



EdenAreaROP

GOVERNING BOARD MEETING AGENDA

26316 Hesperian Blvd. Hayward, CA 94545 • (510) 293-2971 • www.edenrop.org

Thursday, December 10, 2020
5:45 pm

GOVERNING BOARD MEMBERS

Jo A.S. Loss, President	Castro Valley Unified School District
Dr. Robert Carlson, Vice President	Hayward Unified School District
Peter Oshinski, Member	San Leandro Unified School District
Juan Campos, Member	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
Date: Thursday, December 10, 2020
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](https://us02web.zoom.us/j/88574634032?pwd=RVRZbTFnT1FXcUR4cWI4REF6RFRcQT09) or go <https://us02web.zoom.us/j/88574634032?pwd=RVRZbTFnT1FXcUR4cWI4REF6RFRcQT09> to at the noticed meeting time.
Meeting ID: **885 7463 4032**
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 **885 7463 4032**, then press "#". Passcode: **9747209**

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 "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. 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 Minutes of the Regular Governing Board Meeting of November 5, 2020 (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 Advisory Committee Members (pages 17-37)
- E. Request the Governing Board to approve the Agreement with AT&T for the AT&T Office@Hand Service from November 2020 through November 2022 (pages 38-44)
- F. Request the Governing Board to approve the MOU with CRY-ROP for CTE TEACH for the 2020-2021 School Year (pages 45-49)

IX. Information Items

- A. ROP Pathway Review-Structural Repair and Refinishing (pages 50-51)
- B. ROP Pathway Review-System Diagnostics, Service, and Repair (pages 52-53)
- C. Fall Advisory Committee Meetings (pages 54-185)

X. Action Items

Open Public Hearing for the Adoption of the Recommended Textbook for the 2020-2021 School Year

Close Public Hearing

- A. Request the Governing Board to approve the Adoption of the Recommended Textbooks for the 2020-2021 School Year (page 186)
- B. Request the Governing Board to approve the 2020-2021 First Interim Report (page 187)
- C. Request the Governing Board to approve the Ongoing Contract Rider with Curative Labs, Inc. for the Agreement with the Alameda County Office of Education (ACOE) for COVID-19 Testing Services (pages 188-199)
- D. Request the Governing Board to approve the MOU with the Tri-Valley ROP for Pathway Coordination under the K12 Strong Workforce Program from March 2020 through December 2021 (pages 200-202)

XI. Superintendent's Report

XII. Other Business/ Governing Board Reports

- A. ROP Governing Board

XIII. Adjournment



DATE: December 10, 2020
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

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 December:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Danny Rubero	Tennyson High School	Automotive Technology II P	David Espinoza
Leonardo Martinez Barron	Arroyo High School	Automotive Technology I P	Armando Politron
Kayla Asfour	San Lorenzo High School	Construction Technology I P	Bill Deslaurier
Vincent Rodriguez	San Lorenzo High School	Automotive Collision & Refinishing II P	Daniel Pareja

RECOMMENDATION

Information only

CONSENT CALENDAR



Minutes of the Regular Meeting of the ROP Governing Board November 5, 2020

I. Call to Order

Mrs. Jo A.S. Loss, President, called the meeting to order at 5:45 p.m. on Thursday, November 5, 2020. Due to COVID-19 all members and attendees attended the meeting virtually via Zoom.

II. Roll Call

Eden Area ROP Governing Board Present:

Jo A.S. Loss, President	Castro Valley USD	
Dr. Robert Carlson, Vice-President	Hayward USD	arrived at 5:51 pm
Peter Oshinski, Member	San Leandro USD	
Juan Campos, Member	San Lorenzo USD	

Superintendent: Linda Granger, present

ROP Administrators in Attendance:

Craig Lang	Director of Adult Programs
Bernie Phelan	Director of Educational Services
Elaine Alvite	Assistant Director of Educational Services
Mercedes Henderson	Human Resources Administrator
Lauren Kelly	Pathway Coordinator
Anthony Oum	Fiscal Services Administrator

ROP Staff in Attendance:

Lance Bohn	Careers in Law, Forensics & Public Safety Instructor
Rick Charles	Entrepreneurship Instructor
Christina Charlton	Marketing Instructor
Bill Deslaurier	Construction Technology Instructor
Cheryl Gixti	Merchandising Instructor
Mikel Jackson	Sports Medicine Instructor
Gabriela Juarez	Executive Assistant
Barbara Juarez	Welding Technology Instructor
Marlene McDowell	First Responder (Fire Science/EMT) Instructor
Abraham Mendoza	Work Based Learning Specialist
Kathrina Miranda	Business Engagement Specialist
Kathy O'Brien	Dental Assisting Instructor
Daniel Pareja	Automotive Collision & Refinishing Instructor
Jayne Salinger	Work Based Learning Specialist
Sukhi Sidhu	Career Counselor

Others Present:

Students of the Month and their families
Business Partners of the Year

III. Pledge of Allegiance

Manuel Alvarez led the Pledge of Allegiance.

IV. Mission Statement

Anthony Murillo Martinez read the Eden Area ROP mission statement.

V. Approval of Agenda

Trustee Peter Oshinski moved to approve the agenda. Trustee Juan Campos seconded the motion. By the following vote, the agenda was approved.

AYES: 3 (Campos, Loss, Oshinski)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Carlson)

VI. Public Comment for Items Not on the Agenda that are Related to the Eden Area ROP

None

VII. Student of the Month Awards

The following students were honored by their teachers, ROP Staff and the Governing Board as students of the month for November 2020:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Manuel Alvarez	Hayward High School	Welding Technology	Barbara Juarez
Sofia Clark Velasquez	Castro Valley High School	Merchandising Occupations	Cheryl Gixti
Anthony Martinez Murillo	San Leandro High School	First Responder (Fire Science/EMT)	Marlene McDowell & John Peters

Sukhi Sidhu, Career Counselor, introduced the instructors, who presented their students to the Governing Board. A framed certificate of achievement was mailed to each student. Each student was given an opportunity to introduce their family and say a few words.

President Jo A.S. Loss moved down the agenda to information item A, Business Partners of the Year, to honor the time of the award recipients. She noted that the consent calendar approval would follow the presentation.

VIII. Information Items

A. Business Partners of the Year

Lauren Kelly, Pathway Coordinator, presented the Business Partners of the Year. This year, the Eden Area ROP and the four member districts nominated a total of 13 Business Partners of the Year. The following business partners were introduced by the instructors or district partners who nominated them and were honored by the Eden Area ROP staff and the Governing Board as the 2020 Business Partners of the Year:

NAME	COMPANY
Mary Bradd	United Seniors of Oakland and Alameda
Elisabeth Charles	Rodan + Fields
Ken Hugen	RDO/Vermeer Equipment Company
Robert McManus	San Leandro Police
Marlon Medina	PPG Auto Paint
Melinda Sciandri	Southern Alameda County Dental Society
Jeff Roberts	Ohlone College
Ben Shell	PPG Auto Paint

Commander Jack Tucker	Alameda County Sheriff
Adam Helweh	Secret Sushi
Beli Acharya	Construction Trades Workforce Initiative
Kristen Cross	Construction Trades Workforce Initiative
Chris Berilla	AECOM

A plaque was shipped to each Business Partner of the Year. Each person was given an opportunity to say a few words.

IX. Consent Calendar

Trustee Peter Oshinski moved to approve the consent calendar items as follows:

- A. Approve the Minutes of the Regular Governing Board Meeting of October 1, 2020
- B. Approve the Bill Warrants
- C. Approve the Listed Donations-Ashish Khanna
- D. Approve the Listed Donations-R/GA Media Group, Inc.
- E. Approve the Agreement with AT&T for the AT&T Dedicated Internet Service from October 2020 through October 2022
- F. Approve the Contract with the Chabot-Las Positas Community College District to provide Support Services for the CATEMA Online Student System and Work-Based Learning for the 2020-2021 School Year
- G. Approve the Contract with the Chabot-Las Positas Community College District for the Coordination of Work-Based Learning Services for Pathway Programs for the 2020-2021 School Year
- H. Approve the Contract with School Webmasters for Website Hosting for Adult Programs for the 2021-2023 School Years
- I. Approve the MOU with the Hayward Unified School District for the Independent Study Teacher to Support the Hayward Promise Neighborhoods Program for the 2020-2021 School Year
- J. Approve the MOU with the Jewish Vocational and Career Counseling Service (JVS) to Provide a Dental Assistant Regional Hybrid Program for the 2020-2021 School Year

Trustee Juan Campos seconded the motion.

AYES:	4 (Campos, Carlson, Loss, Oshinski)
NOES:	0
ABSTAIN:	0
ABSENT:	0

X. Information Items

B. ROP Pathway Review-Emergency Response

Bernie Phelan, Director of Educational Services, reported that the Emergency Response pathway is under the Public Services sector. The program taught under this pathway is First Responder (Fire Science/EMT) I and II which are both UC a-g approved and a dual enrollment course with Chabot College. Mr. Phelan shared that the program currently has 48 students enrolled and is co-taught by Marlene McDowell and Captain John Peters. He introduced Marlene McDowell, Instructor, to report on the First Responder (Fire Science/EMT) program.

Mrs. McDowell shared that she is the First Responder Instructor and that the program is in its tenth year. The Hayward Fire Department (HFD) is very supportive of the program.

The HFD has donated several items to the program including a functioning fire engine. They also provide support by allowing the program to borrow equipment so students can gain hands on experience. Mrs. McDowell highlighted that six years ago the HFD started a mentorship program with ROP students. The students go through an interview process and then are matched to a fire fighter mentor. Students enrolled in the First Responder (Fire Science/EMT) program have the opportunity to obtain professional certificates such as the Community Emergency Response Team (CERT) certification. They also earn CPR for infants, children and adults, anatomy/physiology and patient assessment. Students participate in SkillsUSA competitions that include firefighting, first aid/CPR and EMT demo. Students can receive college credit for Chabot's Firefighter 50 class if they pass the ROP class with a C or better. First Responder's students also give back to the community by volunteering at several events in collaboration with HFD such as helping at FESCO (Family Emergency Shelter Coalition) and participating in the HFD open house by providing training on safety practices for children.

XI. Action Items

A. Request the Governing Board to approve the Ongoing Agreement for Master Data Sharing for the Hayward Promise Neighborhoods

Upon review of and a motion by Trustee Robert Carlson and a second by Trustee Peter Oshinski, the Governing Board approved the ongoing agreement for master data sharing for the Hayward Promise Neighborhoods.

AYES: 4 (Campos, Carlson, Loss, Oshinski)
NOES: 0
ABSTAIN: 0
ABSENT: 0

XII. Superintendent's Report

Superintendent Granger reported that Eden Area ROP staff finalized the center's reopening plans and she noted that as always, we will follow the member districts' lead in terms of setting an opening date.

Superintendent Granger highlighted that she was a guest speaker at the Castro Valley Rotary meeting where she got the opportunity to share the work we have been doing with their rotary members. Castro Valley Rotary have become great partners by providing work based learning opportunities for Eden Area ROP students and Superintendent Granger thanked them for that. She also thanked Trustee Jo A.S. Loss for attending the Rotary meeting.

Superintendent Granger concluded her report by sharing that staff is working on applying for the WIOA grant.

XIII. Other Business/Governing Board Reports

A. Governing Board Reports

Trustee Robert Carlson, Hayward USD representative, shared that the HUSD Governing Board approved a resolution recognizing the Eden Area ROP on its 50 year anniversary and the Eden Area ROP's contribution to the community. Trustee Carlson also shared that he would not be returning to the Eden Area ROP Governing Board as he was not reelected to his respective school board. President Jo A.S. Loss thanked Trustee Carlson for his service on the Board.

Trustee Jo A.S. Loss, Castro Valley USD representative, shared that CVUSD also passed the resolution honoring the Eden Area ROP's 50 years and noted that many people shared their positive experiences with the Eden Area ROP. Trustee Jo A.S. Loss highlighted that Superintendent Granger did an excellent job during her presentation for the Castro Valley Rotary Club and that she felt rotary members were very inspired by the CTE work that the Eden Area ROP does as an organization.

XIV. Adjournment

It has been requested that the Governing Board meeting be adjourned in the memory of the Eden Area ROP's extended family that has passed.

Seng Trieu and Kenhar Ko, father and mother-in-law of Phyllis Trieu, our Administrative Support Specialist.

The meeting was adjourned at 7:31 p.m.

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Sabrina Ubhoff, Accounting Technician
SUBJECT: Request the Governing Board to approve the Bill Warrants

CURRENT SITUATION

The bill warrants submitted for approval are for the period of October 14, 2020 through November 6, 2020 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to approve the Personnel Action Items

CURRENT SITUATION

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

CONSENT CALENDAR



DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: Request the Governing Board to approve the Advisory Committee Members

BACKGROUND

In accordance with the 11 Elements of High-Quality Career Technical Education, Advisory Committees are established to provide advice and support for all career technical education programs. Business, labor and industry partners provide expertise and advice to the Eden Area ROP and school district CTE staff in understanding the current labor market, updating course descriptions to changing industry standards, and deciding upon the acquisition of up-to-date textbooks and classroom materials. The Eden Area ROP coordinates 20 separate Advisories for our classes and our JPA member districts, according to CDE designated industry sectors and pathways. Our coordinated Advisories foster collaboration among similar CTE programs and leverage the time of business partners to assist more than one program at a time.

CURRENT SITUATION

In accordance with the Carl D. Perkins Act, the Governing Board appoints Advisory Committee members every year. Attached are lists of recommended Advisory Committee members. Business, labor and industry have signed a letter of commitment to this year's Advisories.

PROGRAM	LOCATION
Auto Collision and Refinishing	Center
Automotive Technology	Center, Castro Valley & San Leandro High Schools
Biotechnology	Castro Valley & Tennyson High Schools
Careers in Education, Future Academy	Center, Arroyo High School
Careers in Law, Forensics and Public Safety	Center & San Lorenzo High School
Construction Technology, Wood Technology	Center, Hayward & San Leandro High Schools
Culinary Science, Food & Nutrition	Center & Castro Valley High School
Cybersecurity, ICT	Center & Castro Valley High School

PROGRAM	LOCATION
Dental Assisting	Center
Engineering	Castro Valley High School
First Responder (Fire Science/EMT)	Center
Graphics	Mt. Eden, San Lorenzo, Castro Valley & San Leandro High Schools
Marketing, Entrepreneurship	Arroyo, Castro Valley & San Leandro High Schools
Medical Careers	Center & Royal Sunset High School
Photography, Advanced Photography	Castro Valley, Hayward, Mt. Eden, Arroyo, & San Lorenzo High Schools
Sports Medicine	Mt. Eden, Hayward & Arroyo High Schools
Theater	Hayward & Eastbay Arts/Royal Sunset High Schools
Video Production	San Leandro & San Lorenzo High Schools
Welding Technology	Center & San Leandro High School

CONSENT CALENDAR



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Transportation
Pathway: Structural Repair & Refinishing
Instructor: Daniel Pareja (ROP)

Advisory Members

Name	Company
Lisa Daves	Mendelson Autobody
Edgar Juarez	Caliber Collision
Ben Shell	PPG

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS**Sector:** Transportation**Pathway:** Systems Diagnostics, Service, and Repair**Instructor:** David Espinoza (ROP), Armando Politron (ROP), Darren Rees (CV),
Andy Shyers (SLE)**Advisory Members**

Name	Company
Jonathan Sira	Keystone Automotive
Brain McKee	Hunter Engineering
Mace Gjerman	Peterson University
Gina Bertoli	Big Discount Tire Pros



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Health Science & Medical Technology
Pathway: Biotechnology
Instructor: Laura O' Brien (CV), Lata Mistry (CV), Karen Kelly (TEN)

Advisory Members

Name	Company
Gary Howard	Gladstone Institute
Emily Connelly	University of California, San Francisco
Sarah Foster-Peck	Boehringer Ingelheim
Matthew Kaser	Bell & Associates
Janet Kornegay	Roche
Thomas Maciel Lester	Audentes Therapeutics
Tiffani Quan	University of California, Berkeley
Andrew Steinsapir	Dark Horse Consulting



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Education, Child Development, and Family Services

Pathway: Education

Instructor: Erika Emery (ROP), Brian Fredin (ARR)

Advisory Members

Name	Company
Deidra Daniels	Childcare Center
DiShawn Givens	Fremont Unified School District
Elizabeth Rosas	Castro Valley Unified School District

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS**Sector:** Public Services**Pathway:** Public Safety**Instructor:** Dr. Lance Bohn (ROP), Michael O' Connell (SLZ)**Advisory Members**

Name	Company
William Grangoff	East Bay Regional Parks Police
Captain Jack Tucker	AC Sheriffs Department
Jeffrey Lewis	Farmers Insurance
Elgin Lowe	Alameda County District Attorney
Mary Marquez	Hayward Police Department
Lt. Robert McManus	San Leandro Police Department
Captain Luis Torres	San Leandro Police Department

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Building & Construction Trades
Pathway: Residential and Commercial Construction
Cabinetry, Millwork, and Woodworking
Instructor: Bill Deslaurier (ROP), Hunter Lower (HAY), Michael Raytis (SLE)

Advisory Members

Name	Company
Mike Christian	Red Point Builders
Chris Floethe	Construction Craft Training (Retired)
Nicolas Harvey	Bay Area Redwood
Ken Hugen	RDO Vermeer Equipment
Phil Johnson	ACCO Engineered Systems
Gary Pacheco	Pacheco Landscaping and Construction
Matt Wolpe	Laney College
Jack Wilding	Mellow Mule Co.



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Hospitality, Tourism & Recreation
Pathway: Food Science, Dietetics & Nutrition
Instructor: Terri Penn (ROP), Vicki Gilmour (CV)

Advisory Members

Name	Company
Mark Duesler	Frontier Energy
Gary Freund	California State University, East Bay
Carolyn Payne	Caterer
Dr. Thomas Padron	California State University, East Bay
Bryan Roy	Erik's Deli Cafe
Rizi Manzon	Wilcox High School



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Information and Communications Technologies
Pathway: Networking and Information Support and Services
Instructor: Kent Doan (ROP), Louis Stanley (CV)

Advisory Members

Name	Company
Gary Dylina	Pantheon Systems
R. Daniel Lee	Salesforce
Chris Stoval	Tech Plus Consulting
Pat McMurray	T&R Communications
Gaspar Modelo-Howard	Palo Alto Networks, Inc.
Todd O' Bryan	Workday
Joe Santorsiero	PC Professional



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Health Science and Medical Technology
Pathway: Patient Care (Dental)
Instructor: Kathy O' Brien (ROP)

Advisory Members

Name	Company
Denise Bailey	Retired Instructor
Crystal Jones	Dr. Rothi, DDS
Candace Niccolson	Barniv Dental
Dr. Steven Rothi	Dr. Rothi, DDS
Nydia Tadeo	Dr. Rothi, DDS



CASTRO VALLEY UNIFIED SCHOOL DISTRICT – ADVISORY MEMBERS

Sector: Engineering and Architecture
Pathway: Engineering Design
Instructor: Lisa Holmes (CV), Jessica Porter (CV), Ian Lockey (HAY)

Advisory Members

Name	Company
Tim Smith	AECOM
Bill McIntyre	Plastics Implementation
Chris Berilla	AECOM
Linda Renteria	Casa Sanchez Foods
Andrew Roberts	Scandic Springs, Inc.
Emily Biro	AECOM
Lydia Aman	Engineers Casa Sanchez



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Public Services
Pathway: Emergency Response
Instructor: Marlene McDowell (ROP), Captain John Peters (ROP)

Advisory Members

Name	Company
William Grangoff	East Bay Regional Parks Police, Retired
Deputy Chief Eric Vollmer	City of Hayward Fire Department
Chief Garrett Contreras	City of Hayward Fire Department



EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector:	Arts, Media and Entertainment
Pathway:	Design, Visual, and Media Arts
Instructor:	Cameron Greenfield (CV), Larry Lavendel (MTE), Judy Okolie (TEN), Deborah Reinerio (SLE), Robert Jackson (SLZ)

Advisory Members

Name	Company
Shannon Hackley	Shannon Leigh
Steve Jones	Plantain Studios
Molly McCoy	Molly McCoy Graphic Design
JoJo Razor	Websites by JoJo
Nicole Garcia	Nicole Leiliana Studio

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Marketing, Sales and Services

Pathway: Marketing & Entrepreneurship/Self Employment

Instructor: Michelle Stephens (CV), Zennaita Bradford (TEN), Rick Charles (HAY), Vanita Lee-Tatum (MTE), Christina Charlton (ARR), Laura Jagroop (SLE)

Advisory Members

Name	Company
Gautam Biswas	State Bank of India
Luis G. Fernandez	Blue Arris
Dawn Fregosa	Collaborative Education Advisors.com
Damon Johnson	Raised Marketing
Justin Kent	Sony
Elaine Faxon	Forensic Analytical Consulting
Ruben Garza	Alpah Energy Management
Quency Phillips	Que Agency
Derrell Pratt-Blackburn	Life Chiropractic

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Health Science & Medical Technology
Pathway: Patient Care (Medical Careers)
Instructor: Heather Bystrom (ROP), Alysa Machado (ROP), Jennifer Heath (RS),
Angelica Peters (ROP)

Advisory Members

Name	Company
Reatha Conn	FACES for the Future
George Dib	St. Rose Volunteer/FACES Alumni
Kelley Griest	Kaiser Permanente
Jaqueline Hernandez	St. Rose Volunteer/FACES Alumni
Laurie Nemzer	Kaiser Permanente

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Arts, Media, and Entertainment

Pathway: Design, Visual and Media Arts

Instructor: Jeff Vendsel (CV), Mark Koehler (HAY), David Gurley (MTE),
Jeff Baughman (ARR), Ken Gossett (SLZ)

Advisory Members

Name	Company
Franklin Avery	Laney College Photography Instructor
Leisl Burns	Studio One Photography
Anthony Dimaano	Freelance Photographer, James Logan Instr.
Lauren Finch	Academy of Arts University, of San Francisco
Astrid Orellana	Estrella Productions
Tracy Storer	Tracy Storer Photography
Scot Tucker	Photo Consultant, San Francisco State Univ.

