



# GOVERNING BOARD MEETING AGENDA

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

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**Thursday, March 4, 2021**  
**5:45 pm**

## GOVERNING BOARD MEMBERS

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Juan Campos, President	San Lorenzo Unified School District
Dot Theodore, Vice-President	Castro Valley Unified School District
Dr. April Oquenda, Member	Hayward Unified School District
James Aguilar, Member	San Leandro Unified School District

## MISSION STATEMENT

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The mission of the Eden Area 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  
Date: Thursday, March 4, 2021  
Time: 5:45 p.m.

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

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

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

- **To observe the meeting by video conference**, please click on [LINK](#) or go <https://us02web.zoom.us/j/81751334592?pwd=ZVA1Q2lvWHI2eHFRWHliRCtUMkpBdz09> to at the noticed meeting time.  
Meeting ID: **817 5133 4592**  
Passcode: **BdMtg50**

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

**To listen to the meeting by phone**, please call at the noticed meeting time **1-669-900-6833**, then enter ID **817 5133 4592**, then press "#". Passcode: **7798723**

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

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

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

#### **AGENDA**

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

Any member of the audience may speak on any agenda item by following this process, or upon recognition by the President by identifying him/herself and his/her organization affiliation prior to any action taken by the Governing Board. Such presentations may be limited. If there is a desire to address the Governing Board on a matter relating to the Eden Area ROP that does not appear on the agenda, this may be done during the "Public Comment" section.

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

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

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Mission Statement**

**V. Approval of Agenda**

**VI. Public Comment for items not on the agenda that are related to the Eden Area ROP**

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

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

**Public Comment Instructions:**

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

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

**VII. Student of the Month**

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

**VIII. Consent Calendar**

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

- A. Request the Governing Board to approve the Bill Warrants (pages 5-8)
- B. Request the Governing Board to approve the Receipt of the Workability I Program Funds (pages 9-14)

**IX. Information Items**

- A. ROP Pathway Review: Food Service and Hospitality (pages 15-16)
- B. Adult Programs Update (page 17)

**X. Action Items**

- A. Request the Governing Board to approve the 2020-2021 Second Interim Report (page 18)

- B. Request the Governing Board to approve the Information Technology Specialist Position and Job Description (pages 19-22)
- C. Request the Governing Board to approve the Revised Pathway Coordinator Job Description (pages 23-26)
- D. Request the Governing Board to approve the Principal Position and Job Description (pages 27-30)
- E. Request the Governing Board to approve the Revised Salary Schedule (pages 31-32)

**XI. Superintendent's Report**

**XII. Governing Board Reports**

**XIII. Adjournment**



**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Elaine Alvite, Assistant Director of Educational Services  
**SUBJECT:** Presentation of ROP Student of the Month Awards

## **BACKGROUND**

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The Eden Area ROP has developed a student recognition program to acknowledge outstanding efforts and achievements of our students.

## **CURRENT SITUATION**

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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 March:

<b>STUDENT NAME</b>	<b>HIGH SCHOOL</b>	<b>ROP PROGRAM</b>	<b>INSTRUCTOR</b>
Ruchita Verma	Mt. Eden High School	Entrepreneurship	Vanita Lee-Tatum
Alexia Carranza	San Leandro High School	Entrepreneurship	Laura Jagroop
Jimena Guzman	Arroyo High School	Marketing Economics	Christina Charlton
Ali Torres	San Leandro High School	Culinary Science IP	Terri Penn

## **RECOMMENDATION**

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Information only

# CONSENT CALENDAR

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CONSENT CALENDAR



**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Sabrina Ubhoff, Accounting Technician  
**SUBJECT:** Request the Governing Board to approve the Bill Warrants

## **CURRENT SITUATION**

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The bill warrants submitted for approval are for the period of January 8, 2021 through February 2, 2021 and include test warrant numbers and voided warrants.

## **CONSENT CALENDAR**

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**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Lauren Kelly, Assistant Director of Educational Services  
**SUBJECT:** Request the Governing Board to approve the Receipt of the Workability I Program Funds

## **BACKGROUND**

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The California Department of Education has approved the Eden Area ROP's reapplication to the Workability I Program for the 2018-2019 school year. The money from this grant directly pays the salary, benefits and operating costs associated with the Community Access Training for Transition (CATT) Program and the Merchandising Occupations Program. These programs find employment and provide training for special education students to enter the workforce.

## **CURRENT SITUATION**

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This year the Eden Area ROP re-applied in a competitive process and has been recommended by CDE to receive funding in the amount of \$82,440.

## **CONSENT CALENDAR**

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## Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Eden Area Regional Occupational Program 26316 Hesperian Boulevard Hayward, CA 94545				<b>CDE GRANT NUMBER</b>			
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
				20	23011	74013	W0
<b>Attention</b> Linda Granger, Superintendent				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> WorkAbility I, Project Number 025				<b>Resource Code</b>	<b>Revenue Object Code</b>		
<b>Telephone</b> 510-293-2901				6520	8590		<b>INDEX</b>
<b>Name of Grant Program</b> 2020-21 WorkAbility I Program							0663
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>	
	\$82,440		\$82,440		7/01/2020	06/30/2021	
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>				<b>Federal Agency</b>	
<p>I am pleased to inform you that you have been funded for the WorkAbility I Program.</p> <p>This award is made contingent upon the availability of funds. If the Legislature acts to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">California Department of Education          Attention: Alexa Slater, Associate Governmental Program Analyst          1430 N Street, Room 2401          Sacramento, CA 95814-5901</p>							
<b>California Department of Education Contact</b>				<b>Job Title</b>			
Wesley Roberson				Education Programs Consultant			
<b>Email Address</b>					<b>Telephone</b>		
wroberson@cde.ca.gov					916-327-3671		
<b>Signature of the State Superintendent of Public Instruction or Designee</b>					<b>Date</b>		
					January 14, 2021		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
<b>Printed Name of Authorized Agent</b>				<b>Title</b>			
<b>Email Address</b>					<b>Telephone</b>		
<b>Signature</b>					<b>Date</b>		
							

### Grant Award Notification (Continued)

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#### Conditions of the Grant Award:

1. General Assurances are hereby incorporated by reference. The California Department of Education (CDE) has agreed to accept the assurances your agency currently provides in the Consolidated Application. The CDE will verify if your agency has submitted required certifications and assurances on the CDE Request for Applications web page at <https://www.cde.ca.gov/fq/aa/co/ca18fa.asp> prior to initial grant award payment.

