board, and the community for their continued diligence and hard work. If you have any questions or concerns regarding our review process, please feel free to call me at (510) 670-4140, or contact Gary Jones at (510) 670-4270.

Sincerely,



L. Karen Monroe, Superintendent
Alameda County Office of Education

cc: Board of Education, Eden Area ROP
Linda Granger, Superintendent, Eden Area ROP
Marites Fermin, Business Manager, Eden Area ROP
Gary Jones, Associate Superintendent, ACOE
Jeffrey B. Potter, Executive Director, ACOE
Roland Tom, Director, ACOE

Board Study Session





DATE: November 5, 2015
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Contract Authority Limit Protocol

BACKGROUND

Currently the superintendent or her designee has the authority to enter into contracts on behalf the Eden Area ROP. This authority is given so that efficient operation of the ROP can occur between board meetings. When the superintendent enters into a contract prior to board approval, it is brought to the board for ratification.

CURRENT SITUATION

The board has requested that we review our current practice and determine a contract limit amount that we would utilize moving forward. During this board study session we will discuss what guidelines we want to establish regarding our contract authority protocol.

BOARD STUDY SESSION