



# EdenAreaROP

## GOVERNING BOARD MEETING AGENDA

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

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**Thursday, March 5, 2020**  
**5:45 pm**

### GOVERNING BOARD MEMBERS

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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

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



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

Date: Thursday, March 5, 2020  
Time: 5:45 p.m.

## **AGENDA**

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

Visitors wishing to address the Governing Board are asked to complete a "Request to Address ROP Governing Board" card, available at the entrance to the meeting room, and submit it to the Governing Board's Administrative Secretary. Any member of the audience may speak on any agenda item by following this process, or upon recognition by the Chairperson by identifying him/herself and his/her organization affiliation prior to any action taken by the Governing Board. Such presentations may be limited. If there is a desire to address the Governing Board on a matter relating to the Eden Area ROP that does not appear on the agenda, this may be done during the "Other Business" section.

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

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

### **I. Call to Order**

### **II. Roll Call**

### **III. Pledge of Allegiance**

### **IV. Mission Statement**

### **V. Approval of Agenda**

### **VI. Student of the Month**

- A. Presentation of ROP Student of the Month Awards (page 3)

### **VII. Consent Calendar**

Action by the ROP Governing Board of the Eden Area Regional Occupational Program means that all items listed under the Consent Calendar are adopted by one single motion, unless a member of the Governing 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 February 6, 2020 (pages 4-9)
- B. Request the Governing Board to approve the Bill Warrants (pages 10-13)
- C. Request the Governing Board to approve the Listed Donations-Cynthia Ericson (page 14)
- D. Request the Governing Board to approve the Listed Donations- Arden Hall & Cynthia Kroll (page 15)

## **Page 2 – Agenda for the March 5, 2020 Regular Meeting of the ROP Governing Board**

- E. Request the Governing Board to approve the Statement of Facts Roster of Public Agencies Filing (pages 16-17)
- F. Request the Governing Board to approve the Disposal of Obsolete or Surplus Items (pages 18-19)
- G. Request the Governing Board to approve the Revised Agreement with Fresno County Office of Education for Direct Support Professional Training for the 2019-2020 School Year (pages 20-22)

### **VIII. Information Items**

- A. ROP Pathway Review-Residential and Commercial Construction (pages 23-24)
- B. Adult Programs Update (page 25)
- C. First Reading of the Governing Board Policies and Administrative Regulations 4000 (page 26)

### **IX. Action Items**

- A. Request the Governing Board to approve the Second Reading and Adoption of the Governing Board Policies and Administrative Regulations 0000-3000 (page 27)
- B. Request the Governing Board to approve the 2019-2020 Second Interim Budget Report (page 28)
- C. Request the Governing Board to approve the adoption of Resolution 5-19/20: Signature Card-Board Members (pages 29-31)

### **X. Superintendent's Report**

### **XI. Communications**

- A. Letter from the Alameda County Office of Education regarding the First Interim (page 32)

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

- A. Personnel (Government Code Section 54957) Public Employee Discipline/Dismissal/Release/Hiring

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

- A. Personnel (Government Code Section 54957) Public Employee Discipline/Dismissal/Release/Hiring

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

- A. Public
- B. ROP Governing Board

### **XV. Adjournment**



**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Lauren Kelly, Assistant Director of Educational Services  
**SUBJECT:** Presentation of ROP Student of the Month Awards

## **BACKGROUND**

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

## **CURRENT SITUATION**

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The student recognition program has proven to be a successful, motivational tool in the classroom, among the staff and the students of the Eden Area ROP.

The following students were selected as ROP students of the month for March:

<b>STUDENT NAME</b>	<b>HIGH SCHOOL</b>	<b>ROP PROGRAM</b>	<b>INSTRUCTOR</b>
Angelo De Castro	Arroyo High School	Construction Technology I	Bill Desluarier
Shayan Alvarez	Castro Valley High School	Automotive Technology II	David Espinoza
Nathan Rivera Garcia	San Leandro High School	Automotive Technology I	David Espinoza
Jordan Robinson	Mt. Eden High School	Entrepreneurship	Vanita Lee-Tatum

## **RECOMMENDATION**

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Information only

# CONSENT CALENDAR

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CONSENT CALENDAR



## Minutes of the Regular Meeting of the ROP Governing Board February 6, 2020

### I. Call to Order

Board President, Peter Oshinski, called the meeting to order at 5:45 p.m. on Thursday, February 6, 2020 at the Eden Area Regional Occupational Program Board Room, 26316 Hesperian Blvd., Hayward, CA 94545.

### II. Roll Call

Gabriela Juarez, Executive Assistant, called roll.