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Health Science & Medical Technology

Pathway: Patient Care [Sports Medicine]

Instructor: Mikel Jackson (MTE), Quiana Porter-Wilson (HAY), Kris Bernard (ARR)

Advisory Members

Name	Company
Shawn Jenkins	Stockton Sports Performance
Ysel Ganda	Chiropractic Stockton Sports
Dan Miller	Chabot College Head Athletic Trainer
Jeff Roberts	Ohlone College Athletic Trainer

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS**Sector:** Arts, Media, and Entertainment**Pathway:** Performing Arts**Instructor:** Tavis Kammet (HAY), Jennifer Dreyfus (EBA)**Advisory Members**

Name	Company
Dan Dillman	Bal Theater
Monica Dominguez	Dance Live Dream Center
Linda Lau	Santa Rosa Junior College
Brian Katz	Custom Made Theatre Co.

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Arts, Media and Entertainment

Pathway: Design, Visual and Media Arts

Instructor: Tony Farley (SLE), Lance McVay (SLZ), Kevin Johnson (SLZ)

Advisory Members

Name	Company
Rey Godoy	Sea Glass Production
Roy Miles Jr.	Northstarr Media Group
Emil Siapno	Filmmaker
Trinh Dinh	You Tube Specialist
Scott Hancock	Plex Vice President of Marketing
Jon Bolf	Apple
Charles Brown	Berkley IT Department
Kevin Lagosh	Sound Technician

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM – ADVISORY MEMBERS

Sector: Manufacturing & Product Development
Pathway: Welding & Materials Joining and Product Innovation and Design
Instructor: Barbara Juarez (ROP), Eduardo Nava (SLE), Kevin Buckley (BRK),
Joseph Liu (BRK)

Advisory Members

Name	Company
Alex Demirjian	Miller Electric
Louis Quindlen	Laney College
Lisa Pine Schoonmaker	Chabot College



DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Anthony Oum, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the Agreement with AT&T for the AT&T Office@Hand Service from November 2020 through November 2022

BACKGROUND

On October 5, 2017, the Eden Area ROP Governing Board approved a contract with AT&T for AT&T Collaborate and VoIP Telephone Services that was set to expire in November 2020. AT&T has since rebranded this package as AT&T Office@Hand.

CURRENT SITUATION

In continuing the services provided by AT&T under their AT&T Collaborate package, Eden Area ROP has renewed a contract with AT&T for AT&T Office@Hand.

CONSENT CALENDAR



AT&T OFFICE@HAND AGREEMENT

The rates, discounts and other provisions in this Agreement are contingent upon signature by both parties on or before January 2, 2021.

Company Name ("Customer")	AT&T – Contact For Notices	AT&T Sales Contact - Primary Contact
Legal Name: Eden Area Rop	AT&T Corp	Name: Tyrell Brown
Street Address: 26316 Hesperian Blvd	One AT&T Way	Street Address: 2250 E Imperial Hwy
City: Hayward, State: CA Zip: 94545	Bedminster, NJ 07921-0752	City: El Segundo, State: CA Zip: 90245
Tel # 5102932906	ATTN: Master Agreement Support Team: mast@att.com	Tel # 2133096082

AGREEMENT TERMS

1. SERVICES

Service	Service Publications Location
AT&T Office@Hand	http://serviceguidenew.att.com/sg_flashPlayerPage/OAH
AT&T Software	AT&T Software License Agreement
AT&T Office@Hand desktop and mobile software	http://www.att.com/officeathandpolicy

2. AGREEMENT TERM AND EFFECTIVE DATES OF RATES

Agreement Term	2 years
Term Start Date	Effective Date of this Agreement
Effective Date of Rates and Discounts	Effective Date of this Agreement

3. MINIMUM PAYMENT PERIOD

Service Components	Percent of Monthly Charges [†] Due Upon Termination Prior to Completion of Minimum Payment Period	Minimum Payment Period
All Office@Hand Editions	100%	Until end of Agreement Term

[†] Monthly Charges of applicable Tier Level as reflected on the Customer's first full month invoice after initial Service activation of the Edition.

4. RATES (PRICES)

All charges and fees are non-refundable and are subject to applicable taxes, fees and surcharges. Select number of Users for Pricing Schedule Term.

AT&T Office@Hand (Standard Edition)														
(Select 1 option)														
	Tier Level for Number of Users	Monthly Charge			Tier Level for Number of Users	Monthly Charge			Tier Level for Number of Users	Monthly Charge			Tier Level for Number of Users	Monthly Charge
☐	1	\$25.00		☐	Up to 35	\$770.00		☐	Up to 250	\$5,000.00		☐	Up to 650	\$13,000.00
☐	2	\$50.00		☐	Up to 40	\$880.00		☐	Up to 275	\$5,500.00		☐	Up to 675	\$13,500.00
☐	3	\$75.00		☐	Up to 45	\$990.00		☐	Up to 300	\$6,000.00		☐	Up to 700	\$14,000.00
☐	4	\$100.00		☒	Up to 50	\$1,100.00		☐	Up to 325	\$6,500.00		☐	Up to 725	\$14,500.00
☐	5	\$125.00		☐	Up to 60	\$1,320.00		☐	Up to 350	\$7,000.00		☐	Up to 750	\$15,000.00
☐	6	\$150.00		☐	Up to 70	\$1,540.00		☐	Up to 375	\$7,500.00		☐	Up to 775	\$15,500.00
☐	Up to 8	\$200.00		☐	Up to 75	\$1,650.00		☐	Up to 400	\$8,000.00		☐	Up to 800	\$16,000.00
☐	Up to 10	\$250.00		☐	Up to 80	\$1,760.00		☐	Up to 425	\$8,500.00		☐	Up to 825	\$16,500.00
☐	Up to 12	\$300.00		☐	Up to 85	\$1,870.00		☐	Up to 450	\$9,000.00		☐	Up to 850	\$17,000.00
☐	Up to 14	\$350.00		☐	Up to 90	\$1,980.00		☐	Up to 475	\$9,500.00		☐	Up to 875	\$17,500.00
☐	Up to 15	\$375.00		☐	Up to 100	\$2,000.00		☐	Up to 500	\$10,000.00		☐	Up to 900	\$18,000.00
☐	Up to 16	\$400.00		☐	Up to 125	\$2,500.00		☐	Up to 525	\$10,500.00		☐	Up to 925	\$18,500.00
☐	Up to 18	\$420.00		☐	Up to 150	\$3,000.00		☐	Up to 550	\$11,000.00		☐	Up to 950	\$19,000.00
☐	Up to 20	\$440.00		☐	Up to 175	\$3,500.00		☐	Up to 575	\$11,500.00		☐	Up to 975	\$19,500.00
☐	Up to 25	\$550.00		☐	Up to 200	\$4,000.00		☐	Up to 600	\$12,000.00		☐	Up to 1,000	\$20,000.00
☐	Up to 30	\$660.00		☐	Up to 225	\$4,500.00		☐	Up to 625	\$12,500.00				



AT&T OFFICE@HAND AGREEMENT

AT&T Office@Hand (Standard Edition)

(Select 1 option)

	Tier Level for Number of Users	Monthly Charge			Tier Level for Number of Users	Monthly Charge			Tier Level for Number of Users	Monthly Charge			Tier Level for Number of Users	Monthly Charge
☐	Up to 1,050	\$21,000.00		☐	Up to 2,050	\$41,000.00		☐	Up to 3,050	\$61,000.00		☐	Up to 4,050	\$81,000.00
☐	Up to 1,100	\$22,000.00		☐	Up to 2,100	\$42,000.00		☐	Up to 3,100	\$62,000.00		☐	Up to 4,100	\$82,000.00
☐	Up to 1,150	\$23,000.00		☐	Up to 2,150	\$43,000.00		☐	Up to 3,150	\$63,000.00		☐	Up to 4,150	\$83,000.00
☐	Up to 1,200	\$24,000.00		☐	Up to 2,200	\$44,000.00		☐	Up to 3,200	\$64,000.00		☐	Up to 4,200	\$84,000.00
☐	Up to 1,250	\$25,000.00		☐	Up to 2,250	\$45,000.00		☐	Up to 3,250	\$65,000.00		☐	Up to 4,250	\$85,000.00
☐	Up to 1,300	\$26,000.00		☐	Up to 2,300	\$46,000.00		☐	Up to 3,300	\$66,000.00		☐	Up to 4,300	\$86,000.00
☐	Up to 1,350	\$27,000.00		☐	Up to 2,350	\$47,000.00		☐	Up to 3,350	\$67,000.00		☐	Up to 4,350	\$87,000.00
☐	Up to 1,400	\$28,000.00		☐	Up to 2,400	\$48,000.00		☐	Up to 3,400	\$68,000.00		☐	Up to 4,400	\$88,000.00
☐	Up to 1,450	\$29,000.00		☐	Up to 2,450	\$49,000.00		☐	Up to 3,450	\$69,000.00		☐	Up to 4,450	\$89,000.00
☐	Up to 1,500	\$30,000.00		☐	Up to 2,500	\$50,000.00		☐	Up to 3,500	\$70,000.00		☐	Up to 4,500	\$90,000.00
☐	Up to 1,550	\$31,000.00		☐	Up to 2,550	\$51,000.00		☐	Up to 3,550	\$71,000.00		☐	Up to 4,550	\$91,000.00
☐	Up to 1,600	\$32,000.00		☐	Up to 2,600	\$52,000.00		☐	Up to 3,600	\$72,000.00		☐	Up to 4,600	\$92,000.00
☐	Up to 1,650	\$33,000.00		☐	Up to 2,650	\$53,000.00		☐	Up to 3,650	\$73,000.00		☐	Up to 4,650	\$93,000.00
☐	Up to 1,700	\$34,000.00		☐	Up to 2700	\$54,000.00		☐	Up to 3,700	\$74,000.00		☐	Up to 4,700	\$94,000.00
☐	Up to 1,750	\$35,000.00		☐	Up to 2,750	\$55,000.00		☐	Up to 3,750	\$75,000.00		☐	Up to 4,750	\$95,000.00
☐	Up to 1,800	\$36,000.00		☐	Up to 2,800	\$56,000.00		☐	Up to 3,800	\$76,000.00		☐	Up to 4,800	\$96,000.00
☐	Up to 1,850	\$37,000.00		☐	Up to 2,850	\$57,000.00		☐	Up to 3,850	\$77,000.00		☐	Up to 4,850	\$97,000.00
☐	Up to 1,900	\$38,000.00		☐	Up to 2,900	\$58,000.00		☐	Up to 3,900	\$78,000.00		☐	Up to 4,900	\$98,000.00
☐	Up to 1,950	\$39,000.00		☐	Up to 2,950	\$59,000.00		☐	Up to 3,950	\$79,000.00		☐	Up to 4,950	\$99,000.00
☐	Up to 2,000	\$40,000.00		☐	Up to 3,000	\$60,000.00		☐	Up to 4,000	\$80,000.00		☐	Up to 5,000	\$100,000.00

5. AT&T OFFICE@HAND General Terms and Conditions

5.1 Agreement: AT&T and/or its Affiliates shall provide Customer products and services identified in this document ("Services") pursuant to the "Agreement" consisting of this document and the following applicable "Service Publications", incorporated by reference: (i) Service Guide(s) found at www.att.com/servicepublications, and (ii) the AT&T Acceptable Use Policy ("AUP") found at www.att.com/aup. AT&T may revise the Service Publications at any time. The order of priority of the documents that form the Agreement is, in descending order: this document; the AUP; and, then the applicable Service Guide(s).

5.2. Services: AT&T will provide or arrange to have the Service provided to Customer subject to availability and operational limitations of systems, facilities and equipment. Customer may not resell any component of the Service without AT&T's written consent. Customer will cause Users to comply with the Agreement and Customer is responsible for their use of the Service, unless expressly provided to the contrary in a Service Publication.

5.3. License and Other Terms: Software and Purchased Equipment may be provided subject to the terms of a separate license or other agreement between Customer and either the licensor or the manufacturer. Customer's execution of the Agreement for or placement of an Order for Software or Purchased Equipment is Customer's agreement to comply with such separate agreement.

5.4 Purchased Equipment. Customer may purchase equipment under this Pricing Schedule for use with the Service and not for resale purposes ("Purchased Equipment"). PURCHASED EQUIPMENT IS NOT DESIGNED FOR USE IN LIFE SUPPORT, LIFE SUSTAINING, NUCLEAR, OR OTHER APPLICATIONS IN WHICH FAILURE OF SUCH PURCHASED EQUIPMENT COULD REASONABLY BE EXPECTED TO RESULT IN PERSONAL INJURY, LOSS OF LIFE, OR CATASTROPHIC PROPERTY DAMAGE. SHOULD CUSTOMER CHOOSE TO USE PURCHASED EQUIPMENT FOR SUCH APPLICATIONS, CUSTOMER DOES SO AT ITS OWN RISK.

5.4.1. Third-Party Products. Any Software sold or furnished to Customer to be used with the Purchased Equipment ("Third-Party Products"). Third-Party Products are provided subject to the terms of the software licensor's end-user license agreement which is a separate agreement between Customer and the licensor. Customer must assent to and comply with the end-user license agreement.

5.4.2. Equipment Order List. AT&T shall provide the Purchased Equipment as identified in an applicable Order.



5.4.3. Availability and Delivery Schedule; Title and Risk of Loss; Returned Equipment

- (a) **Availability and Delivery Schedule.** AT&T's delivery of Purchased Equipment is contingent upon the availability and the delivery schedule of the manufacturer or supplier. AT&T cannot guarantee firm delivery dates.
- (b) **Title and Risk of Loss.** Title and risk of loss of Purchased Equipment passes to the Customer on delivery of Purchased Equipment by manufacturer or supplier to the delivery carrier.
- (c) **Warranty Returns.** If Purchased Equipment requires return during its respective warranty period, Customer must contact AT&T for return instructions. Customer must return the Purchased Equipment according to instructions provided by AT&T or its supplier. Customer will be responsible for payment of any associated restocking fees and return shipping and handling costs.
- (d) **Non-defective Returns.** If Customers seeks to return Purchased Equipment that is non-defective or not otherwise covered by a warranty, Customer must contact AT&T within 15 days following delivery of such Purchased Equipment to the ship to address in the applicable Order. Any such return shall be at the sole discretion of the manufacturer or supplier. If the return is authorized, Customer will be responsible for payment of any associated return or restocking fee, return shipping costs, and risk of loss of the Purchased Equipment.

Maintenance Returns. To return Purchased Equipment covered by a maintenance service plan, Customer must contact the applicable maintenance provider.

5.5. Access to Premises: Customer will in a timely manner allow AT&T to access, or, at Customer's expense, obtain timely access for AT&T to, property (other than public property) and equipment reasonably required to provide the Service. Access includes information and the right to construct, install, repair, maintain, replace and remove access lines and network facilities, and use ancillary equipment space within the building, necessary for Customer's connection to AT&T's network. Customer will furnish any conduit, holes, wireways, wiring, plans, equipment, space, power/utilities, and other items required to perform installation of the Services, and obtain any necessary licenses, permits and consents (including easements and rights-of-way).

5.6. Hazardous Materials: Customer will ensure that the Site is a suitable and safe working environment, free of any substance or material that poses an unreasonable risk to health, safety, or property or whose use, transport, storage, handling, disposal, or release is regulated by any law related to pollution, protection of air, water, or soil, or health and safety. If AT&T encounters any such hazardous materials at a Site, AT&T may terminate the affected Service Component, or suspend performance until Customer remediates the condition.

5.7. Independent Contractor Relationship: Each party is an independent contractor. Neither party controls the other, and neither party nor its Affiliates, employees, agents or contractors are Affiliates, employees, agents or contractors of the other party.

5.8. Prices: Unless this document states otherwise, the prices listed in the Agreement are stabilized for the Term and no promotion, credit, discount or waiver set forth in a Service Publication will apply.

5.9. Taxes; Surcharges; Fees. Prices in this Agreement are exclusive of, and Customer will pay, all current or future taxes, surcharges, recovery fees, shipping charges, and other similar charges.

5.10. Billing, Payments and Deposits: Payment is due thirty (30) days after the invoice date and must refer to the invoice number. Restrictive endorsements or other statements on checks are void. If Customer does not dispute a charge in writing within six (6) months date of the invoice in which the disputed charge initially appears, Customer waives the right to dispute the charge. AT&T may recover all costs (including attorney fees) of collecting delinquent or dishonored payments and may charge a late fee for overdue payments at the lower of 1.5% per month (18% per annum) or the maximum rate allowed by law; plus all costs (including attorney fees) of collecting delinquent or dishonored payments. AT&T may require Customer to establish a deposit as a condition of providing Services, and AT&T may apply such deposit to any charges owed. Customer authorizes AT&T to investigate Customer's credit and share information about Customer with credit reporting agencies.

5.11. Invoicing and Credit Terms: AT&T may invoice Customer for Purchased Equipment upon delivery to the carrier. AT&T retains a lien and purchase money security interest in each item of Purchased Equipment, Third-Party Products and Vendor Software until Customer pays all sums due. AT&T is authorized to sign and file a financing statement to perfect such security interest.

5.12. Expiration of Term: At the end of the Term (but subject to any existing Minimum Payment Period), Customer may continue Service under a month-to-month service arrangement at the prices, terms and conditions in effect on the last day of the Term; however, upon expiration of the Term or applicable MPP, whichever is later, AT&T may change such prices, terms or conditions on 30 days' prior notice to Customer and either party may terminate such service arrangement upon thirty (30) days' notice.