**Note to Nonpublic Schools (NPS):** The CDE has agreed to accept the signed Drug-Free Workplace Certification your agency currently provides with the end-of-year renewal application. The CDE will verify that your agency has submitted the required certification prior to initial grant award payment.

2. This WorkAbility I (WAI) grant shall be administered in accordance with the provisions of the Individuals with Disabilities Education Act (IDEA) and in compliance with laws and regulations from the CDE, the Employment Development Department (EDD), and the state and federal Departments of Labor.
3. The grantee must sign and complete the Certification of Acceptance of Grant Requirements section of the Grant Award Notification (AO-400), which certifies the grantee accepts and agrees to the conditions of the grant. The grantee must return the signed AO-400 to the CDE. Upon receipt, an initial payment will be issued to your County Treasurer or agency. All approved project funds must be expended within the designated award period.
4. Grant funds must be used to implement the WAI Program as indicated in the project plan and consistent with California *Education Code* 56471 Section (e): "Workability project applications shall include, but are not limited to, the following elements: (1) recruitment, (2) assessment, (3) counseling, (4) preemployment skills training, (5) vocational training, (6) student wages for try-out employment, (7) placement in unsubsidized employment, (8) other assistance with transition to a quality adult life, and (9) utilization of an interdisciplinary advisory committee to enhance project goals."
5. The following program evaluation and renewal information will be compiled and submitted by the WAI grantee to the CDE: (a) student data, (b) program funds [staffing and program cost], (c) End-of-Year Report, (d) Renewal Application, and (e) Education Code Requirement Report.
6. Grantees must serve all students for which funding was received.
7. Grantees must place into employment at least 15 percent of the students for which funding was received.
8. Grantees must achieve a score of "Basic/Developing" on the Education Code Report: a numerical score of no less than nine for high schools and no less than seven for middle schools.
9. Grantees must have representation by their WAI Program staff at two regional meetings and one required state meeting per year.
10. If a grantee receives advisory and standing committee funds, then attendance by advisory and committee members is required at up to four committee meetings per year.
11. The grantee must maintain expenditure reports with supporting evidence and be prepared to submit them to the CDE upon request. The CDE has the authority to conduct program and fiscal reviews or audits.

12. The grantee must submit to the CDE an **Interim Expenditure Report** no later than **February 27, 2021**, for reporting actual expenditures from **July 1, 2020, through December 31, 2020**. If reported interim expenditures are less than the initial payment, then the scheduled interim payment will be reduced proportionately.
13. The grantee must submit to the CDE a **Final Expenditure Report** no later than **August 10, 2021**. Upon receipt of the Final Expenditure Report, up to 100 percent of the grant total will be reimbursed. Failure to submit the Final Expenditure Report, prior to next year's state grant award issuance, will affect the timely release of next year's payment and will result in conditions imposed on the grant.
14. Funds will be used for excess cost of normal expenditures when applied to staff, materials, and services that are not typically provided to students receiving special education services and that are necessary for the participation in this program.
15. The WAI grantee will provide information to WAI students with intellectual and developmental disabilities (ID/DD) ages 16 and above regarding Employment First, opportunities for employment, and supports to achieve Competitive Integrated Employment.
16. Students receiving special education services will be provided equal access to vocational education/technical/career programs and initiatives.
17. Every employed WAI student under the age of eighteen shall have an approved work permit on file at the employment site, and a copy shall be filed with the WAI grantee.
18. Work-based learning opportunities must be provided in compliance with the Work Experience Education (WEE), Regional Occupational Center and Programs (ROC/P).
19. The WAI program does not discriminate on the basis of race, color, national or ethnic origin, gender, or disability in the administration of its program and complies with all laws and regulations of the Americans with Disabilities Act and other appropriate legislation.
20. The WAI grantee shall be a California public school district, NPS, county office of education, and the state special schools for the deaf and blind.
21. The WAI grantee shall have support of the local governing board.
22. The WAI grantee shall collaborate and leverage resources to provide a full array of student services with minimum administrative cost.
23. The WAI grantee shall be accountable as defined by student, program, and fiscal outcomes.
24. The WAI grantee shall actively participate in community of practice efforts involving key stakeholders.
25. Students who participate in the WAI work experience program will be paid at least minimum wage. There is an exception for learners who may be paid not less than 85 percent of the minimum wage rounded to the nearest nickel during their first 160 hours of employment in occupations in which they have no previous similar or related experience.
26. Minimum wage will not exceed the prevailing minimum wage of the city in which the student is employed.
27. All WAI students will be placed into employment settings that are in the least restrictive environment and that facilitate movement toward postschool integrated employment.

28. The WAI grantee will enter into a Local Partnership Agreement (LPA) with core partners (local educational agencies, Department of Rehabilitation districts, and regional centers) and be prepared to submit to the CDE documentation of the LPA upon request.
29. All WAI programs and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.
30. Under authority of the CDE, if the grantee is identified as noncompliant in any of the aforementioned areas, conditions will be imposed on the grant. The State Superintendent of Public Instruction may authorize the CDE to withhold partial or total funding. Those grantees with violations will receive notification of conditions on their grant and will be instructed to develop a plan of action to remedy the noncompliance. No payments will be released to agencies with conditions on their grant until the CDE receives written notification from the agency agreeing to the conditions of the grant.