#### Eden Area ROP Governing Board Present:

Peter Oshinski, President	San Leandro USD	
Dr. Robert Carlson, Member	Hayward USD	
Jo A.S. Loss, Member	Castro Valley USD	
Juan Campos, Member	San Lorenzo USD	arrived at 6:23 pm

Superintendent: Linda Granger, present

#### ROP Administrators in Attendance:

Craig Lang	Director of Adult Programs
Bernie Phelan	Director of Educational Services
Lauren Kelly	Assistant Director of Educational Services
Ariel Owen	Fiscal Services Administrator
Evan Goldberg	Grant Coordinator

#### ROP Staff in Attendance:

Lance Bohn	Criminal Justice/Forensic Instructor
Kent Doan	CyberSecurity Instructor
Diana Engel-Holmes	Accounts Receivable/Purchasing Technician
Michael O'Connell	Criminal Justice Instructor
Laura Jagroop	Entrepreneurship Instructor
Gabriela Juarez	Executive Assistant
Sukhi Sidhu	Career Counselor

#### Others Present:

Students of the Month and their families

### III. Pledge of Allegiance

Zoe Simmons led the Pledge of Allegiance.

### IV. Mission Statement

Zoe Simmons read the Eden Area ROP mission statement.

### V. Approval of Agenda

Trustee Jo A.S. Loss moved to approve the agenda. Trustee Robert Carlson seconded the motion. By the following vote, the agenda was approved.

AYES: 3 (Carlson, Loss, Oshinski)

NOES: 0  
ABSTAIN: 0  
ABSENT: 1 (Campos)

#### **VI. Student of the Month Awards**

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

<b>STUDENT NAME</b>	<b>HIGH SCHOOL</b>	<b>ROP PROGRAM</b>	<b>INSTRUCTOR</b>
Ezequiel Canales	Tennyson High School	Cybersecurity I	Kent Doan
Brisa Lopez Rodriguez	San Lorenzo High School	Criminal Justice I	Michael O'Connell
Zoe Simmons	Castro Valley High School	Criminal Justice/ Forensics I	Lance Bohn

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

#### **VII. Consent Calendar**

Trustee Robert Carlson moved to approve the Consent Calendar items as written.

- A. Approve the Minutes of the Regular Governing Board Meeting of December 9, 2019
- B. Approve the Bill Warrants
- C. Approve the Personnel Action Items
- D. Approve the Quarterly Report on Williams Act Complaints and Resolutions
- E. Approve the Budget Development Calendar for the 2020-2021 School Year
- F. Approve the Advisory Committee Meeting Minutes
- G. Approve the Agreement with American Fidelity to Provide Section 125 Plan Services for the 2020 Calendar Year

Trustee Jo A.S. Loss seconded the motion.

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

#### **VIII. Information Items**

##### **A. Generation She Makeathon Update**

Linda Granger, Superintendent, introduced Laura Jagroop to share about the Generation She Makeathon event that took place January 25 through January 26, 2020. Ms. Jagroop shared that the event took place at the Lyft headquarters in San Francisco, CA. Ms. Jagroop thanked Trustee Peter Oshinski for sponsoring her student, Karla Cardenas, to attend. Karla won second place in the business competition. Ms. Jagroop introduced Karla to share a little about her experience. Karla was excited about being able to attend. She said it was an uplifting experience for high school girls in entrepreneurship. She hopes to attend next year.

**B. ROP Pathway Review-Public Safety**

Bernie Phelan, Director of Educational Services, introduced the Public Safety pathway. This pathway has two programs one at San Lorenzo High School and one at the ROP Center. Each program is a two sequence program separated as year one and year two which are all a-g approved. All year one programs are articulated with Chabot College. This pathway is currently serving 223 students. Mr. Phelan introduced Dr. Lance Bohn, instructor, to review the course.

Dr. Bohn gave an overview of what students will learn which included criminal justice and law enforcement concepts and skills, forensic science and crime scene investigation techniques and procedures and the criminal justice system and its three branches. Students also learn soft skills and workforce readiness. The program also has a strong advisory board. He concluded his report by sharing that his students participated in the SkillsUSA competition and placed in several of the competition categories including first place.

**C. Midyear Review of the Superintendent's Goals**

Linda Granger, Superintendent, updated the Board on the progress of her goals that were jointly developed with the Board to be achieved over a 2 year period. She had several overarching goals and several items within each of those goals to help accomplish them. She noted that every month under the Superintendent's report she highlights what she has been doing towards those goals.

Goal one is to provide promotion and outreach regarding ROP features and benefits to all stakeholders.

Goal two is to ensure curriculum and instruction is responsive to current academic and industry needs.

Goal three is to develop new and strengthen existing partnerships.