5.13. Termination and Suspension: Either party may terminate this Agreement immediately upon notice if the other party becomes insolvent, ceases operations, is the subject of a bankruptcy petition, or makes an assignment for the benefit of its creditors. Either Party may terminate an affected Service for material breach, and AT&T may terminate or suspend (and later terminate) an affected Service, if such breach is not cured within 30 days of notice. If Customer is in violation of the AUP and fails to rectify the violation within five (5) days after receiving notice from AT&T, then AT&T may suspend or terminate the affected Service. Provided, however, if Customer: (i) commits a fraud upon AT&T; (ii) utilizes the Service to commit a fraud upon another party; (iii) unlawfully uses the Service; (iv) abuses or misuses AT&T's network or Service; or (v) interferes with another customer's use of AT&T's network or services, AT&T may terminate or suspend a Service, and, if the violating activity implicates the entire Agreement, terminate the entire Agreement, immediately upon notice. AT&T



also has the right to suspend or terminate the applicable portion of the Service immediately when: (i) AT&T's suspension or termination is in response to multiple or repeated AUP violations or complaints; (ii) AT&T is acting in response to a court order or governmental notice that certain conduct must be stopped; or (iii) AT&T reasonably determines: (a) that it may be exposed to sanctions, liability, prosecution, or other adverse consequences under applicable law if AT&T were to allow the violation to continue; (b) that such violation may cause harm to or interfere with the integrity or normal operations or security of AT&T's network or networks with which AT&T is interconnected or interfere with another customer's use of AT&T Services or the Internet; or (c) that such violation otherwise presents imminent risk of harm to AT&T or AT&T's customers or their respective employees.

5.14. Early Termination Charges: If Customer terminates a Service or Service Component for Customer's convenience or AT&T terminates a Service or Service Component for cause, Customer must pay: (i) 100% of any unpaid recurring charges for the terminated Service Component attributable to the unexpired portion of an applicable Minimum Payment Period, and (ii) any access facilities cancellation charges and other third-party charges incurred by AT&T due to the termination.

5.15. Withdrawal of Service or Service Component: Notwithstanding that this Agreement may commit AT&T to provide a Service to Customer for a Term, unless applicable local law or regulation mandates otherwise, AT&T may discontinue a Service or a Service Component to similarly situated customers and terminate Customer's Service or Service Component upon 120 days' notice.

5.16. Purchased Equipment, Third-Party Products and Software Warranty: AT&T shall pass through to Customer any warranties for Purchased Equipment, Third-Party Products and Software available from the manufacturer or licensor. The manufacturer or licensor, and not AT&T, is responsible for any such warranty terms and commitments. ALL SOFTWARE, THIRD-PARTY PRODUCTS AND PURCHASED EQUIPMENT IS OTHERWISE PROVIDED TO CUSTOMER ON AN "AS IS" BASIS.

5.17. Disclaimer of Warranties and Liability: AT&T MAKES NO EXPRESS OR IMPLIED WARRANTY, DISCLAIMS ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT AND DISCLAIMS ANY WARRANTIES ARISING BY USAGE OF TRADE OR BY COURSE OF DEALING. FURTHER, AT&T MAKES NO WARRANTY THAT TELEPHONE CALLS OR OTHER TRANSMISSIONS WILL BE ROUTED OR COMPLETED WITHOUT ERROR OR INTERRUPTION (INCLUDING 911 CALLS) AND MAKES NO WARRANTY REGARDING NETWORK SECURITY, THE ENCRYPTION EMPLOYED BY ANY SERVICE, THE INTEGRITY OF ANY DATA THAT IS SENT, BACKED UP, STORED OR LOAD BALANCED, THAT AT&T'S SECURITY PROCEDURES WILL PREVENT THE LOSS OR ALTERATION OF OR IMPROPER ACCESS TO CUSTOMER'S DATA AND INFORMATION OR THAT SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE. AT&T WILL NOT BE LIABLE FOR ANY DAMAGES RELATING TO: INTEROPERABILITY, ACCESS OR INTERCONNECTION OF THE SERVICES WITH APPLICATIONS, DATA, EQUIPMENT, SERVICES, CONTENT OR NETWORKS PROVIDED BY CUSTOMER OR OTHERS; SERVICE DEFECTS, SERVICE LEVELS, DELAYS, SERVICE ERRORS OR INTERRUPTIONS, INCLUDING INTERRUPTIONS OR ERRORS IN ROUTING OR COMPLETING ANY 911 CALLS OR ANY OTHER CALLS OR TRANSMISSIONS (EXCEPT FOR LIABILITY EXPLICITLY SET FORTH HEREIN); LOST OR ALTERED TRANSMISSIONS; OR UNAUTHORIZED ACCESS TO OR THEFT, ALTERATION, LOSS OR DESTRUCTION OF CUSTOMER'S OR OTHERS' APPLICATIONS, CONTENT, DATA, PROGRAMS, INFORMATION, NETWORKS OR SYSTEMS.

5.18. Limitation of Liability: AT&T'S ENTIRE LIABILITY AND CUSTOMER'S EXCLUSIVE REMEDY FOR DAMAGES ARISING OUT OF AT&T'S BREACH OF THIS AGREEMENT AND NOT DISCLAIMED UNDER THIS AGREEMENT SHALL NOT EXCEED THE APPLICABLE CREDITS SPECIFIED IN THE SERVICE PUBLICATION OR, IF NO CREDITS ARE SPECIFIED, AN AMOUNT EQUAL TO THE TOTAL NET CHARGES TO CUSTOMER FOR SERVICE TO WHICH SUCH BREACH RELATES DURING THE PERIOD IN WHICH SUCH BREACH OCCURS AND CONTINUES. THIS LIMITATION WILL NOT APPLY TO BODILY INJURY, DEATH OR DAMAGE TO REAL OR TANGIBLE PROPERTY DIRECTLY CAUSED BY AT&T'S NEGLIGENCE OR INTENTIONAL MISCONDUCT. ALL SOFTWARE AND PURCHASED EQUIPMENT IS PROVIDED TO CUSTOMER ON AN "AS IS" BASIS. NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY UNDER ANY CIRCUMSTANCES FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR SPECIAL DAMAGES.

5.19. The above Disclaimer or Warranties and Liability and Limitations of Liability will apply regardless of the form of action, whether in contract, tort, strict liability or otherwise, of whether damages were foreseeable and of whether a party was advised of the possibility of such damages. These disclaimers and limitations of liability will survive failure of any exclusive remedies provided in this Agreement.

5.20. Indemnity: AT&T SHALL HAVE NO DUTY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS CUSTOMER FROM AND AGAINST ANY OR ALL SETTLEMENTS, DAMAGES, COSTS AND OTHER AMOUNTS INCURRED BY CUSTOMER ARISING FROM THE ACTUAL OR ALLEGED INFRINGEMENT OR MISAPPROPRIATION OF INTELLECTUAL PROPERTY. CUSTOMER AGREES AT ITS EXPENSE TO DEFEND, INDEMNIFY AND HOLD HARMLESS AT&T, ITS AFFILIATES AND ITS AND THEIR EMPLOYEES, DIRECTORS, SUBCONTRACTORS AND SUPPLIERS OR TO PAY ALL DAMAGES FINALLY AWARDED AGAINST SUCH PARTIES ON ACCOUNT OF A THIRD-PARTY CLAIM WHERE: (I) THE CLAIM ARISES FROM CUSTOMER'S OR A USER'S USE OF A SERVICE; (II) THE CLAIM ALLEGES A BREACH BY CUSTOMER, ITS AFFILIATES OR USERS OF A SOFTWARE LICENSE AGREEMENT; OR (III) ALLEGES THAT A SERVICE INFRINGES ANY PATENT, TRADEMARK, COPYRIGHT OR TRADE SECRET WHERE THE CLAIMED INFRINGEMENT ARISES OUT OF OR RESULTS FROM: (A) CUSTOMER'S, ITS AFFILIATE'S OR A USER'S CONTENT; (B) MODIFICATIONS TO THE SERVICE BY CUSTOMER, ITS AFFILIATE OR A THIRD PARTY, OR COMBINATIONS OF THE SERVICE WITH ANY NON-AT&T SERVICES OR PRODUCTS BY



CUSTOMER OR OTHERS; (C) AT&T'S ADHERENCE TO CUSTOMER'S OR ITS AFFILIATE'S WRITTEN REQUIREMENTS; OR (D) USE OF A SERVICE IN VIOLATION OF THIS AGREEMENT.

5.21. ARBITRATION: ALL CLAIMS AND DISPUTES ARISING FROM THIS AGREEMENT SHALL BE SETTLED BY BINDING ARBITRATION ADMINISTERED BY THE AMERICAN ARBITRATION ASSOCIATION UNDER ITS COMMERCIAL ARBITRATION RULES (SUBJECT TO THE REQUIREMENTS OF THE FEDERAL ARBITRATION ACT). ANY JUDGMENT ON ANY AWARD RENDERED MAY BE ENTERED AND ENFORCED IN A COURT HAVING JURISDICTION. THE ARBITRATOR SHALL NOT HAVE THE AUTHORITY TO AWARD ANY DAMAGES DISCLAIMED BY THIS AGREEMENT OR IN EXCESS OF THE LIABILITY LIMITATIONS IN THIS AGREEMENT, SHALL NOT HAVE THE AUTHORITY TO ORDER PRE-HEARING DEPOSITIONS OR DOCUMENT DISCOVERY, BUT MAY COMPEL ATTENDANCE OF WITNESSES AND PRODUCTION OF DOCUMENTS AT THE HEARING. THE PARTIES WAIVE ANY RIGHT TO TRIAL BY JURY AND WAIVE ANY RIGHT TO PARTICIPATE IN OR INITIATE CLASS ACTIONS; IF THE PARTIES CANNOT WAIVE THESE RIGHTS, THIS ENTIRE PARAGRAPH IS VOID.

5.22. General Provisions: This Agreement and any pricing or other proposals are confidential to Customer and AT&T. Neither party may publicly disclose any confidential information of the other party without the prior written consent of the other, unless authorized by applicable law, regulation or court order. Until directed otherwise by Customer in writing, if AT&T designates a dedicated account representative as Customer's primary contact with AT&T, Customer authorizes that representative to discuss and disclose Customer's customer proprietary network information to any employee or agent of Customer without a need for further authentication or authorization. Each party will comply with all applicable laws and regulations and with all applicable orders issued by courts or other governmental bodies of competent jurisdiction. Each party is responsible for complying with the privacy laws applicable to its business. AT&T shall require its personnel, agents and contractors around the world who process Customer Personal Data to protect Customer Personal Data in accordance with the data protection laws and regulations applicable to AT&T's business. If Customer does not want AT&T to comprehend Customer data to which it may have access in performing Services, Customer must encrypt such data so that it will be unintelligible. Customer is responsible for obtaining consent from and giving notice to its Users, employees and agents regarding Customer's and AT&T's collection and use of the User, employee or agent information in connection with a Service. Customer will only make accessible or provide Customer Personal Data to AT&T when it has the legal authority to do so. AT&T may monitor electronic transmissions across its network to maintain compliance with its legal and regulatory obligations and to operate, maintain and enhance the network and Services. Where required by law, AT&T may provide Customer Personal Data to third parties such as courts, law enforcement or regulatory authorities. This Agreement may not be assigned by either party without the prior written consent of the other party, which consent will not be unreasonably withheld or delayed, except that AT&T may: (i) assign in whole or relevant part its rights and obligations under this Agreement to an AT&T Affiliate, or (ii) subcontract work to be performed under this Agreement, but AT&T will in each such case remain financially responsible for the performance of such obligations. Any claim or dispute arising out of this Agreement must be filed within two (2) years after the cause of action arises. This Agreement does not provide any third party (including Users) the right to enforce it or to any remedy, claim, liability, cause of action or other right or privilege. Unless a regulatory agency with jurisdiction over the applicable Service applies a different law this Agreement will be governed by the law of the State of New York, without regard to its conflict of law principles. The United Nations Convention on Contracts for International Sale of Goods will not apply. Except for payment of amounts due, neither party will be liable for any delay, failure in performance, loss or damage due to causes beyond such party's reasonable control, including strikes and labor disputes. Customer must send any notice required or permitted under this Agreement in writing to the AT&T address set forth above.

5.23. Definitions:

"Affiliate" of a party means an entity that controls, is controlled by, or is under common control with such party.

"API" means an application program interface used to make a resources request from a remote implementer program. An API may include coding, specifications for routines, data structures, object classes, and protocols used to communicate between programs.

"AT&T Equipment" equipment owned by AT&T and located at Customer's premises.

"AT&T Software" means software, including APIs, and all associated written and electronic documentation and data owned by AT&T and licensed by AT&T to Customer. AT&T Software does not include software that is not furnished to Customer.

"Customer Personal Data" means information that identifies an individual that Customer directly or indirectly makes accessible to AT&T in the course of providing the Services.

"Minimum Payment Period" means the minimum period identified in the Agreement during which Customer is required to pay recurring charges for the Service Component.

"Purchased Equipment" means equipment or other tangible products Customer purchases under this Agreement, including any replacements of Purchased Equipment provided to Customer. Purchased Equipment includes any internal code required to operate such equipment and any physical media provided to Customer on which Software is stored, but does not include Software.

"Service Component" means an individual component of a Service provided under this Agreement.

"Site" means a physical location, including Customer's collocation space on AT&T's or subcontractor's property, where AT&T installs or provides Service.

"Software" means AT&T Software and Vendor Software.

"User" means anyone who uses or accesses any Service provided to Customer.

"Vendor Software" means software, including APIs, and all associated written and electronic documentation and data AT&T furnishes to Customer, other than AT&T Software.



AT&T OFFICE@HAND AGREEMENT

FOR VOICE OVER INTERNET PROTOCOL (VOIP) SERVICES, THE UNDERSIGNED, ON BEHALF OF CUSTOMER, ACKNOWLEDGES THAT CUSTOMER HAS RECEIVED AND UNDERSTANDS THE ADVISORIES CONCERNING THE CIRCUMSTANCES UNDER WHICH E911 SERVICE USING A VOICE OVER IP SYSTEM MAY NOT BE AVAILABLE OR MAY BE IN SOME WAY LIMITED BY COMPARISON TO USING TRADITIONAL WIRELINE TELEPHONE SERVICE. SUCH CIRCUMSTANCES INCLUDE, BUT ARE NOT LIMITED TO, RELOCATION OF THE END USER'S TELEPHONE SETS OR OTHER EQUIPMENT, USE OF A NON-NATIVE OR VIRTUAL TELEPHONE NUMBER, FAILURE IN THE BROADBAND CONNECTION, LOSS OF ELECTRICAL POWER, AND DELAYS THAT MAY OCCUR IN UPDATING THE CUSTOMER'S LOCATION IN THE AUTOMATIC LOCATION INFORMATION DATABASE. THE ADVISORIES ARE FURTHER PROVIDED IN THE SERVICE PUBLICATION.

By signing below, the person signing on behalf of Customer personally represents and warrants to AT&T that he or she has the authority and power to sign on behalf of Customer and bind Customer to this Agreement. Customer understands and agrees to be bound by the terms and conditions for service as described in the attached terms and conditions, including but not limited to all terms and conditions incorporated by reference. THIS AGREEMENT INCLUDES AN ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES. This Agreement is effective when signed by both Customer and AT&T Corp. ("Effective Date").

Customer (by its authorized representative)	AT&T Corp. (by its authorized representative)
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:



DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: Request the Governing Board to approve the MOU with CRY-ROP for CTE TEACH for the 2020-2021 School Year

BACKGROUND

The Colton Redlands Yucaipa Regional Occupational Program (CRY-ROP), in partnership with the California Department of Education and Governor's Career Technical Education Initiative, is offering K-12 school districts, ROCPs, community colleges, and charter schools the opportunity to participate in a statewide program to fully develop CTE TEACH, a new teacher training program.

CURRENT SITUATION

CTE TEACH is similar to the Beginning Teacher Support and Assessment (BTSA) program for regular academic teachers and is designed to support the unique needs of new Career Technical Education teachers transitioning from industry to the classroom.

This program requires at least one Mentor Teacher to complete the number of designated hours assigned in this MOU of CTE TEACH program work including: conduction training following the CTE TEACH professional development curriculum, classroom visits/teacher observations, non-evaluate coaching related to classroom visits/teacher observations and other forms of technical assistance to support the beginning CTE teacher.

Compensation of up to \$15,000.00 for staff time plus travel and accommodation expenses is available through this project. The Eden Area ROP has applied and been selected to provide services via this program.

CONSENT CALENDAR



CTE TEACH Site Memorandum of Understanding

This memorandum of understanding sets forth the terms of agreement between the Colton-Redlands-Yucaipa Regional Occupational Program (hereafter CRY-ROP) and

(Educational Agency hereafter Participating Agency), with regards to participation in the CTE TEACH and CTE TEACH site program.

I. Background

The California State Plan for Career and Technical Education, 2008-2012, identifies as an essential element of a world-class CTE system the need for initial preparation and on-going professional development of CTE educators. Since 2009, CRY-ROP's CTE TEACH department, in partnership with the California Department of Education, has offered a professional development program for K-12 school districts, ROCPs, community colleges, and charter schools to provide the demonstrated critical support needed for CTE teacher success.

Recognizing that many local educational agencies have a need for professional development activities to support CTE educators, CRY-ROP offers CTE TEACH site grant opportunities to eligible educational agencies.

II. Purpose of Agreement

It is the purpose of this agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the responsibilities of the parties as they relate to the implementation of the CTE TEACH professional development program for CTE educators.

III. Duration of Agreement

The term of this agreement shall be from October 1, 2020 through and including June 30, 2021 unless modified or terminated in writing. The termination can be exercised by either party 30 days following written notice.

IV. Program Description

The CTE TEACH program, administered by CRY-ROP, is a comprehensive professional development program modeled after their highly successful Teacher Induction Program (TIP) that has received Model Practices award recognition from the California Department of Education. This model professional development program replicates what was learned from the Teacher Induction Program and is designed for beginning career/technical education teachers to provide an effective transition from industry into the teaching profession. CTE TEACH involves administrative supervision overseeing the use of Mentor Teachers to provide structured training for beginning CTE educators, as well as technical assistance and informal observation intended to guide and support the new teacher related to the training. The CTE TEACH professional development training addresses all the teaching practices proven to be effective and is presented in a sequenced and scaffolded structure that includes teaching methods, learning styles, lesson planning, CTE concepts, equity and diversity in the classroom, mandated reporting, and legal/ethical issues. This coordinated and comprehensive approach

to professional development can enhance teacher success in the classroom and increase teacher retention in your program.

V. Special Provisions

1. This agreement is entered into by the duly authorized officials of each respective party.
2. It is understood by both parties that each will fulfill its responsibility under the agreement in accordance with the provisions of law and regulations that govern their activities. Nothing in this agreement is intended to negate or otherwise render ineffective any such provisions or operating procedures. If at any time either party is unable to perform its functions under this agreement the affected party shall immediately provide written notice to the other party to establish a date for mutual termination of the agreement.
3. This MOU constitutes the entire agreement hereto with respect to the subject matter hereof, and supersedes any prior understanding or written or oral agreements between the parties with respect to the subject matter of this MOU. No amendment, modification or alteration of the terms of the MOU shall be binding on either party unless submitted in writing, dated subsequent to the date of this MOU, and is duly executed by both parties.
4. Neither party may incur any debt, obligation, expense or liability of any kind of the other party without the other party's written approval.
5. This agreement may be amended by the mutual written consent of the parties here to.

VI. Responsibilities of the Parties under Agreement

In consideration of the mutual aims and desires of the parties to this agreement and in recognition of the benefit to be derived from the effective implementation of the program, the parties agree that their responsibilities under this agreement shall be as follows:

A. CRY-ROP shall:

1. Pay the Participating Agency for CTE TEACH services rendered and as specified, the total stipend amount of up to \$7,500 per mentor for up to three mentors per site. Base ratio is 5 mentees per mentor. Each site Mentor can mentor more than five mentees, but not less if the site has fewer than six mentees. Each mentor will report up to 150 hours, at a rate of \$50.00 per service hour, (not to exceed \$7,500), building and executing grant required activities.
2. Furnish all information and forms necessary to the performance of this agreement.
3. Provide curriculum and training for Mentor Teachers.
4. Provide administrator support focusing on strategies and practices needed to implement the CTE TEACH program.
5. Monitor the performance of the Participating Agency in regards to responsibilities under this MOU and advise the Participating Agency of any and all concerns.

B. Participating Agency shall:

1. Identify at least one Participating Agency administrator that will oversee the CTE TEACH program on site. Specific responsibilities include the following:
 - a. Be available for consultation with selected Mentor Teachers regarding instructional matters.