If you have any fiscal questions regarding this grant, please contact Alexa Slater, Associate Governmental Program Analyst, Special Education Division, by phone at 916-322-0581 or by email at [WorkAbility1@cde.ca.gov](mailto:WorkAbility1@cde.ca.gov).

cc: Business Fiscal Officer: Expenditure Report

## WorkAbility I Program

Email completed form to: [Workability1@cde.ca.gov](mailto:Workability1@cde.ca.gov)

Refer to Grant Award Notification (AO-400) to complete

☐ **INTERIM REPORT PERIOD: July 1, 2020, through December 31, 2020. Interim Report is due February 27, 2021.**

☐ **FINAL REPORT DUE: August 10, 2021**

Grantee Name and Address:

Standardized Account Code Structure

Resource Code: **6520**

Revenue Object: **8590**

**CDE Grant Number**

Fiscal Year

**20**

PCA

**23011**

Vendor No.

Suffix

County Code and WorkAbility Site Number

Grant Award Period

**July 1, 2020, through June 30, 2021**

**PURPOSE:** This report is used to determine the grant payment based on the expenditures reported. The grantee may submit a Final Expenditure Report prior to August 10, 2021, if funds have been fully expended. Upon receipt of the Final Expenditure Report, the California Department of Education (CDE) will issue up to 100 percent of the total grant award. If the grantee did not expend all funds received, the CDE will issue an invoice for the amount (if any) determined as excess to be returned. For questions regarding this report, please contact the WorkAbility I Team by email at [Workability1@cde.ca.gov](mailto:Workability1@cde.ca.gov).

**A. TOTAL GRANT AWARD**

**B. TOTAL EXPENDITURES**

**C. Cash Payments Received**

**Complete below (1, 2, and 3) on Final Expenditure Report ONLY:**

**1. Reimbursement Claimed (B minus C)**

**2. Unused Balance (A minus B)**

**3. Amount to return if C is greater than B (C minus B)**

**CERTIFICATION:** I certify that the expenditures reported have been made and are accurate, this program has been conducted in accordance with applicable laws and regulations, and full records of receipts and expenditures have been maintained and are available for a period of five years after submission of a final expenditure report.

Signature of Authorized Agent

Date Signed

Printed Name and Title of Authorized Agent

Name, Email, Telephone Number of Contact Person

FOR CDE USE: Approved by \_\_\_\_\_

Interim Payment \$ \_\_\_\_\_

Claim Schedule # \_\_\_\_\_

Date Approved \_\_\_\_\_

Final Payment/Billing \$ \_\_\_\_\_

Date to State Controller's Office \_\_\_\_\_

# INFORMATION ITEMS

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**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Bernie Phelan, Director of Educational Services  
**SUBJECT:** ROP Pathway Review-Food Service and Hospitality

## **BACKGROUND**

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The state of California has identified 15 industry sectors. Each sector contains multiple career pathways in which to develop programs of study. It is up to individual school districts and the region's corresponding colleges and businesses to conduct research into the needs of the industry and determine which sectors and careers can best serve the students, industry and community. Pathways available vary by each district.

Formerly, the pathway reviews were presented to the Governing Board under the title "CDE Course Review." The Eden Area ROP has renamed the CDE Course Reviews to Pathway Reviews to more accurately reflect the information being shared with the Board and to align with the current terminology used by the state. Pathways reviews are presented to the Governing Board biennially.

## **CURRENT SITUATION**

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The Hospitality, Tourism, and Recreation sector provides students with the academic and technical preparation necessary to pursue high-skill, high-demand careers in these related and growing industries. The sector encompasses three distinct, yet interrelated, career pathways: Food Science, Dietetics, and Nutrition; Food Service and Hospitality; and Hospitality, Tourism, and Recreation. The standards are designed to integrate academic and career technical concepts. The anchor standards include technical knowledge and skills that prepare students for learning in the pathways. The knowledge and skills are acquired within a sequential, standards-based pathway program that integrates hands-on projects, work-based instruction, and leadership development. Standards in this sector are designed to prepare students for technical training, postsecondary education, and entry to a career. The attached pathway review is for the following program(s): Culinary Science IP/IIP (Eden Area ROP) and Food/Nutrition (Castro Valley High School). The statistics provided are derived from the 2019-2020 C101 follow-up study completed June 2020.