- b. Attend a Statewide Advisory Meeting hosted by CRY-ROP via video conference – spring 2021.
 - c. Submit fully completed Trimester Reports and a final invoice at end of grant year. All sections of the Trimester Reports must be completed, if applicable. The last Trimester Report and invoice must be received no later than July 15, 2021. Note that funds are to be paid directly to mentors and may not be used for sub costs, software, instructional supplies, equipment, or indirect costs. The reports are due no later than 30 days after the end of each trimester:
 - i. Trimester 1 ends December 31, 2020 - Report due by January 30, 2021
 - ii. Trimester 2 ends March 31, 2021 - Report due by April 30, 2021
 - iii. Trimester 3 ends June 30, 2021 - Report due by **July 15, 2021 (No Exceptions)**
 - d. Administrators are responsible for reviewing Mentor logs for completeness and assurance that all tasks/activities align with the objectives of the grant.
 - e. Submit additional documentation and reports as required.
 - i. **Including a sustainability plan due March 31, 2021**
2. Identify at least one Mentor Teacher to complete the number of designated hours assigned in this MOU of CTE TEACH program work including: conducting training following the CTE TEACH professional development curriculum, classroom visits, teacher observations (including related non- evaluative coaching) and other forms of technical assistance to support the beginning CTE teacher. Specific responsibilities include the following:
- a. Complete online the CTE Teach Mentor Training modules available through CTE Online (www.cteonline.org) by the end of first trimester, December 31, 2020. Mentors added to the grant after December 31, 2020 will have 30 days after notifying CTE teach to complete the online training.
 - b. Participate in the 5 webinars provided by CTE TEACH.
 - c. Attend a Statewide Advisory Meeting hosted by CRY-ROP via webinar, spring 2021.
 - d. Hold a minimum of 3 workshops outlined in the CTE TEACH curriculum for teachers.
 - e. Provide one-on-one time with individual teachers to discuss challenges via phone, email, or in person weekly.
 - f. Mentor and work closely with assigned teachers to provide support and assistance.
 - g. Provide information and guidance to teachers pertaining to instructional methodologies and resources, effective teaching strategies for classroom management, and lesson plan design and development.
 - h. Meet with assigned teachers and coordinate site visits, conducting teacher observations and providing peer coaching follow-up, and feedback pertaining to effective teaching strategies and student motivation.
 - i. Conduct a minimum of two teacher observations with feedback by June 2021 for each assigned teacher.
 - j. Be available on an “on-call” basis and visit or call each assigned teacher every month.
 - k. Function as a methodology specialist for specialty or content area as applicable.
 - l. Consult with teachers regarding instructional matters and site procedures, including attendance, record keeping, and forms.
 - m. Coordinate and facilitate the sharing of resources and expertise. Consult with administrators regarding instructional matters.
 - n. Serve as a professional role model for colleagues and favorably represent site.

- o. Log their hours of instruction on the Mentor Teacher Activity Log and submit to administrator in a timely manner.
- p. Submit additional documentation and reports as required.

VII. Failure to Provide Satisfactory Service, Abandonment of Program, Cancellation of Agreement

If, at any time during the performance of this agreement, CRY-ROP and the California Department of Education determines, at their discretion, that Participating Agency's services have become unsatisfactory, or if at any time during the performance of this agreement CRY-ROP determines, at its sole discretion, to suspend indefinitely work on CTE TEACH, CRY-ROP shall have the right to cancel this agreement regarding the Participating Agency's services related to CTE TEACH. In the event of such cancellation, CRY-ROP shall give written notice to Participating Agency of its intention to cancel thirty (30) days in advance of the effective date of the cancellation.

If the cancellation is for unsatisfactory performance, CRY-ROP shall be obligated to pay Participating Agency only for those services deemed by CRY-ROP to be satisfactory as of the effective date of the cancellation or termination. If the cancellation is the result of CRY-ROP's decision to suspend indefinitely or abandon the work under this agreement, CRY-ROP shall be obligated to pay Participating Agency only for those services performed by Participating Agency through the effective date of cancellation or termination.

Approved By:

Participating Agency Information:

Name: _____

Title: _____

Signature: _____

Date: _____

Street: _____

City: _____

State: CA Zip: _____

Phone #: _____

Agency: Colton-Redlands-Yucaipa ROP

Name: Tracie Zerpoli

Title: Superintendent

Signature: _____

Date: _____

Mail the MOU with original signatures to:
Colton-Redlands-Yucaipa ROP
Attention: CTE TEACH Chris McClung
1214 Indiana Ct.
Redlands, CA 92374

This MOU must be printed and signed by the superintendent/designee and submitted to the appropriate governing body for consideration.

INFORMATION ITEMS



DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: ROP Pathway Review- Structural Repair and Refinishing

BACKGROUND

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

The Structural Repair and Refinishing pathway prepares students for postsecondary education and employment in the transportation industry, including but not limited to body and frame straightening, estimating, painting, and refinishing (included but not limited to airplanes, trains, vehicles, and equipment). The attached pathway review is for the following program(s): Automotive Collision and Refinishing IP/IIP (ROP Center). The statistics provided are derived from the 2019-2020 C101 follow-up study completed June 2020.

RECOMMENDATION

Information only

Criteria for Course Approval and Expansion Annual Review

For Class offerings 2019-2020 School Year

SCHOOL DISTRICT:		Eden Area ROP		LOCATION:		Eden Area ROP											
PATHWAY:		Structural Repair and Refinishing		INSTRUCTORS:		Daniel Pareja											
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											
Automotive Collision and Refinishing IP / IIP		66		58		54											
Comments: - Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing. ☒ YES ☐ NO - Retention rate (Active Enrollment divided by Year-to-date Enrollment):																	
Text Book: Auto Body Repair Technology Author: James E. Duffy Edition: 6 th																	
NO.	YES	NO															
1.	X		ENROLLMENT – Course meets current or future labor market news. <table border="1"> <tr> <td>CLASS SCHEDULE: AM/PM</td> <td>SECTIONS PER YEAR:</td> <td>MINS PER SECTION:</td> <td colspan="2">EXPECTED MINIMUM STUDENTS PER SECTION:</td> </tr> <tr> <td>2 (Center)</td> <td>2 (Center)</td> <td>3hrs Center</td> <td colspan="2">25+</td> </tr> </table>					CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:		2 (Center)	2 (Center)	3hrs Center	25+	
CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:														
2 (Center)	2 (Center)	3hrs Center	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. ☒ Yes, instructor was present at advisory meeting and minutes are on file at ROP ☐ 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		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 ☐ District will provide a facility which adequately accommodates the program. ☒ EAROP will provide a facility which adequately accommodates the program. ☐ District shares cost of equipment if program is cross utilized.														
OTHER CONSIDERATIONS:																	
☒ A-G Credit for UC				☐ State and National Licensing or Certification													
☐ Community College Articulation				☒ Strong Business or Industry Partnership													
☐ Dual Enrollment				☐ Emerging Technologies -													
COMPLIANCE CATEGORIES																	
☒ R – Retain Program: Program meets all criteria.		☐ W - Watch Program: All criteria not met. See areas that need to be complied with.		☐ P - Probation: Criteria is not being met. Program in danger of suspension.		☐ R – Reduce Program: Downsizing program.											
						☐ S/T - Suspend/ Terminate program.											

DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: ROP Pathway Review- Systems Diagnostics, Service, and Repair

BACKGROUND

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

The Systems Diagnostics, Service, and Repair pathway prepares students for postsecondary education and employment in the transportation industry, which includes but is not limited to motor vehicles, rail systems, marine applications, and small-engine and specialty equipment. The attached pathway review is for the following program(s): Automotive Technology IP/IIP (ROP Center), Auto 1-2 (Castro Valley High), Auto Mechanics Advanced (Castro Valley High) and, Auto Tech I/II (San Leandro High). The statistics provided are derived from the 2019-2020 C101 follow-up study completed June 2020.

RECOMMENDATION

Information only

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		Eden Area ROP, Castro Valley, San Leandro											
PATHWAY:		Systems Diagnostics, Service, and Repair		INSTRUCTORS:		David Espinoza, Darren Rees, Andy Shyers											
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											
Auto Technology IP ROP)		69		62		59											
Auto Technology IIP (ROP)		55		68		52											
Auto1-2 (CV)		133		129		136											
Auto Mech Adv (CV)		34		31		32											
Auto Tech I /II (SLE)		110		102		116											
Comments: - Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing. ☒ YES ☐ NO - Retention rate (Active Enrollment divided by Year-to-date Enrollment):																	
Text Book: Automotive Technology Principles, Diagnosis, and Service				Author: James D. Halder		Edition: 6 th											
NO.	YES	NO															
1.	X		ENROLLMENT – Course meets current or future labor market news. <table border="1"> <tr> <td>CLASS SCHEDULE: AM/PM</td> <td>SECTIONS PER YEAR:</td> <td>MINS PER SECTION:</td> <td colspan="2">EXPECTED MINIMUM STUDENTS PER SECTION:</td> </tr> <tr> <td>2 (Center) Varies (CV, SLE)</td> <td>2 (Center) Varies (CV, SLE)</td> <td>3hrs Center Varies (CV, SLE)</td> <td colspan="2">25+</td> </tr> </table>					CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:		2 (Center) Varies (CV, SLE)	2 (Center) Varies (CV, SLE)	3hrs Center Varies (CV, SLE)	25+	
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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. ☒ Yes, instructor was present at advisory meeting and minutes are on file at ROP ☐ 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.														
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						☐ S/T - Suspend/ Terminate program.											



DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: Fall Advisory Committee Meetings

BACKGROUND

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

CURRENT SITUATION

Our fall Advisory Committee meeting was held on November 10, 2020 at 5:30 pm, via Zoom. The committee was represented by faculty and business partners that serve four school districts (Hayward, San Leandro, San Lorenzo, and Castro Valley) including the Eden Area ROP. The group was given information on the current state of CTE, job market/hiring trends and building work-based learning opportunities for students. Each group was broken out by pathway and as a result, discussed valuable topics that are industry specific. Minutes from the meetings are included for your reference.

A spring Advisory Committee meeting is scheduled for April 22, 2021 where Perkins requirements for funding/budget will be discussed.

RECOMMENDATION

Information only



Fall Advisory Committee Meeting Minutes 2020

Pathway:
Design, Visual, and Media Arts

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Lisa Jackson

Recorder: Cameron Greenfield

Instructions

1. Facilitator calls meeting to order and explains the purpose of the meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data-driven decision-making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves X - Larry Lavendel - Shannon Hackley - Debrah Reinerio - Cameron Greenfield - Judith Okolie - Denise Beeson - Molly McCoy - Rachel Vatannia - Steve Jones Introductions made - All present to sign-in virtually on chatbox Recorded - Review agenda Recorded	Facilitator
B. Informational Items	- Identify facilitator and note-taker - Facilitator: Rachel Vatannia - Note-taker: Cameron Greenfield - Facilitator to use meeting minutes template as a guide - Ask to record?	Facilitator



Fall Advisory Committee Meeting Minutes 2020

1. <u>Approve 2019 Advisory Minutes</u>	Approve and Record Minutes Approved @6pm, 11/10/2020 by Group	Group
2. <u>Advisory Member Commitment Letter</u>	Discuss and Sign (if commitment can be made) Group discussed Commitments planned. Spring Advisory date set?	Group
3. <u>Labor Market Information (LMI)</u>	What changes do we need to make to meet industry expectations in preparing students for careers? - Discussed developing student skill level using design software as a tool and networking development - Discussed developing high-level workplace skills are essential. - Too many low-level artists. - Labor Notes are obscure, possibly misrepresented? - Too many unknown variables Approve and Record Group discussed Motion to dismiss by Group	Group
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda. - Group Discussed - Motion Approved by Group	Group



Fall Advisory Committee Meeting Minutes 2020

1. <u>Course Outline</u>	Discuss/Approve/Record: - Implement alternative strategies; online courses, sketching, mood boards, mock-ups. Motion Approved @6:25pm 11/10/2020 by Larry Lavendel	Group
2. New Textbooks/Materials	Discuss/Approve/Record: - Discussed implementing Gravit Designer and Photopea as alternatives to the Adobe Suite Motion Approved	Group
3. <u>11 Elements/CTE Plan</u> for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record:	Facilitator
4. Program Suggestions and Recommendations	Discuss and Record: What can students do without the right devices? - Discussed the importance of collaborative critiquing as an essential skill - Discussed use of online tools; Jamboard, Padlet, FlipGrid - Discussed student assessment techniques	Group
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	Facilitator



Fall Advisory Committee Meeting Minutes 2020

E. Adjourn	Motion to approve minutes Ask for a second to the motion The meeting was adjourned at (time). Motion to Adjourn Approved @ 7:08 pm 11/10/20 By Group Appreciation to the advisory members for their willingness to serve in this capacity and provide much-needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jaquilar@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	Facilitator & Group
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Fall Advisory Committee Meeting Minutes 2020

Pathway:

Design, Visual and Media Arts

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Jeffrey Baughman

Recorder: Jeff Vendsel

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
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5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



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Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	Jeffrey Baughman was designated the Facilitator Jeff Vendsel designated as Recorder\Introductions of Attendees (JB) Jeffrey Baughman –Arroyo High (MK) Mark Koehler -Hayward High (AD)Anthony Dimaano –James Logan High (JV) Jeff Vendsel –Castro Valley High (KG) Ken Gossett –San Lorenzo High (DG) David Gurley –Mt. Eden High (TS) Tracy Storer / advisor Dave Gurley/Mt. Eden (SB) Steve Babuljak –Freelance Photographer & CVHS Advisor (FA) Franklin Avery –Laney College (ST) Scot Tucker –Director of Photography SF Bay & Instructor Photojournalism Department, SF State –Advisor CVHS - All present above signed-in virtually on chat box - Review agenda	
B. Informational Items	- Jeffrey Baughman • facilitator - Jeff Vendsel • note taker - Facilitator to use meeting minutes template as a guide	



Fall Advisory Committee Meeting Minutes 2020

1. Approve 2019 Advisory Minutes	Approve and Record <i>The group was not able to open the link to the 2019 Fall Advisory minutes. But a external link was provided:</i> <u>2019 Fall Advisory Minutes</u>	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made) Could not access 2020 Advisory members commitment letters. All current Advisory members have been on the board for a number of years and Previous Advisory Commitment letters are on file.	
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Data from Labor Market Information is not in alignment with the realities of the current job market due to Covid-19. Advisory Board held a discussion about what photographers are doing to weather the current economic crisis as a way to prepare students for the workplace:	



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	Labor Market Discussion What changes do we need to make to meet industry expectations in preparing students for careers? • Advisors response to the current job market. (SB) said that food photographers are doing well, as well as lifestyle and video producers. He mentioned that during the Covid-19 pandemic, “big clients” are hiring people they trust. (KG) agreed with, and remarked about, commercial photographers who are also doing well, despite the Covid lockdown, primarily due to video –which is becoming, more and more, a primary focus of their work. (JB) Edwardo and Yellie Gonzalez, (commercial photographers and former CTE Photography students, who attended last year’s meeting, but were not at the current meeting) who do food photography and short promo videos for businesses, seem to be doing well – much of their work generated via Instagram. (SB) -video seems to be a savior for photographers right now. He said in response he worked on video skills, editing & professional development during Covid/shelter and	
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was “blown away” by tools available now... he urged teachers to add a video lesson to their curriculum. Technology has gotten so much more accessible and as a way of implementing video he suggested that kids might know more than you now. He mentioned TikTok, Instagram stories as examples of how everything is video now, so they can help you with the lesson... even with vertical video shooting –which because of the social media platform, is the default camera orientation for young video shooters. Young people have become mini-content providers, which is enabled by the recent improvements in tools available for shooting, editing and posting –it allows storytellers to use both stills and video.

(ST) talked about teaching students the use of vertical vs. horizontal camera orientation and how he is still encouraging students to shoot in the “traditional” horizontal format –but that “one orientation only” response might be becoming outdated.

(DG) Spoke about using “Spark” to create content for his Distance Learning, and how the application asks you to choose which platform you’re creating content for, and gives you the option of horizontal for video, vertical for TikTok and square for Instagram. He remarked about the



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	image/video format, which in the past was universal, is now determined by which platform you're using, and determines how stories are shot. (AD) Has done some recent real estate work, but things are very slow for him right now and he is mainly focusing on teaching. (ST) –remarked that it is still a good time for news shooters. There's lots of news and now some NFL... Approve and Record - approved	
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda.	
1. Course Outline	Discuss/Approve/Record: Discussion was held regarding curriculum modifications necessary for Distance Learning instruction. All Beginning Photography programs are teaching curriculum based on the course outline, but modifying lessons to accommodate teaching using the Smartphone camera. Some districts with Advanced Photography courses are using a limited number of school-provided DSLR's for instruction, but must modify	



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	approaches to the curriculum to accommodate the range of access to technology at home.	
2. New Textbooks/Materials	Discuss/Approve/Record: Tools used for teaching image editing online: (AD) asked if anyone knew if there are any apps for the iPhone or android in order to allow you access to manual settings? (SB) Mentioned Halide.com https://halide.com/ -it lets you shoot in RAW as well. (JV) Camera+ and Pro Camera -but they are not free. (ST) mentioned filmicpro for video -he said it is really easy to use https://www.filmicpro.com/. (SB) Added that the double take feature is cool! (DG) Talked about using PhotoPea, a free, web-based image editing software, and offered a description of its functionality for Distance Learning. (JV) Mentioned that he's been using Pixlr for his Advanced Photo students. One advantage of Pixlr is that there are many YouTube tutorials about the Pixlr interface and projects that can be used to teach image editing skills. (JB) said he is also using Pixlr and Snapseed.	



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3. 11 Elements/CTE Plan for 2020-21 - **DELIVERABLE**

Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year

Discuss and Record:

In an effort to align instruction with the 11 Elements of a High Quality CTE Plan, the Advisory Board members discussed their shared experiences about trying to keep students engaged in the online learning format.

Discussion about student participation and performance during Distance Learning

(KG) Asked about everyone's experience with student participation and high rate of students failing during Distance Learning. He remarked that students' grades are either all A's or all F's –with very little in-between.

(MK) Remarked that he too has very little "middle ground" and is having difficulty getting students to participate. He mentioned that his grades students' grades are A's, F's and some "C's" –because the C students are missing some assignments, but very few "B's." (DG) mentioned that, normally at this time he would have only a few kids failing, this year he has many more students failing. He mentioned that with many



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students failing in his class, they have “checked out” in their other classes as well –they’re completely gone. He mentioned that kids are really frustrated at the experience too.

Instructional resources for 11 Elements distance learning.

(JV) Asked whether teachers would be willing to share resources and assignment ideas that can be used to facilitate 11 Elements instruction during distance learning.

(SB) spoke about incorporating a video assignment using stop motion, slow motion –that it can be connected to photo because video is just a fast camera producing a series of photos. He also discussed using prisms and filters in front of camera lenses, or using Zoom for an assignment –using the camera on Zoom for a creative image, or creating the best background and that coming out of school in this environment might require you to use Zoom professionally. Another thought was teaching kids how to use lighting creatively for their Zoom meetings.

(KG) mentioned that creating the best background theme is an approach that might get students to engage with cameras on during Distance Learning. (KG) also spoke about JPG Magazine which used “Photo Challenges” and reader submissions for content. He said that using “Photo Challenges” might be a good approach or resource for



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	Distance Learning assignments. (SB) posted a link to karenx, https://www.karenx.com/create who posts monthly photo challenge tutorials. (SB) also suggested using Facetime Portraits as a possible assignment. He spoke about a former student who produced a series of remote portraits using only the Facetime camera on the subjects' computer, and that you cannot tell that the photographer was not in the room. He emphasized that the restrictions created by Covid-19 are really pushing people's imaginations and creativity. (TS) Dee Dickerson is doing amazing videos since he can't be on the road gigging. Multi part, multi instrumentalist, 4 part harmony etc... Deke Dickerson (ST) mentioned that the message he has for his SFSU and Berkeley students during this time is to hone their every aspect of photography skills -all the tools it's going to take, both hardware (equipment) and software. He is encouraging students to step out of their comfort zone and learn something new. Something that will expand their image making workflow. Whatever industry students are going into, doors will open if they broaden their horizons. (SB) also mentioned that this is a time when students can hone their skills, hone their storytelling techniques. He asked whether anyone had looked into the "Master Classes" videos for possible classroom	
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	use. (JB) mentioned that he had used “Creative Live” classes, creativelive.com. (DG) Included a link to the “moment” website, https://www.shopmoment.com/ which offers photography lessons and is a resource for photo gear. (SB) shared a link for Austin Mann, http://austinmann.com/ this photographer has become an expert in iPhoneography and Apple hires him to shoot the new phones each year. He said that he has a free ebook that might be good for the students. (ST) shared a link to the Lockdown Photo Project - https://www.mikaeltheimer.com/quarantined (JV) shared a link for a helpful high school photography website – Jurapa Hills Photography and the Capistrano High School Photo website as a resource for assignment ideas: CVHS Photo (SB) shared a link for photographer John Keatly and Jeremy Cowart - a very successful commercial photographer and was one of the first to do these face time portraits. Jeremy has been doing a series of FaceTime portraits but projected on surfaces then photographs the surface: https://www.instagram.com/p/CCUT1DrJsr0/ (SB) also posted this link to a free video editing software site called	
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Black Magic Design

(FA) said that at Laney he has been using storyboards and scripts – and having kids illustrate them. (KG) has been using photos from the web to teach retouching –he is trying to provide students with more of the materials they need to succeed. He has found that when they are given the materials, instead of having them search on their own, their success rate is much higher.

(KG) Discussed taking advantage of guest speakers, because they can come into the classroom from anywhere in the world.

(JB) mentioned that currently there are technology issues associated with guest speakers access to Zoom –they are blocked by District filters. (FA) said that he has had a photographer do a virtual tour of their studio.

(KG) also spoke about “virtual” fieldtrips to museums which are available online.

Discussion about Schools reopening timetables

(MK) Hayward High –The District seems to be sending hints about the possibility of reopening during the Spring semester. –But nothing concrete. Sports are supposed to start meeting in limited pods for conditioning in person next month. (DG) Mt. Eden –January is a target date to



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	“talking about” the reopening. Surveys are being sent out to the general population to get a sense of what the parents feel about reopening –discussions about a highbred model, teaching in the classroom and providing asynchronous content as well. He is part of a weekly collaborative Zoom session with teachers from different states. He said it's interesting to hear what teachers are dealing with and the challenges of delivering both asynchronous and synchronous content -at the same time. (JB) Mentioned that Alameda County had given the Districts and ROP permission to reopen elementary and secondary schools –but based upon schools applying and meeting certain protocols.	
4. Program Suggestions and Recommendations	Discuss and Record: Incorporating a video assignment using stop motion – that it can be connected to photo because video is just a fast camera producing a series of photos. -Pixlr or Photopea for online photo editing during distance Learning	
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021	



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	5:30-8:00pm Zoom/TBD	
E. Adjourn	<i>Motion to approve minutes: Jeffrey Baughman</i> <i>Ask for a second to the motion: Jeff Vendsel</i> <i>The meeting was adjourned at 7:49.</i> Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	



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Pathway:
Performing Arts

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Tavis Kammet

Recorder: Jennifer Dreyfus

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



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Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record	Pamphlet?
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made)	Linda did one letter initially, not recently.
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Approve and Record	Lots more careers that are applicable to our industry, but difficult to define and measure the specific jobs or roles. For example, where does the stage manager, lighting designer, or singer,



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		songwriter fall?
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda.	What can we do to build our programs with funding and connection to real world industry. Looking for professionals to come in and teach technical theatre, design, acting.
1. Course Outline	Discuss/Approve/Record:	Like Dreyfus's outline last year. CTE Advanced acting syllabus, stagecraft, Beginning Drama.
2. New Textbooks/Materials	Discuss/Approve/Record:	Licensing, scripts, equipment and Production materials are always needed.
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record:	Requested Edit Access, could not type on the provided doc.



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4. Program Suggestions and Recommendations	Discuss and Record:	Taking performances on the road to senior centers, grade schools etc. Theatre therapy with adults, collect stories and perform etc. Getting out into the community with local groups. More connections with ACT, Berkeley rep for free and reduced access to professional arts.
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	Added to calenders.
E. Adjourn	Motion to approve minutes Ask for a second to the motion The meeting was adjourned at (time). Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILar@edenrop.org	



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	by 11/17 to confirm complete documents have been placed in the Deliverables folder.	
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Pathway:
Design, Visual and Media Arts

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Lance McVay

Recorder: Kathrina Miranda

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record	Email moved to approve the minutes and was seconded by Rey. Approved unanimously.
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made)	Link to the document was shared to the group. Those who did not previously sign will do so and return.
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Approve and Record: Rey suggested online broadcasting needs due to Covid are presenting opportunities for those	• Online - distance production skills. • Covid Compliance - Kevin is trained as a Covid-Compliance



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	with skill to facilitate in that industry. Zoom (et al) skills regarding production value are offered by Emil. Students should know how to do that. Renz suggested getting students trained on programs offering remote control of equipment in the studio. Lighting is going LED and BADA should move to using and training on those. Audio systems are moving towards using lavaliers rather than shotgun mics on booms. <i>(Still using teams of three but adding a fourth for sanitation. Necessitating more equipment to allow for sanitation cycling).</i>	officer. • Remote access productions. • LED lighting.
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda.	
1. Course Outline	Discuss/Approve/Record: Rey moved to approve our Covid-revised curriculum, Stev and Renze seconded. Unanimously approved.	



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2. New Textbooks/Materials	Discuss/Approve/Record: WeVideo online editing software. We bought 100 codes. Various online stop-motion apps for student phones, FOTO Pro flex tripods for phones with blu-tooth remotes.	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record: 3 areas: -Expand articulation with Ohlone and Chabot -Update jobs to include sanitation positions. -Expanding collaboration with core curriculum (Cross-curricular work) - Adjust recruitment strategies for new school model.	
4. Program Suggestions and Recommendations	Discuss and Record: • Include sanitation protocols in curriculum much of it will stick around to some degree. How will crews adapt as we move forward. • Plan for expanded equipment use, costlier shoots, etiquette. • Diversify production skill sets so as jobs consolidate they have other skills to fall back on. • Adjust lighting (grip) training to include LED lights	



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		and how to best utilize their flexibility.	
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD		
E. Adjourn	Motion to approve minutes: Emil motioned Ask for a second to the motion: Rey second The meeting was adjourned at (time). 7:16 pm Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.		



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Pathway:
Residential and Commercial
Construction
Cabinetry, Millwork, and
Woodworking

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator:
Bill Deslaurier

Recorder:
Hunter Lower

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record Phil J - move Mike C - second Approved unanimous	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made)	Need to get a document that participants can sign + return
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Mike C: Still comes down to work ethic Phil J: Do what we can to bring technology into construction	Increase level of technology used in construction Elevate work ethic, basic competency



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	Mike C: they use lasers for countertop templates now Phil J: Using CAD, 3D programs have replaced orthographic drawings. Mike C: Knowing to read plans is crucial too. Knowing how to spot errors in plans and math is important too before starting layouts. Approve and Record Mike C - move Jack W - second Approve unanimous	
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda.	
1. Course Outline	Discuss/Approve/Record: Chris F: move Phil J: second Approved unanimous	Discuss new class(es) at THS with Mike Feeney at Spring meeting (if approved by HUSD)
2. New Textbooks/Materials	Discuss/Approve/Record: NCCER - Core Curriculum, Carpentry Year 1 in addition to Modern Carpentry OSHA 10	



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	Mike C - move Phil J - second Approved unanimous	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record: Chris F - moved Mike C - seconded Approved unanimous	
4. Program Suggestions and Recommendations	Discuss and Record: Phil J - Get access to industrial certifications Jack W - Continuing education / PD for instructors Hunter L - More employer / student contact Nick H - See students take initiative Mike C - Plan reading Chris F - Certificate for leadership training Mike R - 3D design digitally Cameron G - Field trips and student communication, mock interviews Elaine A - EAROP has coverage for Internships	



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D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	Motion to approve minutes Chris F Ask for a second to the motion Jack W The meeting was adjourned at (7:51pm). Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILar@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	



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Pathway: Education

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Dr. Emery

Recorder: Dr. Emery

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



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Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in <i>virtually on chat box</i> - Review agenda *All advisory members checked in at both the 1st and the 2nd part of the meeting.	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use <i>meeting minutes template as a guide</i> *Dr. Emery will facilitate this meeting as well as take notes utilizing the template as a guide as well as	Zoom recording to transcribe the meeting.
1. Approve 2019 Advisory Minutes	Approve and Record	Advisory committee acknowledged and approved the need to cancel the last advisory meeting due to facilitator's unforeseen health issues.
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made)	Advisory facilitator emailed a copy of the commitment letter to each advisor with a request to complete and



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		return.
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Approve and Record *Facilitator utilized the LMI to highlight labor market trends. Advisory members approve of the current labor market trends. Ciara and DiShawn also discussed the increased need for social-emotional support systems for students during and post pandemic.	
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda. *Facilitator created a PowerPoint presentation highlighting the meeting agenda as well as the way the program has been restructured to meet program requirements as well as the needs of the students as they undergo the distance learning experience. Completed student work was also highlighted including completed student projects and internship experiences.	Need: Class set of computers in the classroom. Result: Need filled once we return to in-class instruction.
1. Course Outline	Discuss/Approve/Record: Topic: Course Outline Implementation During Distance	



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	Learning Discussion: *During class, 1st and 2nd year students are completing assignments that prepare them for college and career in addition to creating activities that mimic that type if activities that they would make both in-class and at internship as a part of the process of developing and implementing lesson plans. *During internship, 1st and 2nd year students are working with children by implementing art activities, helping with homework, and providing social-emotional support.	
2. New Textbooks/Materials	Discuss/Approve/Record: *A new edition was purchased of the same textbook, Working with Young Children by Judy Herr, to give every student access to an eBook so they can work from home during the pandemic.	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record: *The facilitator highlighted the 11 Elements/CTE Plan for	



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	the 2020-2021 school year by presenting the plan to the advisory members.	
4. Program Suggestions and Recommendations	Discuss and Record: *Derriona acknowledged that being in the Careers in Education resulted in her landing a job at a child care center. Deidra hired Derriona so Deidra acknowledged how the program has prepared students to enter the field of education. Liz is also a former student. She is also a parent who has accepted a current ROP student as an intern to help her children with their schoolwork as well as with art activities. Liz spoke about how much her children enjoy the activities that the Careers in Education student intern develops for them. Her eldest daughter even joined the meeting to share how much she enjoys working with the Careers in Education student intern. She went on to tell the group that the student intern is teaching her how to speak Spanish in addition to all the fun activities and homework help she is receiving. DiShawn and Ciara expressed the difficulties their own children are experiencing in school and how pleased they are to hear that the Careers in Education program is aiding students and their families during the pandemic. Deidra and Derriona expressed interest in receiving activities created	



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	by Careers in Education students that could be presented to the children at the child care center. Ciara expressed interest in having a Careers in Education intern assist her own children with schoolwork as well as additional educationally fun activities. All advisors suggested that the Careers in Education program continue to find ways to provide social-emotional support to students and their families as that is of highest priority right now.	
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	Awaiting: Response from Liz Rosas
E. Adjourn	Motion to approve minutes – Dr. Emery motioned to approve. Ask for a second to the motion – Dr. DiShawn Givens 2nd the motion. The meeting was adjourned at (time) - Meeting adjourned at 6:45 PM Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. – Email sent to each advisor PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org	



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	by 11/17 to confirm complete documents have been placed in the Deliverables folder.	
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Pathway:
Engineering Design

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Jessica Porter;
jporter@cv.k12.ca.us

Recorder: Vivienne Paratore,
vparatore@cv.k12.ca.us

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves Lisa Holmes, Lydia Aman, Rob Alexander, Ian Lockey, Bill McIntire, Lydia Rentera, Tim Smith, C Berillz - All present to sign-in virtually on chat box - Review agenda	
B. Informational Items	- Identify facilitator and note taker Jessica Porter is facilitator, Vivienne Paratore notetaker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record Lisa Holmes moved to approve minutes as recorded last time, Ian Lockey seconded. Approved by all	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made) Jessica shared the letter in the chat and reviewed it with the group. All business partners had already signed the letter.	
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Jessica shared the industry projections to 2028. We focus on the engineering numbers on 17- also architects	



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	The classes we offer have more overlapping skills so our courses are more general which is good. We have Capstone engineering with 31 seniors for the first time this year which is positive. We see an increase in many areas in engineering and our courses cater to all of those areas. Approve and Record Lisa moved to approve the labor market statistics and seconded by Ian and all approved.	
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda. In January 2020 we discussed how it is important how the curriculum relates to the real world. Are there any updates from January? We will need to make some modifications because of the virtual world right now. All the hands on references are shelved for now in Hayward. Students come in to get materials to take home. There will be electronic breadboards and bring back previous materials. So hands on is very limited. Passing out kits and some of the programs like TinkerCAD have very good virtual applications and then kids visit coding too. We are tweaking the curriculum with what is available and with what kids have around the house. We will focus on the certification aspect. Will use the virtual machines at Chabot college so they can experience the more	



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	sophisticated CAD programs especially Autodesk REVIT. Trying to make Auto cd or videos at sites to show kids. We can share any opportunities that we find. Hayward is starting with SketchUp for 9th graders and then move onto On Shape and Inventor. Wood class uses SketchUp. Summer camp was cancelled so to keep that it was folded into the beginning of the year. It helps those who have issues with visualizing 3 D items. Maybe free for teachers.	
1. Course Outline	Discuss/Approve/Record: Course Outlines will need to change next year because the IED sequence is changing. This year is voluntary so we will not need to change this year. The transition from Intro to Engineering Design to Principles Of Engineering is too difficult so then that was delayed for a year. Some of POE was frontloaded into the next year. More 3D printing will be incorporated. No approvals needed at this time.	
2. New Textbooks/Materials	Discuss/Approve/Record: May need to access some new materials for next year. Need to transition into virtual resources like Arduino and TinkerCAD. Maybe use Fusion instead of OnShape. Would it be easier to use one platform rather than several different ones? Once COVID struck the students' devices couldn't handle the program we were using so we	



Fall Advisory Committee Meeting Minutes 2020

		switched to ones that could work on the Chromebooks. We amy need more 3D printers and new VEX IQ which is a new version of the VEX they already have and VEX V5 is becoming ore popular.	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE		Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record: Discussed and recorded on document.	
4. Program Suggestions and Recommendations		Discuss and Record: Cross curricular suggestions from the CTE Plan	
D. Next Advisory Board Meeting		Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn		Motion to approve minutes by Lisa and seconded by Ian and approved unanimously. Ask for a second to the motion The meeting was adjourned at 7:25 p.m. Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed	



Fall Advisory Committee Meeting Minutes 2020

	advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILar@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	
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Fall Advisory Committee Meeting Minutes 2020

Pathway: Biotechnology

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitators: Lata Mistry, Laura O'Brien

Recorder: Laura O'Brien

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



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Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda Thomas Maciel Lester- gene therapy Rupika Malik- Agrisciences (Hayward teacher) Leslie Watson- Hayward teacher Veronica Estrada- Principal at Tennyson Janet Kornegay- molecular biologist at Roche Karen Kelly- Biomedical Sciences teacher at Tennyson	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record	Lata: motion 2nd: Janet unanimous
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made)	



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3. Labor Market Information (LMI)

What changes do we need to make to meet industry expectations in preparing students for careers?

Lots of categories, a little difficult to tease out what is relevant to Biotech and Agrisciences
Did some searches of spreadsheet: "bio" "agri"

-projected job growth in related fields in next decade
-public health crisis (COVID-19) will probably affect numbers: perhaps bigger growth, esp in diagnostics, pharmaceuticals, manufacturing
Tom: has seen lots of hiring, building lab spaces
-COVID-19 may spawn interest in science (talking about RNA and DNA on the news daily)

Better source for Biotech (from Tom):

<https://califesciences.org/wp-content/uploads/2018/11/clsa-2019-california-life-sciences-industry-report.pdf?submissionGuid=ae913577-faf6-4fac-9c39-a987f961da5c#:~:text=ln%202017%2C%20life%20sciences%20company,dir ectly%20employed%20throughout%20the%20sector.>

Approve and Record



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C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda. Skills important to teach students Process of science (ex: controls) Analysis of data	
1. Course Outline	Discuss/Approve/Record: Reviewed, approved	
2. New Textbooks/Materials	Discuss/Approve/Record: No new texts- still using Biotechnology: Science for a New Millenium (Ellyn Daugherty)	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record: This digital/virtual way of working in typical in industry: students are learning relevant skills Global teams are common (and adults often turn off camera too in meetings)	



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	Guest speakers for career exploration, Virtual Job Shadowing Online tools for engagement and accountability: Nearpod, Peardeck, log time spent on assignments, etc Internships for Agriscience students (virtually and/or socially distanced)	
4. Program Suggestions and Recommendations	Discuss and Record: Add: Tom- statistics interpretation, diagnostics, media literacy, impact of policy Genetics, bioinformatics will be more and more relevant Don't have to be a lab scientist to be in Biotech or Biomedical Sciences Janet- Critical thinking (ex: press release vs peer-reviewed paper, antibody vs. PCR test), public health Systems Engineers- knowledge of how many parts fit together will have many jobs in future Using tools to analyze data (ex: Excel) Students are learning online etiquette Hands-on take-home labs	



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D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	Motion to approve minutes Ask for a second to the motion The meeting was adjourned at (time). Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	



Fall Advisory Committee Meeting Minutes 2020

Pathway:
Patient Care

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Kathy O'Brien

Recorder: Kathy O'Brien

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- Meeting called to order at 6:05 PM - Introductions were made and all members signed in through the Zoom chat box. - Agenda was reviewed - Members present: - Kathy O'Brien, RDA, Dental Assisting Lead Instructor - Denise Bailey, RDA, Retired Instructor - Candace Niccolson, RDHAP - Dr. Susan So - Dr. Steven Rothi	
B. Informational Items	Kathy O'Brien was designated as the facilitator and note taker.	
1. Approve 2019 Advisory Minutes	Motion to approve the meeting minutes from November 2019 made by Steven Rothi, DDS. 2nd to the motion by Candace Niccolson, RDH.	
2. Advisory Member Commitment Letter	All members present have commitment letters on file. Kathy thanked them for their willingness to continue to serve.	



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3. Labor Market Information (LMI)	Members reviewed the labor market information. Dr. Rothi felt that wages were improving and that the job demand was high. Kathy commented that due to COVID and many dental assistants retiring or having pursued other career opportunities during the pandemic, she is receiving more calls than ever from dentists seeking interns or new employees. All members agreed.	
C. Curriculum	Dr. Rothi asked how curriculum was being delivered and if it was possible to do any labs or clinicals. Kathy informed him that the adult students are attending in-person, while the high school class has transitioned to 100% online instruction. Kathy informed the committee that the online curriculum was being presented through Microsoft Teams. The students have learned it quickly and seem to appreciate the many advantages it offers.	
1. Course Outline	The committee reviewed the course outline and Kathy pointed out that no changes have been made since the last meeting in November 2019.	



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2. New Textbooks/Materials	Kathy advised the committee that we are not requesting approval for a new textbook at this time. We are currently working with the 12th edition of Modern Dental Assisting. The 13th edition became available last spring but Kathy had made the decision to postpone adopting it for another year. As a result of the pandemic, we did need to purchase online versions of the 12th edition for our high school students.	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	The committee used the 11 Elements to create a CTE Plan for the 2020/2021 school year. The committee expressed enthusiasm over the possibility of working with the Criminal Justice program to create a forensic dentistry component to our program. Kathy advised the members that progress will depend on the pandemic and our time-frame for returning to in-person instruction.	
4. RDA Program Update	Kathy informed the committee that currently the RDA program has been suspended. This difficult decision was made to comply with CDC guidelines and concern over the aerosols generated during instruction in Coronal Polish and Pit and Fissure Sealants. Adult instruction resumed in June and it was decided to not commit to starting any new adult classes this fall as the priority has remained to complete those adults attempting to complete since the SIP impacted their original completion date. Currently there are 14 adults. A January completion date is anticipated for all.	