## **RECOMMENDATION**

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Information only

<b>SCHOOL DISTRICT:</b>		<b>EDEN AREA ROP</b>		<b>LOCATION:</b>		<b>Eden Area ROP, Castro Valley High School</b>									
<b>PATHWAY:</b>		Food Service and Hospitality		<b>INSTRUCTORS:</b>		Terri Penn (ROP), Victoria Gilmour (CV)									
Course Name		Enrollment as of 19-20 Year to Date		Enrollment as of 18-19 Year to Date		Enrollment as of 17-18 Year to Date									
Culinary Science IP/IIP		48		47		55									
Food/Nutrition (CV)		114		104		109									
<b>Comments:</b> <ul style="list-style-type: none"> <li>Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing.  <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO </li> <li>Retention rate (Active Enrollment divided by Year-to-date Enrollment):</li> </ul>															
<b>Text Book:</b> Foundations of Restaurant Management & Culinary Arts				<b>Author:</b> Prentice Hall		<b>Edition:</b>									
<b>NO.</b>	<b>YES</b>	<b>NO</b>													
1.	X		<b>ENROLLMENT</b> – Course meets current or future labor market news. <table border="1"> <tr> <td><b>CLASS SCHEDULE:</b> AM/PM</td> <td><b>SECTIONS PER YEAR:</b></td> <td><b>MINS PER SECTION:</b></td> <td><b>EXPECTED MINIMUM STUDENTS PER SECTION:</b></td> </tr> <tr> <td>2 (Center) Varies (CV)</td> <td>2 Varies (CV)</td> <td>3hrs Center 60-90 min (CV)</td> <td>25+</td> </tr> </table>					<b>CLASS SCHEDULE:</b> AM/PM	<b>SECTIONS PER YEAR:</b>	<b>MINS PER SECTION:</b>	<b>EXPECTED MINIMUM STUDENTS PER SECTION:</b>	2 (Center) Varies (CV)	2 Varies (CV)	3hrs Center 60-90 min (CV)	25+
<b>CLASS SCHEDULE:</b> AM/PM	<b>SECTIONS PER YEAR:</b>	<b>MINS PER SECTION:</b>	<b>EXPECTED MINIMUM STUDENTS PER SECTION:</b>												
2 (Center) Varies (CV)	2 Varies (CV)	3hrs Center 60-90 min (CV)	25+												
2.	X		<b>AVAILABILITY OF QUALIFIED INSTRUCTOR</b> – Qualified/ Credentialed Instructor teaching course.												
3.	X		<b>LEADERSHIP</b> – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.												
4.	X		<b>CURRICULUM and INSTRUCTION</b> – Students are provided with a strong experience in and understanding of all aspects of industry.												
5.	X		<b>SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT</b> – Course is designed as part of a sequence of courses, career pathways, etc.												
6.	X		<b>ADVISORY COMMITTEE</b> – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance.												
7.	X		<b>LABOR MARKET NEEDS</b> – Course meets current or future labor market needs.												
8.	X		<b>WORK BASED LEARNING</b> – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)												
9.		X	<b>COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION</b> – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing )												
10.	X		<b>JOB PLACEMENT/FURTHER EDUCATION OPTIONS</b> – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.												
11.	X		<b>FACILITIES AND EQUIPMENT ACCOMMODATION</b> <input checked="" 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.												
<b>OTHER CONSIDERATIONS:</b>															
<input checked="" type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification											
<input checked="" type="checkbox"/> Community College Articulation				<input checked="" type="checkbox"/> Strong Business or Industry Partnership											
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -											
<b>COMPLIANCE CATEGORIES</b>															
<input checked="" type="checkbox"/> <b>R – Retain Program:</b> Program meets all criteria.		<input type="checkbox"/> <b>W - Watch Program:</b> All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> <b>P - Probation:</b> Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> <b>R – Reduce Program:</b> Downsizing program.									
						<input type="checkbox"/> <b>S/T - Suspend/ Terminate program.</b>									





**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director of Adult Programs  
**SUBJECT:** Adult Programs Update

## **BACKGROUND**

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The Adult Program started in the 2014-2015 school year. The focus of the of Adult Program is to provide short-term quality training to assist adults with increasing their current skill-set and/or transitioning into new careers.

## **CURRENT SITUATION**

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The Director of Adult Programs, Craig Lang, will give an update on current adult program offerings and describe plans for expanding classes in the future.

## **RECOMMENDATION**

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Information only

# ACTION ITEMS

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**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Anthony Oum, Fiscal Services Administrator  
**SUBJECT:** Request the Governing Board to approve the 2020-2021 Second Interim Report

## **BACKGROUND**

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The Second Interim Report reflects revenues and expenditures as of January 31, 2021. The report was prepared and reviewed in accordance with all federal, state and local adopted criteria and standards using Local Control Funding Formula (LCFF) and Local Control Action Plan (LCAP).

The District Board of Education shall certify in writing whether or not Eden Area ROP is able to meet its financial obligations for the remainder of the 2020-2021 fiscal year and, based on current forecasts, for the next two subsequent fiscal years 2021-2022 and 2022-2023, respectively. The certifications shall be classified as either positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127). Eden Area ROP is certifying a positive certification, and that staff prepared the report, along with assumptions using the School Services of California (SSC) Inc. Dartboard as well as Alameda County Office of Education (ACOE) guidelines. In certifying the 2020-2021 Second Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms the Eden Area ROP's ability to meet all financial obligations for the current fiscal year 2020-2021 and two subsequent fiscal years 2021-2022 and 2022-2023. Finally, the Eden Area ROP continues to meet and exceed AB 1200 requirements. The report is included under separate cover and is available for review by the public upon request.

## **RECOMMENDATION**

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It is recommended that the Governing Board approve the 2020-2021 Second Interim Report.



**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Mercedes Henderson, Human Resources Administrator  
**SUBJECT:** Request the Governing Board to approve the Information Technology Specialist Position and Job Description

## **BACKGROUND**

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The Eden Area ROP utilizes a variety of technology in daily operations, including telephone, copy machines, computers, software programs and the network needed to maintain technology infrastructure. The need for technology support for effective operations at the ROP center has increased as technology is being utilized by all instructional programs.

## **CURRENT SITUATION**

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Currently, the Eden Area ROP contracts with a consultant for technology support. To effectively support the staffs' technology needs, creating a full-time technology position is needed. The creation of this position will ensure that the Eden Area ROP remains in compliance with current regulations regarding employing consultants and hiring employees.

## **RECOMMENDATION**

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It is recommended that the Governing Board approve the Information Technology Specialist position and job description.

## JOB DESCRIPTION

**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.

<b>Job Title:</b>	<b>Information Technology Specialist</b>	<b>Reports to:</b>	<b>Fiscal Services Administrator</b>
<b>Job Location:</b>	<b>Hayward Center</b>	<b>Department:</b>	<b>Business Services</b>

### Position Overview

#### Purpose:

Perform the overall planning, organizing, and execution of all IT functions for the Center, including directing all IT operations to meet staff and students' requirements as well as the support and maintenance of existing applications and development of new technical solutions.