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D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	Motion to adjourn by Denise Bailey 2nd to the motion by Steven Rothi, DDS. Meeting adjourned at 7:05 PM. Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	



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Pathway:

Patient Care (Medical Careers)

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Heather Bystrom

Recorder: Jayne Saling

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - Meeting Minutes completed with responses to each CLNA category
 - Completed CTE Plan for 2020-21 school year



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record Reviewed, motion by Reatha Conn; 2nd Derrell Blackburn	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made) Heather explained the purpose of the letters (folks in attendance had already signed these)	
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Approve and Record Derrel 1st; George 2nd	Recommendations: HIPPA Restrictions: Kaiser has fast tracked in the physical therapy dept. Made changes to be more flex in a



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		fluid situation; Advice to students: take pandemic warnings seriously; Forced innovation: offices have to organize differently operationally; create systems for social distancing; More people will be hired now to accommodate new systems; Self care: more people are focusing on self -care (students can practice on themselves to learn how to care of other)s; Forced Communication: everyone needs to learn all the new platforms for distance health care; Certification: Med Careers incorporating certification program for how to communicate in the work force
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C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda. Approve: George first; Kelly 2nd	Heather explained COVID restricted progress last year;
1. Course Outline	Discuss/Approve/Record: Approve: George first; Kelly 2nd	Going forward Med Careers will adjust curriculum to include more softs skill training and certification; Heather explained they are using virtual platforms for clinicals
2. New Textbooks/Materials	Discuss/Approve/Record:	Using new E-books No new text books
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record:	Plan: Teach virtually & show skills via Go Pro; Once back in class, all clinicals; Or in the summer offer clinicals to seniors so they can sit in on NHA exam; Increased # of WBL activities



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		to keep up with educating students about options in college and career; Professional Development via online platforms Other recommendations: Register students to vote; Introduce cross-disciplinary educational opps (presentations to middle schools and Med career I mentoring Med career I classes;
4. Program Suggestions and Recommendations	Discuss and Record: See all above!	
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	



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E. Adjourn	Motion to approve minutes: Kelly Griest Ask for a second to the motion: Jayne Salingher The meeting was adjourned at (time). 7:20 p.m. Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	
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Pathway:
Patient Care (Sports Medicine)

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Mikal Jackson

Recorder: Norma Diaz

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



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Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	Done
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	Facilitator: Mikel Jackson Note taker: Norma Diaz
1. Approve 2019 Advisory Minutes	Approve and Record	Dan Miller Motion to approve minutes. Jeff Roberts second the motion.
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made)	All will sign. Mikel Jackson will follow up.
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Approve and Record	Employment expected to increase 16 percent in health care. Make classroom as broad and provide support in allowing students to discover other careers in the health field.



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		Isel approved and Jeff second.
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda.	Isel Ganda approved and Jeff Roberts second.
1. Course Outline	Discuss/Approve/Record:	Course outline guide that is followed, but all teach differently. UCD Lab Science-runs anatomy class with sports focus. 20 percent focus on labs. Dan Miller recommends a unit on environmental conditions. Teaching students how to tend an injury. Skill based applications are needed. Jeff Roberts recommends we focus on human anatomy.
2. New Textbooks/Materials	Discuss/Approve/Record:	Essentials of Anatomy Physiology 6th edition Fundamentals of Athletic



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		Training 4th edition Spring take a look at book by Marsha Anderson to compare difference Trail Guide to the Body is an easy book to understand. Isela Ganda highly recommends. Isela approved. Jeff second.
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record:	Student Leadership Industry Certification Work-Based Learning
4. Program Suggestions and Recommendations	Discuss and Record:	Look at new courses-Biomed Pathway education-articulation
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	



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E. Adjourn	Motion to approve minutes Ask for a second to the motion <i>The meeting was adjourned at (time).</i> Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	Dan motion to approve minutes and Mike Jackson second
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Fall Advisory Committee Meeting Minutes 2020

Pathway:
Food Science, Dietetics & Nutrition

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Terri Penn

Recorder: Carolyn Payne

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- Meeting called to order 6:09pm - All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	Thomas Padron, Gary Freund, Terri Penn, Rizi Manzoni, Carolyn Payne, Vickie Gilmour, Brigitte Luna
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	Terri Penn Carolyn Payne
1. Approve 2019 Advisory Minutes	Approve and Record	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made)	Reminder to sign and turn in Commitment Letters for Fall and Spring Advisory
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Approve and Record	Push for post secondary education, connect with partners for virtual tours, Job Fairs, promoting Entrepreneurial ventures, informing students of scholarship availability as



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		well as instilling a love for food and the creative process of Culinary Arts through encouragement and exposure.
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda.	Virtual Internships with the hotels- hotels will work with you if you have a plan on what you would like to provide for students. Field trips before Covid included going to the Claremont Hotel. Students saw all aspects of the hospitality industry (front of house/back). Hybrid Model coming up for semester 2: challenges exist- hybrid students, housing situations, timing and what to start with first. Also equity is an issue. Freund: are you having conversations with other teachers? Offered to connect with Chefs at SF



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		Community College. Other challenges: facility limitations
1. Course Outline	Discuss/Approve/Record:	
2. New Textbooks/Materials	Discuss/Approve/Record:	Ebooks! Textbook costs- \$\$\$ Online videos, chef interviews, clips to bring industry aspect; interactive games; breakout room material
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record:	
4. Program Suggestions and Recommendations	Discuss and Record:	Connect with Off the Grid; everfi.com; knowledgematters.com; NEPRIS;



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			Networking! The networks have the answers. Meal Kits Donations: East Bay Restaurant for equipment needs Flipped Classroom model
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD		Shared
E. Adjourn	Motion to approve minutes Ask for a second to the motion The meeting was adjourned at (time). Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	Terri- Motion Thomas- 2nd	



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Pathway:
**Networking and Information
Support and Services**

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Kent Doan

Recorder: Abraham O.
Mendoza

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



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Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	Gary Dylina, Dir. Information Security, Pantheon Systems, Inc. Abraham O. Mendoza, Work-Based Learning, Eden Area ROP Gaspar Modelo-Howard, Data Scientist, Palo Alto Networks Todd O'Bryan - Senior Software Development Engineer, Workday Chris Stovel Kent Doan -EAROP Louis Stanley - CVHS Andrew Doolittle, San Leandro HS



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B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	Kent Doan: Facilitator Abraham O. Mendoza: Facilitator	
1. Approve 2019 Advisory Minutes	Approve and Record	Gary makes a motion to approve. Louis seconds. Minutes approved.	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made)	Group members will sign and scan and send to Kent Doan who will forward to Jen Aguilar.	
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Louis stated that this information might be data in given COVID19. Gary expects these professions will come back after COVID-19. Todd thinks some of these # are somewhat misleading in terms of being moved to other categories. Louis argues that IT industry appears to be unscathed in the COVID19 shelter in place. Large tech companies appear	Abraham makes a motion. Seconded by Gaspar.	



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	to be hiring and growing in the midst of the pandemic. Remote work allows for a lot of flexibility for workers. Gaspar states that the pandemic. Selling point for pathway. Labor Needs/New Areas: Kent Doan states cloud services, data services/science are what he is aware of in terms of new professions. Gaspar: Cloud services, cloud infrastructure skill sets. This is something folks are looking at for hiring. Todd: Expectation of growth in industries. Prefers generalist v. specialist in his hiring considering how quickly things change. Internship discussion. Difficult to get at this time. Abraham discussed challenges and successes of summer internships. Todd suggested WorkDay has mentor hours. Abraham will connect with him online to connect. Approve and Record	
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C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda.	
1. Course Outline	Discuss/Approve/Record: Kent Doan walked the group through the outline. Discussed Google Certifications and hopes to add next year for his course. Remained the same as a couple years ago with new state codes, and other items.	Abraham makes a motion to approve. Gaspar seconds to approve.
2. New Textbooks/Materials	Discuss/Approve/Record: Kent doesn't have new textbooks and/or material. Louis does and it was approved by the District and went through the required process (Intro to Python). Other textbooks are from CISO (no physical textbook). Todd's reservation on college textbooks is the constant updates that those publishers do. AP is not the same as CTE in CA.	Motion to approve made by Abraham. Seconded by Andrew Doolittle.
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Kent Doan worked through his 11 Elements point by point (see his copy for details discussed, also in folder).	Motion to approve by Abraham. Seconded by Gary.



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	Louis Stanley similar document at CVHS leadership. Similar content on his adherence to the 11 Elements. Discuss and Record:	
4. Program Suggestions and Recommendations	Discuss and Record: Kent discusses DII as something that should be more integrated into this type of course. Todd suggested general coding is a skill most folks need to have. Java prerequisite for other languages necessary. Java, Python, and other coding languages suggested. Privacy concerns and breaches have an issue so those cybersecurity work will be crucial. Python has taken over as 2nd spot as language to learn.	Abraham recorded
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	Kent discussed.



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E. Adjourn	Motion to approve minutes Ask for a second to the motion The meeting was adjourned at (time). Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	6:45pm Abraham makes motion, Chris Stovel makes second to approve.
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Fall Advisory Committee Meeting Minutes 2020

Pathway:
Welding & Materials Joining
Product Innovation and Design

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Eduardo Nava

Recorder: Barbara Juarez

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each section**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record	Barbara and Committee Approved
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made)	Barbara
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Focus on TIG Stainless and Aluminum Interdisciplinary course work Data Source: http://coeccc.net/Search.aspx#idDetailPanel	Barbara Juarez



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	Approve and Record	
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda. Motion Approved	Brabara Juarez
1. Course Outline	Discuss/Approve/Record: AWS system Online LMS Barriers to learn Vocational skills online Uncertainty with Schedules Miller Open Book LMS https://openbook.millerwelds.com/	
2. New Textbooks/Materials	Discuss/Approve/Record: AWS Fundamentals of Welding Motion to approve- APPROVED	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record:	



Fall Advisory Committee Meeting Minutes 2020

4. Program Suggestions and Recommendations	Discuss and Record: <i>Individual PPE for incoming students</i> <i>Discover new PD opportunities abroad</i> <i>Fundraising from Industries?</i> <i>Centralized system for Pathway development.</i> <i>Guided Pathway with community college</i>	Barbara Juarez
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	Motion to approve minutes Ask for a second to the motion The meeting was adjourned at (time). Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. Meeting Adjourned 7:10pm PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	



Fall Advisory Committee Meeting Minutes 2020

Pathway:
Marketing
Entrepreneurship/Self-
Employment

Date: 11/10/2020

Time: 6:09pm
(5:30pm-8:00pm)

Facilitator: Christina Charlton

Recorder: Zennaita Bradford
Michelle Stephens

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda <i>Meeting began at 6:09PM</i> <i>Christina Charlton began by giving welcome and introductions</i> <i>Advisors were instructed to sign in the chat box and share background and experiences with individual introductions</i>	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record <i>Minutes from 2019 were reviewed and approved</i> <i>Motion to approve- Dawn Fregosa</i> <i>Second to the motion-Gautam</i> <i>I's have it and the Minutes for the 2019 Advisory are</i>	



Fall Advisory Committee Meeting Minutes 2020

	<i>approved.</i>	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made) <i>Laura introduced and shared the Advisory Member Commitment Letter link to encourage our advisors to return in Spring Advisory 2021.</i> <i>People who didn't open their own copy can send an email out. Jennifer Aguilar can send out an email to assist them in getting signed up for the Spring 2021 Advisory.</i>	
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? <i>Dawn Fregosa</i> <i>Zachary Borja communication and projects with clients and internally. Big issue when it comes to break down of a project some people won't be able to assess what is needed to meet a specific timeline.</i>	



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	Bob McManus all levels from public service to retail management can work together as a team with differences. Trusted to work independently but with a team mindset. Dawn people who can read directions and move Listen check for understanding and come up with a process of step by step to get something done. Quency Phillips development world pipeline of job opp 3-5-10 years labor side and technical skills that fall within development. Need to establish something for hands on project Jim Gurule kids don't have skills to make a business conducive or work in an office. Take traditional business offline businesses and project management. What are the frameworks we can teach them project management? Ability to get feedback from a supervisor? Dawn Fregosa Google certification agrees with Jim and Quency. Jim Gurule requested information on what that involves. Dawn Fregosa mentioned specific office tools with user certification can be used with any application. Damon Johnson tools are important but they will obsolete mindset is more important mapping things out and demonstrating the discipline and understanding what the deliverables should be. Are students able to contribute to any of the process?	
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Christina Charlton dogma is don't teach them anything that they can google. CTE provides them by challenging them with things that have never been thought of before. Yes we have a curriculum that we have adopted digitized and web-based for students to apply skills. Jim Gurule whiteboards the physical world before the device. Fundamentals and framework are extremely important. Apps have logic and algorithms. The key is to teach them input/output.

Tinu stated in the chat. Agreed! They need to know and understand the start to finish of a project and the tools and techniques to get a project done.

Christina added to Jim's statement. Emphasized instructing ethics.

Jim Gurule mentioned daughter working in NY for managing big brands.

Surina Piyadasa follows up with the importance of building honesty and trust. More than individual contributions but teamwork/collaborative.

Christina Charlton stated the collaborations are difficult because of the inherent barriers of distance learning.

Elaine Faxon asks a question: The lack of professionalism in the way students communicate on paper. I have not even gotten to the interview portion of it. Shocked at some of the communication.

Christina apologizes. The first thing we step into is professional development.



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	Rick Charles work in progress. Very low social skills. Damon Johnson advocates for this generation. Resumes were not necessarily the end all be all. Connections and seeing where you want to be. Outwork and demonstrate skills and effort. Christina Charlton is patient, polite and waitful. Be persistent and make it easy for the interviewer to hire you. Damon self worth and the art of pitch Vanita encourage our students to share values Mantra always be direct respectful and professional Show are students how to communication, leadership potential employment opportunities Dawn Fregosa Role plays to prepare for scenarios especially in a digital format. Videos of themselves responding to roles. Christina shared her google classroom to show the instructors mastery. Digital web-based tools. Elaine Faxon function area and different groups to use them as resources with Project Management and Resource. Damon Johnson it's a life skill to teach folks that they do not have to go into business knowing everything. But a agenda together and use Project Management to know who are the Stakeholders and design a Plan of Action.	
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	Bob McManus values people who can work in a team but respect the differences of others without needing to have their hands held all the time. Dawn Fregosa needs students who can listen, take notes and take action. The feedback loop is necessary for her in order to move her business forward. Jim Gurule Quency Phillips Damon Johnson are the students allowed to share their feedback to contribute into the curriculum? Christina CharltonSocial Media Marketing or how we watch TV now it is necessary. Jim Gurule his daughter manages Social Media Marketing, keywords, hatch tags and how it works, the anatomy and algorithms how it works	
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	Surina Piyadasa teaches them how to be team players. Approve and Record	
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda. Articulation submissions.	
1. Course Outline	Discuss/Approve/Record: Outlines to match CTE standards and pathways. A-G Elective credit for CSU/UC Laura shows the outline for A-G and CTE Standards. Minutes from last year's digital platform stated that it is important and we have adopted them as part of the curriculum this year. Fulphil social entrepreneurship-digital course takes us through the marketing experience with our students. Digitized course. Student Finance/Social Media Marketing/ Everfi.com finance that goes through 7 modules NFTE 9 challenges of Innovation Michelle discussed the student digital marketing social media as well as certification through FB and Student	



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		Damon biased to Fulphil and happy to see it on the list.	
2. New Textbooks/Materials	Discuss/Approve/Record: Stukent Fulphil		
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record: Rick gave information about the 11 Elements of a Highly Qualified CTE instructor. SAP hackathon builds an app and works with a software engineer to develop it. Demonstrate what we know by what we can do. Articulation was renewed for 2 years. ROP had 842 students who received 3 college united last year and it would had been more if it was not for COVID-19 pandemic interruptions. Rick said thank you to all the teachers who came into the classroom last year as Guest Speakers and who		



Fall Advisory Committee Meeting Minutes 2020

	participated in NTE, DECA Competitions. Christina onsite students are on campus for 3 hours. Things look different now than how they looked before.	
4. Program Suggestions and Recommendations	Discuss and Record: <i>Christina introduced Diana Souza. She also requested program suggestions and recommendations from advisors. Dual enrollments and articulations. Laura, all of the classes are articulated. Vanita created a www.menti.com for advisors to recommendations and suggestions.</i> Diana Souza appreciates the efforts the teachers are doing. She is also working from home. Dawn appreciates the dual enrollment and articulations. Elaine Faxon requested the agreement email be sent again. And Laura said she would put it in the chat. Vanita asked the Advisors for their input: Homework Data, Guess Speakers,	



Fall Advisory Committee Meeting Minutes 2020

D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	Motion to approve minutes Ask for a second to the motion The meeting was adjourned at (time). 8:10PM Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	



Fall Advisory Committee Meeting Minutes 2020

Attendees	
Name	Organization
Megan Bello	Mid-Alameda SELPA - Transition Coordinator
Alise Smith	Counselor Assistant- Chabot College - Disability Student Program Support Services
Nathaniel Rice	Director of DSPS- Chabot College - Disability Student Program Support Services
Joshua Telles	Learning Skills Instructor - Chabot College - Disability Student Program Support Services
Allison Golde	CAS Instructor and Outreach Coordinator -Chabot College - Disability Student Program Support Services



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Thomas Dowrie	Alternative Media Specialist - Chabot College - Disability Student Program Support Services
Dennis Cambara	Chabot College - Disability Student Program Support Services
Stacy Gibson	Merchandising Instructional Aide
Cheryl Gixti	Merchandising - Instructor, Workability Coordinator
Elaine Alvite	Assistant Director - Eden ROP Educational Services



Fall Advisory Committee Meeting Minutes 2020

Pathway:
Marketing

Date: 11/12/2020

Time: 9:00am-10:30am

Facilitator: Cheryl Grixiti

Recorder: On Zoom - Cheryl
Grixiti will dictate after

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
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 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record Megan Bello motion to approve 2019 minutes and Allison Golde second motion. Meeting minutes approved.	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made) Cheryl will send each attendee an electronic copy for attendees to review and return if they deem they are committing to be a member.	
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers?	• Soft skills training or class for students/adults with



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	Allison Golde, Outreach coordinator, suggested adding more classes to their current Chabot DSPS program to help students with disabilities. The labor market that non-diploma track students could possibly hire for-are those that do not need a high school diploma, but they are cashiers, retail sales person, gaming or rental cashier. These too are of high capacity. The Chabot college has a program of classes already, but the collaboration effort is to make it easier for these students so it is not so scary for these students/adults with disabilities. The reason for having these classes is also to get the Chabot student a certificate. The certificate would hold more for these non-diploma or diploma adults with disabilities, when they want to do a work-based learning or hire on for a job. We are seeing a narrowing of placements for students/adults with disabilities. Looking in the future for help with students just registering for Chabot. And Chabot is looking into the future to go along with this information we have aforementioned, It will take awhile, but incorporate (i.e. orientation at Chabot with help) for students with disabilities through DSPS.	disabilities to learn soft skills. All companies and jobs require workers to have soft skills (have a discussion with a simple sentence respond to what people are asking of a worker, etc.) • More meetings as these ideas will need multiple collaborated meetings.
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	Some of the varying classes are #116-120. There are more available for those students of whom have the capabilities to go further. One class goes up to pre-algebra. Some classes are pass or no-pass and non-credit, and a good starting place. But the others do have credits and there are two classes that then provide a certificate after having and passing with a grade for those classes. But there is FAFSA and will FAFSA support money to take a non-credit course? And what does the community-work based learning sites or businesses need from these certificates and stack up the certificates. One is a certificate of achievement 16 credits and another is 15 credits and get these classes coordinated to stack the certificates or get a certificate with two classes. But if stacking the certificates take two classes (math, english) and then a PSTN exploration class gets another certificate. These certificates may be able to be stacked to earn them as they move on their way through the program. There is also the co-op where students get credit for job experience, would students be able to get credit for their work-based learning? Or credit for an internship course more hands on and gear towards what they are doing for work-based learning.	
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Chabot will look into. There is a class that offers for work experience. #85. And they are developing ideas around work experience with Los Positas and Chabot. These meetings are focusing on adults that had careers, but has not focused on the workability work-based learning and Josh will ask at his meetings. And then collaborate with DOR, and have those students with certificates. And students will feel they have completed something and then go to DOR and say "Hey I have a certificate I would like to have a job." These classes are now through zoom with the Covid-19 situation. There are also YouTube's for the classes where students can work at their own pace and are repeatable. Chabot is looking at a learning skills certificate, but hasn't been approved yet - more in the future. A resource is on the Chabot DSPS website and has a new student resources for DSPS. It shows the basic things to get started for Chabot.

This collaboration will not take overnight. It is a collaborative effort and there will be more meetings.

There has been a form with questions with the ideas mentioned through the meetings with Sukhi Sithu and Allison Golde. This form has been sent to all students at ROP. And then from these forms the students can be tracked and they can get help with a united front instead of going on their own and the best practice for students' success.



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		Once we have an idea of what each person wants, we want a way to help the students/adults with disabilities.	
C. Curriculum		Discuss the items listed. Approve and record as outlined in the agenda.	
1. Course Outline		Discuss/Approve/Record NOTHING FOR THIS YEAR 20-21	
2. New Textbooks/Materials		Discuss/Approve/Record: NOTHING FOR THIS YEAR 20-21	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE		Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record The collaboration of meetings will look at 'what does the community-work based learning sites or businesses need from these Chabot College certificates for adults with disabilities and/or non-diploma' and stack up the certificates.	



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4. Program Suggestions and Recommendations	Discuss and Record: Keep up the new collaboration with Chabot to get students easier access to registration/FAFSA and certificates to help them towards getting a job.	
D. Next Advisory Board Meeting	Spring Advisory - Not applicable April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	Motion to approve minutes: <i>Meghan Bello</i> Ask for a second to the motion: <i>Joshua Telles</i> <i>The meeting was adjourned at 10:31am</i> Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jaguilar@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	



Fall Advisory Committee Meeting Minutes 2020

Pathway:
Public Safety

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Lance Bohn

Recorder: Olga Pineda

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each section**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. Approve 2019 Advisory Minutes	Approve and Record Luis Torres made motion to approve Jeffrey Lewis seconded motion	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made) Will continue be part of advisory: All have made commitment to continue participating in advisory.	
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Record-	



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	Vacancies in San Leandro Police Department In the last six months, changes have happened- COVID and Civil Unrest have brought new challenges. Few are passing interviews. The Police Academy is not filling the way it used to be. Chabot: Trend is down as far as being in Law Enforcement right now. Night time academy - not as competitive as it used to. There are vacancies available and Police Departments competing for same individuals. Education requirement in California is High School Diploma. Nationwide, it's two years of college. MO: Information based from HS Enrollment: Classes are large; 70% of students are students of color. Students interested in this job because they can make a change of the present realities in the community. Issue is that students leave high school at age 18, but cannot become an officer until they are 21. Advice is to take classes at Chabot or JC. Pushing HS students to explore community issues (gangs, shootings, etc.). Training from HS and ROP, and afterwards from Chabot help students to identify the direction they want to go.	
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	JL: Law Enforcement continues to be hard to get into. It is harder to get into Forensics. Tenacity is necessary because of the competition in this career pathway. Important to not give up regardless of applying for positions and not being called. Key is to get your foot in the door and then to make it evident where you want to go. JV: Sometimes you need to start at a lower position then you want and then get promoted when a position opens. LB: Agree. Some students want to be detectives, but need to work themselves up the ladder.	
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda.	
1. Course Outline	Discuss/Approve/Record: There has been name change, but the course content is the same. No new courses. Have switched focus to crisis intervention, de-escalation techniques. Problem still exist when a mistake takes place in the community. Whatever this problem is needs	



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	to be addressed. Mental health team to work with homeless is in place at SL Police department, but sometimes it's never "fast enough" to address certain problems. Complaints against officers come up and they need to be addressed whether it's internally or externally. Most departments address them. However, it only takes one incident to question the integrity of officers/police departments. Students like to engage in conversations of what makes the news and how they feel (in favor/against). LT: These conversations are critical; important to see law enforcement engaged with the community. Many times the incidents that the community sees are incidents when something is wrong and law enforcement need to correct. JV: Agree to have the conversations that officers are humans. Discuss how social media plays a big role in how we see law enforcement. There are new "use of force" guidelines that have recently come out. This may impact the content of the courses taught at Chabot. LT: SB 230 - takes into effect January 1, 2021. Training in Alameda County taking place regarding the "use of
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	force"	
2. New Textbooks/Materials	Discuss/Approve/Record: Current Textbook: Criminal Justice Today With COVID 19, may need digital version. Motion to get an update of the book. JL made motion. LT seconded. All approved.	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record: This year teachers are focusing: 1. Articulation & A-G 2. WBL	
4. Program Suggestions and Recommendations	Discuss and Record: <i>Pick curriculum that is more contemporary. With textbooks, by the time books are published, information is old.</i> <i>In a Master Programs that two of our advisors were part of, the use of journals were used more than textbooks. Mostly about "newest research" in articles. Explored Covid and how people were reacting to it.</i> California DOJ	



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	Scholarly Journals/Articles Everything in Police Foundation is Free and LT can share with our teachers. Police 1 and POST Publications Cross-training - Crisis Interventions...as part of the job. Remote learning a challenge- How are teachers leading with that? Not sustainable for students. Very hard for students. Frequent check-ins necessary to ensure students understand the work they need to turn in. Many ROP students say they want to return to "in person" learning; at SLZ, academically, the majority is turning in work. Only about 10 earned a grade of incomplete.	
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	Motion to adjourn: JL; JV seconded; all agreed Ask for a second to the motion The meeting was adjourned at 7:47pm.	



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	Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagular@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	
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Fall Advisory Committee Meeting Minutes 2020

Pathway:
Emergency Response

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Marlene McDowell

Recorder: Lisa Jackson

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



Fall Advisory Committee Meeting Minutes 2020

Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	Eric Vollmer Captain J. Peters Tayler Peters Hector Loza David Loza Jacob Garcia Bob Buell Marlene McDowell Lisa Jackson
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide	
1. <u>Approve 2019 Advisory Minutes</u>	Approve and Record Read and approved - unanimous I	
2. <u>Advisory Member Commitment Letter</u>	Discuss and Sign (if commitment can be made)	We have a shared link and can send out.
3. <u>Labor Market Information (LMI)</u>	What changes do we need to make to meet industry expectations in preparing students for careers?	Not taking into account



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	medical training. Need to address stated interest to restore paramedic program. This data says their are enough, but not for fire departments. What is your medical level of training to counter the data. The base description is not taking into account the unique skills and data that we need. What could we do to add skills at ROP. Partner with swim skills and water rescue and creating a curriculum that enhances the skills. In a year they may have the curriculum written. What would you like to add to that skill set. Middle School -
Approve and Record	



Fall Advisory Committee Meeting Minutes 2020

	Work with Counselors and Parent Outreach. Academics are important to promote. Question for youth would you want to participate in experiences during high school? Yes if I was aware I thought I could do sooner. Reaching to the younger people I would of been more on track. Creating a math 47 - math for real people (where) another class industrial technology 74. Middle School Summer - STEM - Camp - Competition. Building the principals but using the process that builds team and skills. Finding alumni speaks to students.
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Fall Advisory Committee Meeting Minutes 2020

		Learning to step up when the times is ready.
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda.	
1. <u>Course Outline</u>	Discuss/Approve/Record: write it out	
2. <u>New Textbooks/Materials</u>	Discuss/Approve/Record:	
3. <u>11 Elements/CTE Plan for 2020-21 - DELIVERABLE</u>	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record:	Went through a plan - Responses -



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4. Program Suggestions and Recommendations	Discuss and Record:
	Proper PPE training suggested by students. Pushing mental math for students. Once we are able to return, Bob Buell could offer training opportunities for students on Chabot site. Two more things to consider - 1) working with other people from different backgrounds, and importantly team sport. Team on who we serve and protect. Implicit Bias training. 2) Mental / behavioral training - Know how to recognize mental health. If we start to introduce early. Finding ways for students to get over fear. Lack overconfidence. The patience assessment sheet may be overwhelming for them. Modify Test, not to the skills sheet but the objectives. Spread out the learning in chunks.



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D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	Motion to approve minutes Ask for a second to the motion The meeting was adjourned at (time). Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	



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Pathway:
Structural Repair & Refinishing

Date: 11/10/2020

Time: 5:30pm-8:00pm

Facilitator: Daniel Pareja

Recorder: Lauren Kelly

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



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Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	- All present to introduce themselves - All present to sign-in virtually on chat box - Review agenda	
B. Informational Items	- Identify facilitator and note taker - Facilitator to use meeting minutes template as a guide Daniel Pareja will facilitate. Lauren Kelly will take notes.	
1. Approve 2019 Advisory Minutes	Approve and Record First- Edgar Juarez Second-BenShell Approved 3-0	
2. Advisory Member Commitment Letter	Discuss and Sign (if commitment can be made) Invite CCCC to the next meeting to see if we can build relationship and articulate.	Mr. Pareja will email the letter out for signature.



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	Mr. Pareja will invite more industry experts to the next meeting.	
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Challenges with run off from detailing. Need to follow industry standards. Need newer cars in the shop to meet needs of labor market. Approve and Record First- Edgar Juarez Second-Ben Shell Approved 3-0	Increase detail, cutting, and buffing skills as they are entry level. More work for seniors on prepping and getting jobs ready for paint. Basic masking, priming, and blocking. Focus on light collision repair. Mr. Pareja to contact tow yards, WBL, to see if we can get donations of newer cars. Let our staff know.
C. Curriculum	Discuss the items listed. Approve and record as outlined in the agenda. iCAR is in use and Mr. Pareja is an official instructor. In virtual learning, more online iCAR courses might be used.	Mr. Pareja needs to bring industry to discuss the value of iCAR for the students. Mr. Pareja has modified curriculum to include more entry level job abilities.



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1. Course Outline	Discuss/Approve/Record: Merging of course is a recommendation from a previous Advisory meeting. First- Edgar Juarez Second-Ben Shell Approved 3-0	Mr. Pareja has update in progress to include auto body and paint. State standards are left and then it will be finished.
2. New Textbooks/Materials	Discuss/Approve/Record: iCAR brought in SP2 Professional Skills have been added 3rd Party Certifications - Service King 3M Academy certifications have been added too First- Edgar Juarez Second-Ben Shell Approved 3-0	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Discuss and Record: Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Completed-see document in folder	



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4. Program Suggestions and Recommendations	Discuss and Record: <i>What will grant be spent on?</i> <i>Increase size of advisory</i>	Should be going into all hand tools. \$20,000 Mr. Pareja needs to communicate with grant contact. Mr. Pareja to invite more people to next meeting.
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	<i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>First- Edgar Juarez</i> <i>Second-Ben Shell</i> <i>Approved 3-0</i> <i>The meeting was adjourned at 7:05PM.</i> <i>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</i>	



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	PLEASE EMAIL JENNIFER AGUILAR at jagUILAR@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	
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Fall Advisory Committee Meeting Minutes 2020

Pathway:
Systems Diagnostics,
Service, and Repair

Date: 11/10/2020

Time: 5:45pm-8:00pm

Facilitator: David Espinoza

Recorder: Armando Politron

Instructions

1. Facilitator calls meeting to order and explains purpose of meeting:
 - Provide support for ROP and District instructors to identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps.
 - Use a data driven decision making process on local planning and spending on CTE programs.
2. Welcome/Introductions
3. Recorder/Note Taker designated
4. Materials: Files are provided electronically through the link on the agenda. Find your pathway and the **blue** nickname is the link.
 - Agenda
 - Meeting Minutes Template
 - CTE Plan Template
 - 2019 Fall Advisory Meeting minutes
 - Labor Market Information (LMI)
 - Commitment Letter
 - Internship Flyer
5. Deliverables: Place completed documents in the folder titled '**Deliverables**'
 - **Meeting Minutes completed with responses to each CLNA category**
 - **Completed CTE Plan for 2020-21 school year**



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Agenda Item	Discussion/Minutes	Identify Needs
A. Introductions	1. <i>All present to introduce themselves</i> 2. <i>All present to sign-in virtually on chat box.</i> 3. <i>The agenda for the meeting was distributed and approved</i> Teachers present: David Espinoza/Eden Area ROP Instructor Armando Politron/Eden Area ROP Instructor Darren Rees/CVHS Instructor Andy Shyers/SLHS Instructor Student present: Marcos Almazan/San Leandro High Advisors present: Eric Aguado/Product Manager WorldPac Brian Mc Kee/Hunter Engineering Mace Gjerman/Peterson Cat Training Manager Juan Maldonado/Ford Motor Company Technical Talent Placement Specialist Gina Bertoli/Tire Pros-Maintenance Technician Kevin Dietrich/Bigge Crane	



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	Brian Hocker/American Property Services Plus Jonathan Sira/Keystone Automotive Mark Garcia/Mark's Transmission and Automotive Dan Fry/Putman Cadillac	
B. Informational Items	- <i>Identify facilitator and note taker</i> - <i>Facilitator David Espinoza</i> - <i>Notetaker Armando Politron</i>	
1. Approve 2019 Advisory Minutes	Approve and Record <i>Minutes from the Spring 2020 Advisory were read and approved</i> <i>Kevin Dietrich motioned to accept the minutes and Jonathan Sira Seconded the motion. The motion was passed...minutes passed.</i>	
2. Advisory Member Commitment Letter	Advisors received by mail and returned	
3. Labor Market Information (LMI)	What changes do we need to make to meet industry expectations in preparing students for careers? Covered LMI with advisors	



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	Dan Fry mentioned industry is slow but there is a demand for technicians. Suggest students continue with their training. Brian Hocker motioned to accept LMI information and Eric Aguado Seconded the motion. The motion was passed...	
C. Curriculum	No changes were recommended in the curriculum at this time. Advisors approved the curriculum. Mark Garcia approved the curriculum and Brian Mc Kee seconded the motion.	
1. Course Outline	Discuss/Approve/Record: Mark Garcia approved the course outline and Juan Maldonado seconded the motion.	
2. New Textbooks/Materials	Discuss/Approve/Record: N/A	
3. 11 Elements/CTE Plan for 2020-21 - DELIVERABLE	Use the 11 Elements as a guide to create a CTE Plan on the template provided for the 2020-21 school year Discuss and Record: Include equipment and tools in the future agendas to meet ASE requirements. Live demos using video equipment for distance learning. Include ASE reviews and inspections notes in the advisory	



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	meetings.	
4. Program Suggestions and Recommendations	Discuss and Record: Utilize for factory training. Start job shadowing. Call advisors to schedule in class presentations for WBL. Mace Gjerman and Dan Fry recommended continuing with online training ie Electude, S/P2 and any additional automotive training to condition the students for real world training.	
D. Next Advisory Board Meeting	Spring Advisory April 22nd, 2021 5:30-8:00pm Zoom/TBD	
E. Adjourn	The meeting was adjourned at 7:18 pm by Brian Mc Kee and seconded by Juan Maldonado. PLEASE EMAIL JENNIFER AGUILAR at jagular@edenrop.org by 11/17 to confirm complete documents have been placed in the Deliverables folder.	

ACTION ITEMS

DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: Request the Governing Board to approve the Adoption of the Recommended Textbooks for the 2020-2021 School Year

BACKGROUND

In accordance with Board Policy and Administrative Regulation 6161.1 the Director or designee will administer the selection, ordering and implementation of textbooks throughout the Eden Area Regional Occupational Program (ROP).

Criteria and priorities for the selection of textbooks shall be based on local educational goals and objectives, State-approved instructional programs and criteria derived from any related curriculum frameworks, business/industry advisory committee and/or instructor input.

Adoption of textbooks by the Governing Board will be based upon recommendation made to the Board by the Director or designee.

The Board shall provide 10 days' notice for the public to view the textbooks prior to the Board meeting at which they will be reviewed for Board approval.

CURRENT SITUATION

Listed below are the recommended textbooks for the 2020-2021 school year. The books are available for review by the public upon request.

Pathway: Residential and Commercial Construction

NEW TEXTBOOK	ISBN #	PUBLISHED	QTY	COST	OLD TEXTBOOK	PUBLISHED
Core Curriculum Introductory Craft Skills	978-0-13-413098-9	2017	30	94.00	Modern Carpentry	2011
Carpentry Level One	978-0-13-34380-0	2017	30	N/A	Modern Carpentry	2011

Pathway: Welding & Materials Joining

NEW TEXTBOOK	ISBN #	PUBLISHED	QTY	COST	OLD TEXTBOOK	PUBLISHED
Fundamentals of Welding	978-1-64322-052-9	2019	30	130.00	Welding I / Welding II	2009-2010

RECOMMENDATION

It is recommended that the ROP Governing Board approve the adoption of the recommended textbooks for the 2020-2021 school year.



DATE: December 10, 2020
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 First interim Report

CURRENT SITUATION

The First Interim Report reflects revenues and expenditures as of October 31, 2020. 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 First Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms 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

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

DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Anthony Oum, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the Ongoing Contract Rider with Curative Labs, Inc. for the Agreement with the Alameda County Office of Education (ACOE) for COVID-19 Testing Services

BACKGROUND

On March 16, 2020 the Eden Area ROP enforced a Shelter in Place (SIP) due to the COVID-19 pandemic. To assist Local Educational Agencies (LEAs) to return students, staff and faculty back to campus, Alameda County Office of Education (ACOE) had entered into a contract with Curative Labs, Inc. in which vendor has agreed to provide certain services, including COVID-19 testing to the County's essential workers, as well as, if elected by the County, students within the school districts residing in the County.

CURRENT SITUATION

As part of the Eden Area ROP's reopening plan, this contract rider allows the Eden Area ROP to piggyback on services provided by Curative Labs, Inc. and to be bound by all the terms and conditions as agreed to between ACOE and Curative Labs, Inc.

RECOMMENDATION

It is recommended that the Governing Board approve the ongoing contract rider with Curative Labs, Inc. for the agreement with the Alameda County Office of Education (ACOE) for COVID-19 testing services.

Insurance Covered

Employer COVID-19 Testing Services Agreement

This Agreement is entered into effective as of October 7, 2020 (the “Effective Date”), between Curative Labs, Inc., with offices located at 430 South Cataract Ave, San Dimas, CA 91773 with clinical laboratories certified under the Clinical Laboratory Improvement Amendments of 1988 (CLIA) (collectively, “Curative”) and Alameda County Office of Education, with offices located 313 W. Winton Ave, Hayward, California 94544 (“Company”). Curative and Company shall be referred to hereafter individually as a “Party” and collectively as the “Parties” to this Agreement.

Company wishes to engage Curative as a provider for COVID-19 testing Services solely for the purposes of screening its employees for working on-site, upon the terms and conditions set forth in this Agreement and further described in Exhibit “A”. Curative wishes to provide to Company’s employees who work at the Company’s offices or other premises, the Services, upon the terms and conditions described below.

Curative will provide a physician duly licensed under California law for the laboratory order for the testing under this Agreement. The Company understands Curative will not provide a medical review by a physician in the Services under this Agreement.

Both Parties agree that Curative will be solely billing the employee’s medical insurer (if the employee’s medical coverage is self-insured by the employer, for purposes of this Agreement, “insurer” shall include the Third-Party Administrator of that self-insured medical coverage) and is responsible for all costs associated with the Services. Curative shall not bill the Company or employees for any amounts under any circumstances.

Both Parties agree that Company has represented that its employees are Essential Workers as defined by California state law and emergency COVID-19 rules (Cal Code Regs. Tit. 28, §1300.67.01).

Important limitations of the COVID-19 Employer Testing Service:

I. All employees using the Services must sign a **Consent & Release Form** prior to the collection of samples.

II. It is the Company’s responsibility to obtain the employee consent and release, and the Company covenants that it will obtain consent and release, on a form provided by Curative to the Company, from all employees submitting a sample for the Services prior to shipping the samples to Curative.

III. The Company will use reasonable efforts to associate/link the barcode on each collection device to individual employees. Company understands, Curative does not collect the samples, and therefore cannot be responsible for the barcoding at the sampling stage of the testing process.