#### Duties and Responsibilities:

- Assist on-site and off-site staff, face to face, remotely or over the telephone, to help set up systems or resolve issues
- Set up new users' accounts and profiles and address password issues
- Maintain email groups and global address list (GAL)
- Provide software support for all school applications, supported by the Eden Area ROP
- Prioritize and manage multiple open cases at one time
- Install, administer and maintain systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users
- Prepare written materials (e.g. Governing Board cover sheets, procedures, system level documentation, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
- Responsible for maintaining company website and communicating with host
- Establish, install and maintain phone systems
- Responsible for updating and maintaining fixed asset inventory list in collaboration with Office Assistant
- Responsible for maintaining leased equipment (copiers, printers, etc.) and act as liaison with leasing company
- Recommend equipment, supplies and materials (e.g. purchase equipment, lease equipment, etc.) for the purpose of acquiring required items according to the technology plan
- Recommend policies, procedures and/or actions for the purpose of providing direction for meeting the district's technology goals and objectives
- Provide technical support (hardware and software) in the offices, labs and classrooms
- Train other staff for the purpose of ensuring their ability to use new and/or existing operating systems and application software
- Provide network support for presentations and ceremonies on and off site, as needed
- Analyze and resolve system problems to ensure continuous system operations required for scheduled data processing functions
- Install and configure workstations and various peripherals.
- Disconnect, move reconnect and test computers reassigned to new locations
- Maintain a schedule of events such as upgrades, planned outages, and other service impacting events
- Conduct system back-ups and monitor back-up schedule
- Maintain and regularly audit secure storage of technical inventory/equipment
- Uphold and enforce the set security and procedural policies and practices of the district.
- Lead in the development, implementation, modification and evaluation of technology plan
- Prepare and maintain records related to passwords, licenses, work orders and other computer-related matters

## JOB DESCRIPTION

- Manage school's technology including: documentation procedures, file organization, track technology, staff development, update technology plan, manage student photos, sounds, clipart, and shared files for student use
- Electronically maintain inventory of all existing multi-media equipment and any new purchases
- Attend monthly County Tech Committee meeting and report back to supervisor
- Perform other duties as assigned

<b>Employment Type:</b>	<b>Full Time</b>	<b>Employment Category:</b>	<b>Classified Exempt</b>
<b>Work Year:</b>	<b>12 month (260 work days) *15 paid holidays</b>	<b>Days/Hours:</b>	<b>Monday-Friday 7:30am-4:00pm</b>

### Position Qualifications

#### Knowledge:

- A working understanding of Microsoft Active Directory and Server
- Good understanding of the organization's goals and objectives
- Advanced computer hardware troubleshooting and repair
- Working knowledge of a range of diagnostic utilities
- A solid understanding of fiber-optic networks
- TCP/IP networking model
- OSI model from a troubleshooting perspective
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job which include: current, legacy and emerging operating systems; environments and network protocols; router configurations; inter/internet applications; data security; and project management, processes and methodology
- Familiar with Enterprise-level antivirus systems

#### Abilities:

- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Communicate effectively and professionally both verbally and in writing; present ideas in a user-friendly language; and strong documentation skills
- Extensive application support experience and exceptional customer service orientation
- Skilled at multi-tasking; effectively prioritize and execute tasks in a high-pressure environment
- Installation, functions, configuration and capabilities of personal computer and network operating systems
- Defining and analyzing issues and solutions
- Replace parts as required
- Conduct research into a wide range of computing issues as required
- Absorb and retain information quickly
- Keen attention to detail
- Proven analytical and problem-solving skills

#### Soft Skills:

- Trustworthiness
- Maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable
- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Self-starter and resourceful
- Work independently and with frequent interruptions; work with a minimum of supervision
- Problem solver; able to resolve problems quickly and professionally
- Extremely organized and successfully meeting deadlines

## JOB DESCRIPTION

### Education:

- Equivalent of the completion of high school
- Bachelor's degree (preferred)

### Experience:

- At least 3 years of experience that is directly related to the duties and responsibilities specified
- Experience with desktop operating systems including Windows 7 and MAC OS X and network systems including VM1 environment and Windows Domain servers
- Network Administration experience preferred
- Experience managing back-up systems
- Experience managing Microsoft Server Environments
- Experience with VOIP communications
- Experience managing wireless networks
- Experience managing switches, VLANs etc.

### Certifications/Credentials:

- Basic Driver License

### Additional Requirements:

- Lifting, carrying, pushing, stooping, crawling, crouching and fine finger dexterity

<b>Salary Schedule Placement:</b>	<b>A-2</b>	<b>Annual Benefits:</b>	<b>\$11,621.16</b> <b>*Mandatory Vision &amp; Dental deducted</b>
<b>Terms of Employment:</b>	<b>Year to year based on successful annual evaluation.</b>	<b>Governing Board Approved</b>	<b>Pending</b>



**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Mercedes Henderson, Human Resources Administrator  
**SUBJECT:** Request the Governing Board to approve the Revised Pathway Coordinator Job Description

## **BACKGROUND**

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As part of the K-12 Strong Workforce Program (SWP) grant, the state has allocated ongoing funds for a Pathway Coordinator to connect the K-12 system to the Community College System. The state has allocated one position for each of the 72 community colleges throughout the state. Eligible Local Education Agencies (LEA) were invited to apply to host the Pathway Coordinator position.

In partnership with Tri-Valley ROP, we have been selected to host this position for Chabot Las Positas Community College District. With matching funds from the colleges, we will each have one full time position to serve each college.

On May 7, 2020 the Governing Board approved the Pathway Coordinator position. The recommendation to the Governing Board was for this position to be an administrative position to leverage the work already being done within the Strong Workforce Program as well as other grants. The Eden Area ROP would cover the additional cost of the position so that an administrator would fill it.