IV. The Company understands:

a. As with all tests, there is a risk of false negatives. There is also a risk that some infected individuals may have some level of COVID-19 infection below the sensitivity of the testing

method but, Curative shall still be responsible for performing the laboratory testing in accordance with all accepted standards.

b. There is an on-going risk of COVID-19 infection, so repeat testing of employees on a regular basis should be considered as appropriate under certain circumstances, and Company will establish the frequency of testing guidelines based on the recommendations of its advisors.

c. Influenza and other infectious diseases are not tested for under the Service. This Service only tests for the presence of the virus that causes COVID-19 (SARS-CoV-2).

d. In accordance with CDC guidelines, employees displaying observable flu-like or COVID-like symptoms during sample collection should be instructed to contact their personal medical provider and self-isolate.

In consideration of the mutual covenants hereinafter set forth, the Parties, intending to be legally bound, agree as follows:

1. Term

This Agreement shall begin on the Effective Date and continue for a period of one month (the "Initial Term") and automatically renew thereafter for one-month terms (collectively, the "Term").

2. Testing Services; Curative Certification and Standard of Work

(a) Services: Curative shall provide the Services in accordance with service ordering and delivery instructions provided by Company subject to the above procedures and policies, and all applicable regulatory and current scientific guidelines. Curative will perform all Services under this Agreement in a professional, lawful, and timely manner consistent with applicable laws as they relate to COVID-19 testing services.

(b) Turn Around Time/Non-Reportable Rate: Curative shall use commercially reasonable efforts to ensure that its turnaround time for electronic delivery of COVID-19 testing results to the Company Representative of the Company typically within 48 hours from the time of specimen receipt at Curative. All test results shall be provided electronically to the Company. It is not uncommon for some small percentage of samples to fail quality control and have a non-reportable result.

(c) The Company Representative will serve as the primary point of contact and will contact Curative as needed, and the Company Representative will be required to complete Curative's prescribed shipping, safety and protected health information (PHI) training prior to assuming this role.

(d) All test results performed by Curative shall be reported to the Company Representative. The Company Representative shall use commercially reasonable efforts, subject to applicable law, to provide all required information that is necessary for Curative to meet its reporting obligations as a clinical laboratory. Curative shall be responsible for all required COVID-19 test reporting to federal, state, and/or local health authorities in accordance with applicable laws and regulations.

3. Certifications

All testing performed by Curative shall be in accordance with applicable state and federal requirements and Curative's policies and procedures. Curative shall maintain required licenses, permits, and certifications as required under applicable law and regulation for Curative and its designated laboratories to perform the Services ("Required Approvals").

4. Pricing and Payments

Curative shall solely invoice the insurer for all testing of Company's covered employees and shall not look to any employees or the Company for such payment.

5. Customer Support

Customer Support: Curative will provide Company support with troubleshooting, questions on billing, or other service-related questions via both email and phone during normal business hours and in a timely manner.

6. Representations and Warranty

(a) Curative represents that all protected health information (PHI) will be encrypted and protected within Curative's systems in compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and implementing regulations and other applicable federal and state laws and will use PHI (or any information derived therefrom) solely for the Services provided for herein and in accordance with each employee's authorization/consent, and such PHI (and any derived information) shall not be used for any purposes other than the Services. Notwithstanding the aforementioned, deidentified (anonymized data) information meeting the requirements for de-identification under HIPAA, may be used solely for state and federal governmental required reporting in the United States and related aggregated statistical data as it relates to COVID for public health purposes. Such use shall be in compliance with all PHI/HIPAA protection regulations

(b) Warranty: Curative warrants the Services are performed by a CLIA-certified laboratory.

(c) Warranty; Limitation of Damages. EXCEPT AS OTHERWISE SET FORTH IN THE AGREEMENT, CURATIVE MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED ARE HEREBY DISCLAIMED. CURATIVE DISCLAIMS ANY LIABILITY ARISING FROM ANY DECISION OR DETERMINATION BY COMPANY OR THIRD PARTY CONCERNING WHETHER ANY EMPLOYEE OR CONTRACTOR'S PRESENCE IN THE WORKPLACE IS SAFE IF MADE, IN WHOLE OR IN PART, ON THE RESULTS OF THE SERVICES PROVIDED UNDER THE TERMS OF THIS AGREEMENT. A .EXCEPT IN THE CASE OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY LOSS OF PROFITS, LOSS OF USE, BUSINESS INTERRUPTION, COST OF COVER, OR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH OR ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT, WHETHER ALLEGED AS A BREACH OF CONTRACT OR TORTIOUS CONDUCT, INCLUDING NEGLIGENCE. IN NO EVENT SHALL CURATIVE'S LIABILITY EXCEED the greater of \$50,000.00, or compensation received by Curative in connection with this Agreement for any

cause of action other than intentional torts (including, but not limited to, bad faith), as intentional torts shall not be subject to any limitations on damages or other remedies.

7. Methods Modified or Added During the Contract Period

Due to the evolving nature of the COVID-19 crisis and available test solutions, Curative may provide additional service options, collection devices, reporting, or modify the existing Service offering, subject to the Company's prior written agreement. Curative shall notify Company of the change and provide training to Company as necessary to provide reliable Services.

8. Confidential Information

(a) Confidential Information: Curative and Company acknowledge that they may gain access to the confidential business information of the other and/or its affiliates in the course of performing their obligations under this Agreement. Except as required by law or legal process, Curative and Company each agrees that it will hold in confidence, safeguard, and not use (except as required by those employees, officers, directors, or consultants, acting pursuant to this Agreement or as required by law or legal process) or disclose, disseminate or make available to third parties, except the Company's affiliates, information related to proprietary research techniques and technology, types of supplies, pricing for supplies, patient information (including but not limited to, social security numbers, addresses, insurance information, results, and diagnosis information), and any other confidential information of the disclosing party and/or its affiliates at the time of disclosure (together "Confidential Information"). Curative and Company each agrees to treat such Confidential Information it receives from or on behalf of the other with the same degree of care that it treats its own proprietary information, but with no less than a reasonable degree of care and in accordance with all applicable laws and regulations, including, but not limited to, HIPAA.

(b) Exceptions to Confidential Information: Notwithstanding subsection (a) above, information shall not be deemed Confidential Information if it (i) is or becomes generally known to the public through no unlawful act of the recipient; (ii) was known to the recipient at the time of disclosure; (iii) is disclosed with the prior written approval of the disclosing party; (iv) was independently developed by the recipient without any use of the disclosing party's Confidential Information; (v) becomes known to the recipient from a source other than the disclosing party without breach of this Agreement and otherwise not in violation of the disclosing party's rights; or (vi) is required to be disclosed in accordance with law or court order.

(c) Return of Confidential Information: Each party shall promptly return or destroy all Confidential Information of the other party it holds in written form and all copies of it, in any format, upon the other party's written demand or the expiration or termination of this Agreement, except for Confidential Information that may be incorporated in any information that the recipient is required to maintain by law to verify the work that it performed, which may be retained for a reasonable period of time by the recipient subject to the restrictions contained in this Section 9. For the avoidance of doubt and subject to the foregoing, retention of electronic back-up and archival copies of Confidential Information maintained pursuant to regular data archiving and record retention policies and practices shall not be deemed to be a violation of this Agreement.

(d) Confidential Health Information. The Parties acknowledge that, in the performance of the Services under this Agreement, they may have access to certain sensitive or private information related to the health or well-being of an individual or individuals ("Confidential Health

Information”) which is stored by or accessible to the other Party. Each of the Parties agrees to: (i) use or disclose the Confidential Health Information only as such Party is required to use or disclose such information in connection with the matters referred to in this Agreement; (ii) safeguard such information to the same extent as it does its own Confidential Health Information and proprietary information; (iii) limit the making of any copies, extracts or reproductions of Confidential Health Information to those occasions which are necessary to carry out the duties under this Agreement and safeguard the copies, extracts or reproductions made of such information; (iv) not use such information after termination of this Agreement for any reason unless otherwise agreed; and (v) access only the Confidential Health information which is necessary to perform the duties under this Agreement.

(e) HIPAA/Protected Health Information. Except as required by law to report certain data pertaining to COVID-19 testing, in the event that any PHI within the meaning of the Health Insurance Portability and Accountability Act of 1996, and its amendments thereto, including 45 CFR Parts 160 and 164, as amended by the Health Information Technology for Economic and Clinical Health Act and the Final Omnibus Rules (collectively "HIPAA") is received by Curative, Curative, as a HIPAA Covered Entity, shall comply with all applicable requirements under HIPAA to safeguard such PHI and prevent the use or disclosure of such PHI other than as provided for under this Agreement. Each of the Parties will, and will cause their respective personnel to, comply with its own applicable obligations under HIPAA and other guidelines, policies and regulations pertaining to using patient samples and PHI.

9. Indemnification, Insurance

(a) Indemnification. Subject to Section 6(c) as it relates to uninsured liabilities, each Party agrees to, to the extent it has insurance covering liability assumed under an indemnification agreement, indemnify, defend and hold harmless the other Party and its members, managers, directors, officers, employees, representatives and agents from and against any and all third party claims, demands, actions, losses, expenses, damages, liabilities, costs (including, without limitation, interest, penalties and reasonable attorney's fees) and judgments for any bodily injury, property damage or any other damage or injury to the extent caused by the indemnifying Party or any of its employees or agents (i) breach of this Agreement or applicable law, and (ii) negligence or willful act or omission; except, in each case, to the extent that such claim arises out of or results from the gross negligence or willful misconduct of the indemnified Party or any of its employees or agents.

(b) Insurance: Curative agrees to maintain professional liability and commercial general liability insurance to cover its Services provided hereunder in the minimum amounts of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) annual aggregate. Curative agrees to furnish Company upon request with a current and valid certificate of insurance from Curative's insurance carrier verifying the nature and amounts of coverage and Curative agrees to keep and maintain such insurance coverage in full force and effect during the term of this Agreement.

10. Regulatory Compliance

Compliance with Law/Material Breach: Each party represents and warrants that in the performance of its obligations under this Agreement, it will comply with all applicable laws, including regulations and regulatory guidance. Failure by either party to comply with any applicable law as

required hereby shall be considered a material breach of this Agreement. In the event of a determination that this Agreement is not in compliance with any Applicable Law, then the Agreement shall be automatically amended to so comply..

11. Termination

This Agreement may be terminated as follows:

(a) In the event of a substantial failure by either Party to perform in accordance with the terms hereof, the non-defaulting party may terminate this Agreement upon ten (10)) days written notice setting forth the nature of the failure (the termination shall not be effective if the failure is fully cured prior to the end of the ten (10) day period), provided that said failure is through no fault of the non-defaulting party.

(b) Either Party may terminate this Agreement without cause at any time upon at least ten (10) days prior written notice to the other Party. Any outstanding undisputed balances owed by Company to Curative, shall be paid within 21 (twenty-one) business days of such termination for convenience. Curative will fully cooperate with transitioning its services to a successor service provider selected by the Company

12. Miscellaneous

(a) Assignment: Without the prior written consent of the other party hereto, which consent shall not be unreasonably withheld, neither party may assign any of its rights or obligations hereunder. Notwithstanding anything to the contrary herein contained, either party may assign its rights or obligations hereunder in the entirety (i) to its parent or any subsidiary or successor corporation or in the Company's case to any affiliated School District or governmental entity without prior written consent and (ii) in connection with a merger, reorganization, consolidation, change of control, or sale of all or substantially all of the assets to which this Agreement pertains; provided, however, that nothing contained herein shall release the assigning party from its obligations hereunder. Subject to the foregoing, this Agreement inures to the benefit of, and is binding upon, the successors and assigns of the parties hereto.

(b) Notice: Except as otherwise expressly provided in this Agreement, all notices hereunder shall be in writing, personally delivered, sent by certified mail, return receipt requested, or by confirmed email, addressed to the other party as follows:

If to Curative:
430 South Cataract Ave
San Dimas, CA 91773

If to Company:
Alameda County Office of Education
Attn: L. K. Monroe, Superintendent of Schools
313 W. Winton Ave.
Hayward, California 94544

Either party may change its address to which notices shall be sent by a notice that conforms to the requirements of this subsection.

- (c) Entire Agreement: This Agreement, including Exhibits, contains the entire understanding between Company and Curative and supersedes any and all prior agreements, understandings, and arrangements between them relating to the subject matter hereof. No amendment, change, modification or alteration of the terms and conditions hereof shall be binding unless in writing and signed by the Parties to be bound.
- (d) Choice of Law: This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- (e) Waiver: The failure of either Party to this Agreement to exercise or enforce any right conferred upon it hereunder shall not be deemed to be a waiver of any such right nor operate to bar the exercise or performance thereof at any time or times thereafter, nor shall a waiver of any right hereunder at any given time be deemed a waiver thereof for any other time.
- (f) Severability: It is the intention of the Parties that the provisions of this Agreement shall be enforceable to the fullest extent permissible under applicable laws, and that the invalidity or unenforceability of any provisions under such laws will not render unenforceable, or impair, the remainder of the Agreement. If any provisions hereof are deemed invalid or unenforceable, either in whole or in part, this Agreement will be deemed amended to modify, or delete, as necessary, the offending provisions and to alter the bounds thereof in order to render it valid and enforceable.
- (g) Non-Exclusive Arrangement: Curative acknowledges that this is a non-exclusive arrangement and that this Agreement places no restrictions on Company's ability to use other laboratories and that Company does not guarantee any minimum volume of specimens to be referred to Curative for Services under this Agreement.
- (h) Relationship of the Parties: Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties. Neither Party is an agent of the other, and neither Party has any authority whatsoever to bind the other Party, by contract or otherwise.
- (i) Force Majeure: Either Party shall be excused from non-performance or delay in performance to the extent that such non-performance or delay in performance arises out of causes beyond the control and without the fault or negligence of the non-performing Party. Such cases include, but are not limited to, acts of God, pandemics (including COVID-19), the public enemy or terrorism, laws or acts of any government in either its sovereign or contractual capacity, shut down of power grid, fires, floods, epidemics, , strikes or freight embargo. Each Party shall promptly notify the other of any such circumstances and its probable duration as a result of which such Party claims its inability to perform this Agreement.
- (j) Section Headings: Section headings contained in this Agreement are for reference purposes only and shall not affect, in any way, the meaning and interpretation of this Agreement.
- (k) Execution in Counterparts: This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same instrument.

(l) Third Parties. Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the Parties to it.

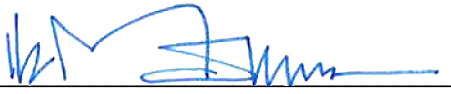
(signature page follows)

IN WITNESS WHEREOF, the duly authorized representatives of the Parties have executed this Agreement effective as of the Effective Date.

Curative, Inc.

Company

By: Tami D. Wilson-Ciranna

By: 

Name: Tami D. Wilson-Ciranna

Name: L.K. Monroe

Title: CFO

Title Superintendent of Schools

Exhibit A

EMPLOYER TESTING SERVICE DESCRIPTION PRICE AND PAYMENT TERMS

Product Description:

Curative has developed a COVID-19 testing (i.e., qualitative detections of nucleic acid from SARS-CoV-2) that provides employers with cost-effective, confidential access to SARS-CoV-2 RNA testing for their employees and contractors (the “Services”) for the sole purpose of determining who may come on-site at Company offices in order to maintain a safe workplace.

All employees must sign a consent and waiver form prior to receiving the Services, and the Company must designate a Company Representative that oversees the collection process, manages the de-identification of employee samples, and serves as a primary contact point. All test results are reported back to the Company Representative, and it is the Company’s responsibility to decide the frequency of Services and course of action based on test results.

Requirements and limitations of the COVID-19 Employer Testing Service:

See contract introduction section for important limitations of the Service.

CONTRACT RIDER FOR ALAMEDA COUNTY SCHOOL DISTRICTS

This Rider is attached to and made part of that agreement between Curative Inc., and Alameda County Office of Education dated October 7, 2020 (the “Agreement”), in which Curative has agreed to provide certain services, including COVID-19 testing to the County’s essential workers, as well as, if elected by County, students within the school districts residing in the County (see attached Exhibit “A” for complete list of eligible school and elementary school districts).

WHEREAS, Eden Area ROP wishes to receive the Services from Curative Inc.; and

WHEREAS, the District agrees to be bound by all of the terms and conditions of the Agreement (including indemnification) insofar as they relate to District; and

WHEREAS, in consideration for the District entering into this Rider, Curative shall provide the Services as outlined in the Agreement to the District, subject to all terms and conditions of the Agreement and this Rider, as listed below.

A breach by either Party to this Rider shall not terminate the Agreement.

A termination by the District shall not be a termination of the Agreement by the County.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties have executed this Agreement effective as of the Effective Date.

Curative Inc.

Eden Area ROP

By: _____

By:  _____

Name:

Name: Anthony Oum

Title:

Title: Fiscal Services Administrator



DATE: December 10, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the MOU with the Tri-Valley ROP for Pathway Coordination under the K12 Strong Workforce Program from March 2020 through December 2021

BACKGROUND

The California Department of Education has allocated \$12 million per year of Strong Workforce Program funds for staffing Pathway Coordinators throughout the state. This funding allows for one Pathway Coordinator to support the programs that support each of the community college districts throughout the state. Eligible LEAs apply to host the Pathway Coordinator on behalf of the feeder districts to the local community college district.

CURRENT SITUATION

JPA ROPs are eligible to apply as host for the Pathway Coordinator Position. The Tri-Valley ROP applied to host this position in partnership with the Eden Area ROP. Our successful application created a position to support each of the two community colleges serviced by the Chabot Las Positas Community College District. The Tri-Valley ROP is the fiscal lead for the grant and is splitting the \$125,000 in funding with the Eden Area ROP. This MOU codifies our agreement in accordance with our application to host the position.

RECOMMENDATION

It is recommended that the Governing Board approve the MOU with the Tri-Valley ROP for Pathway Coordination under the K12 Strong Workforce Program from March 2020 through December 2021.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
AND TRI-VALLEY REGIONAL OCCUPATIONAL PROGRAM**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between Eden Area Regional Occupation Program (hereinafter referred to as “DISTRICT”) whose address is 26316 Hesperian Blvd., Hayward, CA 94545, and Tri-Valley Regional Occupational Program (hereinafter referred to as “CONTRACTOR”) whose address is 1040 Florence Road, Livermore, CA 94550

2. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which the CONTRACTOR will provide Pathway Coordination under the K12 Strong Workforce Program.

3. **Term of MOU.** This MOU is effective March 1, 2020 through December 31, 2021.

Year 1: March 1, 2020 through December 31, 2020

Year 2: July 1, 2020 through December 31, 2021

4. **Responsibilities of Tri-Valley Regional Occupational Program.** The Tri-Valley Regional Occupational Program will provide the DISTRICT with funding via the K12 Pathway Coordinator Sub-Agreement with Rancho Santiago Community College District. After receiving an invoice of qualified grant expenditures, the CONTRACTOR, will remit payment to DISTRICT.. The essential duties and responsibilities of Strong Workforce Program K12 Pathway Coordinator is outlined in ATTACHMENT A.

5. **Responsibilities of Eden Area Regional Occupation Program.** The DISTRICT agrees to follow the guidelines set forth by the SWP K12 Pathway Coordinator Chancellor's Office. The DISTRICT will invoice for qualified grant expenditures in a timely manner to CONTRACTOR as indicated by the Chancellor’s Office for services satisfactorily rendered pursuant to this MOU, a total fee not to exceed \$125,000 (Year 1: \$62,500 and Year 2: \$62,500).

6. **General Provisions.**

A. Amendments. Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

B. Applicable Law. The construction, interpretation and enforcement of this MOU shall be

governed by the laws of the State of California.

D. Entirety of Agreement. This MOU, consisting of two (2) pages represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

E. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

F. Termination. Termination of this agreement is set forth in **Item 3** (above) **Term of MOU**.

7. **Insurance.** The DISTRICT shall maintain at all times adequate insurance to protect the DISTRICT from claims under Worker's Compensation Acts, and from claims for damages for personal injury, including death, and damage to property which may arise from operations under the MOU.
8. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

Eden Area Regional Occupational Program

Tri-Valley Regional Occupational Program

Linda Granger, Superintendent
Eden Area Regional Occupational Program

Julie Duncan, Superintendent
Tri-Valley Regional Occupational Program

Date

Date