## **CURRENT SITUATION**

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After a year of hosting a Pathway Coordinator, there is a greater understanding of what the state is requiring of the position. Much of the work of the Pathway Coordinators is being directed by the leads of the eight Strong Workforce Regions established by the community college system throughout the state, making it difficult to complete the administrative duties currently assigned to the position. Additionally, state funding for this position was allocated such that it would be most likely to be filled by a teacher on special assignment. Converting this position to a 10 month, teacher on special assignment will enable us to better align to the state's plan. Administrative responsibilities for this position will be assigned to the remaining administrative positions.

## **RECOMMENDATION**

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It is recommended that the Governing Board approve the revised Pathway Coordinator job description.



## JOB DESCRIPTION

**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.

<b>Job Title:</b>	<b>Pathway Coordinator</b>	<b>Reports to:</b>	<b>Director of Educational Services</b>
<b>Job Location:</b>	<b>Hayward Center</b>	<b>Department:</b>	<b>Educational Services</b>

### Position Overview

#### Purpose:

Oversee the outcomes identified in the Strong Workforce Program (SWP) for LEAs within the Chabot College service area. Manage, develop, and support the implementation of the SWP grants in accordance with the Bay Area Community College Consortium (BACCC) and the Eden Area ROP Educational Services Department.

#### Duties and Responsibilities:

- Develop, facilitate, and participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions of Career Technical Education Incentive Grant (CTEIG), Strong WorkForce Program (SWP) and other grant funded programs
- Coordinate and oversee CTEIG, SWP and other grant funded programs (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with funder guidelines
- Develop effective relationships with staff and district partners to ensure success of programs
- Assist the Educational Services administration in the development of Career Technical Education (CTE) programs aligned to the 11 elements of a high quality CTE program
- Represent the Eden Area ROP and partner districts interests at Bay Area Community College Consortium meetings
- Articulation/dual enrollment and A-G approval support for sectors
- Oversee and ensure that Career and Technical Education Management Application (CATEMA) is being used and updated
- Advocate for career pathways and academies and pursue A-G approval
- Act as point of contact for community colleges
- Direct the preparation of various statistical reports including program enrollment, student information and pathway data
- Visit sites and classrooms related to grants goals and objectives
- Oversee and participate in the promotion of the Eden Area ROP with public entities and agencies
- Lead and engage staff in addressing student needs and providing high quality teaching and learning
- Communicates regularly with educational services to discuss ways to most effectively assist curriculum, instruction and professional learning needs
- Monitor and review legal requirements and compliance related to programs and districts
- Establish and maintain clear communication and cooperative working relationships with staff, local school districts, regional and state administrators and other agencies through workshops, conferences, presentations, and site visitations
- Assist with the planning and directing of communication of program information to students, staff, district, and community partners
- Ensure compliance of district information and data submissions into CalPADS and CalPASS plus
- Collaborate with a variety of parties for the purpose of securing funding to maintain and enhance services and programs.
- Present concepts, status, and information to a variety of groups (e.g. funding requests, grant applications etc.) for the purpose of gaining the required administrative approval

## JOB DESCRIPTION

- Work with instructional staff to assist them with promotional activities and communications
- Responsible for classroom backup/coverage when necessary
- Plan and conduct staff meetings and department meetings
- Supervised and evaluated by Director of Educational Services (joint evaluation with Superintendent)
- Assist Educational Services administrators with all events
- Coordinate and facilitate district curriculum meetings
- Oversee grant programs budgets
- Events: Business Partner of the Year, Health Fair and Manufacturing Day
- Make presentations to the Governing Board as needed
- Other duties as assigned

<b>Employment Type:</b>	<b>Full Time</b>	<b>Employment Category:</b>	<b>Certificated</b>
<b>Work Year:</b>	<b>185 work days</b>	<b>Days/Hours:</b>	<b>Monday-Friday 8:00am-4:00pm</b>

### Position Qualifications

#### Knowledge:

- Career Technical Education pathways and Eden Area ROP programs
- Public school curriculum
- Community organizations
- Public and private funding sources
- Eden Area ROP practices and procedures, Eden Area ROP mission, goals and policies
- Operational and instructional principles of CTE/adult programs including work-based learning

#### Abilities:

- Demonstrate positive leadership and management skills.
- Effective communication with students, staff and community.
- Collaborate and maintain effective working relationships with self-directed decision-making ability.
- Provide strong leadership with high personal/professional integrity.
- Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce.

#### Soft Skills:

- Trustworthiness; maintain confidentiality of privileged and sensitive information
- Strong, consistent work ethic; must be punctual and reliable
- Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community
- Problem solver; able to resolve problems quickly and professionally
- Extremely organized and successfully meeting deadlines

#### Education:

- Master's Degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred

#### Experience:

- Three (3) years experience in a public school environment
- Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics

#### Certifications/Credentials:

## JOB DESCRIPTION

<ul style="list-style-type: none"> <li>• Basic Driver License</li> <li>• Possess or qualify for a Career Technical Education Credential in relevant field</li> </ul>			
<b>Salary Schedule Placement:</b>	<b>Salary Placement Based on Education and Experience</b>	<b>Annual Benefits:</b>	<ul style="list-style-type: none"> <li>• <b>\$11,621.16</b> *Mandatory Vision &amp; Dental deducted</li> <li>• Educational Stipend</li> </ul>
<b>Terms of Employment:</b>	<b>Year to year based on successful annual evaluation.</b>	<b>Governing Board Approved</b>	<b>Pending</b>



**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Mercedes Henderson, Human Resources Administrator  
**SUBJECT:** Request the Governing Board to approve the Principal Position and Job Description

## **BACKGROUND**

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The Eden Area ROP has three administrators in the Educational Services Department, the Director of Educational Services, Assistant Director of Educational Services, and the Pathway Coordinator. The Assistant Director position supports teachers and staff as well serving as the point of contact with various teachers and staff of our partner districts.

## **CURRENT SITUATION**

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To improve the continuity of services provided to students and staff, changing the title of Assistant Director to Principal will more accurately reflect the demands of the position. Administrative responsibilities have been revised to reflect the additional job duties assigned to the position due to the conversion of the Pathway Coordinator to a teacher on special assignment.

## **RECOMMENDATION**

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It is recommended that the Governing Board approve the Principal position and job description.

## JOB DESCRIPTION

**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.

<b>Job Title:</b>	<b>Principal</b>	<b>Reports to:</b>	<b>Superintendent</b>
<b>Job Location:</b>	<b>Hayward Center</b>	<b>Department:</b>	<b>Educational Services</b>

### Position Overview

#### Purpose:

Lead efforts in building a high-performing school staff and leadership team that accelerates student achievement and results in measurable outcomes. Work collaboratively with district partners, department members and staff to reach goals of Educational Services.

#### Duties and Responsibilities:

- Assist Superintendent in the general organization and supervision of the Eden Area ROP instructional program
- Assist Superintendent in the evaluation and supervision of all Eden Area ROP programs to ensure compliance
- Assist Superintendent in the planning and coordination of Eden Area ROP program development
- Set clear objectives for administrative team based on annual goals determined by Superintendent
- Interpret and implement ROP policies and state laws related to career technical education
- Prepare annual projections that forecast current and future program needs
- Author, oversee and maintain compliance for grants
- Oversee instructional program budgets
- Participate in the development of program budgets, projections of staffing, enrollment, and monitoring attendance
- Act as point of contact and supervisor for contracted staff placed at the Center
- Act as WASC lead
- Act as point of contact for various contracts
- Act as a point of contact for student transportation issues
- Act as point of contact for off-site school counselors
- Oversee and maintain school safety plan
- Oversee and coordinate Student Services
- Oversee and coordinate post-high school student surveys
- Responsible for bi-annual pathway review for sectors
- Update and oversee all school safety protocols and procedures
- Work with various community agencies in development agreements for services and programs
- Work with various departments on facilities planning, equipment acquisition, and materials/supplies procurement
- Act as administrative advisor to the Safety Committee
- Coordinate and supervise the activities of classified personnel in Educational Services ensuring that outcomes achieve school objectives
- Coordinate, monitor and evaluate Workability program and staff
- Supervise and evaluate security staff (joint evaluation with Fiscal Services Administrator)
- Plan and conduct staff meetings and department meetings
- Aid in supervision of student transportation
- Manage substitute procedures and protocols
- Evaluate Career Counselor
- Evaluate assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized
- Evaluate Office Support Technician (joint evaluation with Director of Educational Services)

## JOB DESCRIPTION

- Oversee, direct, and evaluate educational services staff
- Visit sites and classrooms on a regular basis
- Annually lead and engage staff in addressing student needs and providing high quality teaching and learning
- Articulation/dual enrollment and A-G approval support for sectors
- Coordinate in-service training activities of Eden Area ROP personnel
- Create program evaluation schedule as it relates to CTE and 11 elements annually
- Develop, plan, and implement new classes
- Direct the evaluation of the student activities; make necessary adjustments and recommendations as required
- Lead and engage staff in addressing student needs and providing high quality teaching and learning
- Oversee all arrangements and paperwork relating to CTSOs
- Review and approve CTSO activities
- Plan for, facilitate and evaluate professional learning for instructors, administrators and support staff that is aligned with district programs and goals
- Oversee curriculum development
- Oversee and participate in the promotion of the Eden Area ROP with public entities and agencies
- Responsible for approving student field trips and assuring that teachers and staff adhere to field trip policies, procedures, and mandates.
- Responsible for classroom backup/coverage when necessary
- Work with Information Technology Specialist on technology needs of instructors (give evaluation input to Fiscal Services Administrator)
- Conduct and mediate after-school meetings with parents
- Enforce and establish disciplinary procedures
- Respond to and resolve difficult and sensitive inquiries and complaints from parents and students
- Attend various committee meetings and represent the Eden Area ROP, as well as Educational Services needs and concerns in areas including classroom facilities, safety, equipment, budget and curriculum
- Facilitate orientation of new instructors
- Lead meetings to communicate management direction and policy changes, instructional issues, budget information and other concerns as they arise
- Make presentations to the Governing Board as needed
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of regional occupational programs
- Participate in County curriculum meetings
- Chair meetings as assigned
- Direct the preparation of various statistical reports including attendance, enrollment trends, and related data
- Direct the preparation of reports relating to curriculum and instruction for the Governing Board
- Direct the planning and preparation of the course catalog at the Center, on the website and at the school sites
- Direct the planning, preparation and evaluation of the Eden Area ROP curriculum and curriculum publications (student handbook, staff handbook, course outlines, etc.)
- Responsible for completion and maintenance of Injury Illness Prevention Plan as relevant to position
- Supervise and coordinate the logistics of educational services support staff in relation to activities including but not limited to promotional and organizational projects and events, student outreach activities, pre-enrollment and enrollment activities, evening promotional events, group presentations, career fairs, "booth" events, principals' breakfast, counselors' luncheon, etc. Eden Area ROP advertising in printed materials for the high school

## JOB DESCRIPTION

<ul style="list-style-type: none"> <li>Events: Counselors' Breakfast, Back to School Night, Open House/Showcase and Student Picnic, Student Awards Night</li> </ul>			
<b>Employment Type:</b>	<b>Full Time</b>	<b>Employment Category:</b>	<b>Certificated Management</b>
<b>Work Year:</b>	<b>220 work days</b>	<b>Days/Hours:</b>	<b>Monday-Friday 7:30am-4:30pm</b>
<b>Position Qualifications</b>			
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Eden Area ROP practices and procedures, Eden Area ROP mission, goals and policies</li> <li>Course and curriculum development</li> <li>Operational and instructional principles of CTE programs including work-based learning</li> </ul> <p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>Demonstrate positive leadership and management skills.</li> <li>Effective communication with students, staff and community.</li> <li>Collaborate and maintain effective working relationships with self-directed decision-making ability.</li> <li>Provide strong leadership with high personal/professional integrity.</li> <li>Network, build strong partnerships and coordinate with district administrators, state level organizations, local legislators, City Councils, service clubs and Chambers of Commerce.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>Trustworthiness; maintain confidentiality of privileged and sensitive information</li> <li>Strong, consistent work ethic; must be punctual and reliable</li> <li>Strong, positive communication and interaction skills when dealing with co-workers, students, administrators, parents and/or the community</li> <li>Problem solver; able to resolve problems quickly and professionally</li> <li>Extremely organized and successfully meeting deadlines</li> </ul> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Master's Degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Five (5) years progressively responsible experience in a public school environment.</li> <li>Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics.</li> </ul> <p><b>Certifications/Credentials:</b></p> <ul style="list-style-type: none"> <li>Basic Driver License</li> <li>California State Administrative Credential or Supervision and Coordination Credential</li> </ul>			
<b>Salary Schedule Placement:</b>	<b>A</b>	<b>Annual Benefits:</b>	<ul style="list-style-type: none"> <li><b>\$11,621.16</b></li> <li><b>*Mandatory Vision &amp; Dental deducted</b></li> <li><b>TSA</b></li> <li><b>Educational Stipend</b></li> </ul>
<b>Terms of Employment:</b>	<b>Year to year based on successful annual evaluation.</b>	<b>Governing Board Approved</b>	<b>Pending</b>



**DATE:** March 4, 2021  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board to approve the Revised Salary Schedule

## **BACKGROUND**

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Periodically, a review of administrative salaries for the Eden Area ROP is conducted relative to surrounding districts.

## **CURRENT SITUATION**

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Based on the most recent analysis, some of the administrative salaries at the Eden Area ROP have not kept pace with the salaries of neighboring districts. To attract and retain administrative positions, revising the salary schedule for the following positions would make our compensation more competitive:

- Fiscal Services Administrator
- Human Resources Administrator
- Principal (formerly Assistant Director)

Additionally, adding two longevity columns to the salary schedule will support our efforts to retain administrators within the organization and align with practices in place among neighboring districts.

## **RECOMMENDATION**

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It is recommended that the Governing Board approve the revised salary schedule.



## Salary Scale Chart 4 ADMINISTRATION

**2021-2022**

Effective: July 1, 2021

STEP	ADMINISTRATION POSITION TITLES
A	Director of Educational Services - Certificated Position 220 day work year
A	Principal – Certificated Position 220 day work year
B-1	<del>Assistant Director – Certificated Position 217 day work year</del>
B-1	<del>Pathway Coordinator – Certificated Position 217 day work year</del>
B	Fiscal Services Administrator - Classified Position-260 day work year (this position accrues vacation)
B	Human Resources Administrator- Classified Position-260 day work year (this position accrues vacation)

### Range and Column

Range	Column	1	2	3	4	5	6*	7*
A	Daily	\$580.78	\$608.79	\$638.20	\$669.08	\$701.49		
	Monthly	\$10,647.63	\$11,161.15	\$11,700.33	\$12,266.47	\$12,860.65		
	Annually	\$127,771.60	\$133,933.80	\$140,404.00	\$147,197.60	\$154,327.80		
<del>B-1</del>	<del>Daily</del>	<del>\$539.89</del>	<del>\$565.39</del>	<del>\$592.15</del>	<del>\$620.27</del>	<del>\$649.79</del>		
	<del>Monthly</del>	<del>\$9,763.01</del>	<del>\$10,224.14</del>	<del>\$10,708.05</del>	<del>\$11,216.55</del>	<del>\$11,750.37</del>		
	<del>Annually</del>	<del>\$117,156.13</del>	<del>\$122,689.63</del>	<del>\$128,496.55</del>	<del>\$134,598.59</del>	<del>\$141,004.43</del>		
<del>B-2</del>	<del>Daily</del>	<del>\$450.60</del>	<del>\$471.88</del>	<del>\$494.22</del>	<del>\$517.69</del>	<del>\$542.32</del>		
	<del>Monthly</del>	<del>\$9,763.01</del>	<del>\$10,224.14</del>	<del>\$10,708.05</del>	<del>\$11,216.55</del>	<del>\$11,750.37</del>		
	<del>Annually</del>	<del>\$117,156.13</del>	<del>\$122,689.63</del>	<del>\$128,496.55</del>	<del>\$134,598.59</del>	<del>\$141,004.43</del>		
B	Daily	\$469.83	\$491.11	\$513.45	\$536.92	\$561.56		
	Monthly	\$10,179.68	\$10,640.80	\$11,124.71	\$11,633.22	\$12,167.04		
	Annually	\$122,156.13	\$127,689.63	\$133,496.55	\$139,598.59	\$146,004.43		

\* STEP 6 AND 7 ARE LONGEVITY STEPS: ADDITIONAL \$3,000 PAID AFTER 3 YEARS ON STEP 5, ANOTHER \$3,000 PAID AFTER 3 YEARS ON STEP 6

### EDUCATIONAL STIPENDS

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

- Employees receive an annual benefit package of \$11,621.16.
- Daily rate=total annual salary / number of days in work year.
- Employee may elect to participate at his/her expense in one of the health plan packages offered by the EAROP to its employees.
- Certificated work year does not include vacations or holidays.
- Classified work year does include vacation and holidays.
- Numbers have been rounded.