Goal four is to implement systems that streamline and coordinate processes.

Goal five is to monitor current funding and identify opportunities to increase and diversify funding streams.

**D. First Reading of the Governing Board Policies and Administrative Regulations 0000-3000**

Linda Granger, Superintendent, presented to the Governing Board the first reading of Board Policies and Administrative Regulations for the 0000-3000 series.

The Governing Board discussed and decided on a few minor changes to be made for the second reading, which included:

- |         |  |
|---------|--|
| AR 0450 | Removed language about "gang-related apparel"  |
| BP 1112 | Specified that the Board President should be the spokesperson for the Board in respect to media relations. |



AR 1240	Clarified that volunteer work does not displace current employees
AR 1312.3	Revised language to state the Board meets regularly
BP 1325	Included vaping under the list of products unsuitable for children
BP 3290	Included vaping under the list of items unacceptable to receive
BP 3350	Included gratuities no greater than 10% to be reimbursable to staff who attend conferences.
AR 3516	Specified that the spokesperson(s) be either the Superintendent or Board President

**IX. Action Items**

**A. Request the Governing Board to approve the Governing Board Reorganization**

Trustee Peter Oshinski nominated Trustee Jo A.S. Loss for Board President. Trustee Robert Carlson seconded. The Governing Board approved to elect Trustee Jo A.S. Loss for President.

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

Trustee Peter Oshinski nominated Trustee Robert Carlson. Trustee Juan Campos seconded. The Governing Board approved to elect Trustee Robert Carlson for Vice-President.

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

**B. Request the Governing Board to approve the adoption of Resolution 4-19/20: Career Technical Education Month**

Upon review of and a motion by Trustee Jo A.S. Loss and a second by Trustee Robert Carlson, the Governing Board approved the adoption of Resolution 4-19/20: Career Technical Education Month.

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

**C. Request the Governing Board to approve the Ongoing Agreement with Orbund for Student Information System Services for the High School Programs**

Upon review of and a motion by Trustee Robert Carlson and a second by Trustee Jo A.S. Loss, the Governing Board approved the ongoing agreement with Orbund for student information system services for the high school programs.

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

**D. Request the Governing Board to approve the Revised Job Descriptions for Administrators**

Upon review of and a motion by Trustee Jo A.S. Loss and a second by Trustee Juan Campos, the Governing Board approved the revised job descriptions for administrators.

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

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

Upon review of and a motion by Trustee Jo A.S. Loss and a second by Trustee Robert Carlson, the Governing Board approved the revised salary schedules.

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

**X. Superintendent's Report**

Superintendent Granger reported that she was asked to participate at the assembly hearing on education panel regarding CTE last week. She was honored to represent CTE.

The Regional SkillsUSA competition was held in Santa Clara. ROP students did amazing and had 46 students qualify to compete at the State competition.

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

**A. Public**

None

**B. Governing Board Reports**

Jo A.S. Loss, Castro Valley USD representative, shared that there was a ribbon cutting for the grand opening of the Castro Valley High School Engineering building. It was a very exciting event. Students had the opportunity to showcase some of things they have

been learning. Trustee Jo A.S. Loss also commented that she appreciated ROP's presence at the event.

Peter Oshinski, San Leandro USD representative, gave a warm welcome to Trustee Juan Campos to the Board.

**XII. Adjournment**

Upon a motion by Trustee Robert Carlson and a second by Trustee Jo A.S. Loss, the Governing Board adjourned the meeting at 7:24 p.m.

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

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

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Linda Granger, Superintendent  
Clerk to the ROP Governing Board



**DATE:** March 5, 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**

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The bill warrants submitted for approval are for the period of January 27, 2020 through February 6, 2020 and include test warrant numbers and voided warrants.

## **CONSENT CALENDAR**

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**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Lauren Kelly, Assistant Director of Educational Services  
**SUBJECT:** Request the Governing Board to approve the Listed Donations-  
Cynthia Ericson

## **CURRENT SITUATION**

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

On January 28, 2020, Cynthia Ericson donated miscellaneous small tools and building supplies to our Construction Technology program.

A letter of acceptance will be sent to the donor.

## **CONSENT CALENDAR**

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**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Lauren Kelly, Assistant Director of Educational Services  
**SUBJECT:** Request the Governing Board to approve the Listed Donations-  
Arden Hall & Cynthia Kroll

## **CURRENT SITUATION**

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

On February 11, 2020, Arden Hall and Cynthia Anne Kroll donated a 1997 Dodge Caravan to our Auto Technology program.

A letter of acceptance will be sent to the donor.

## **CONSENT CALENDAR**

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**DATE:** March 5 ,2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board to approve the Statement of Facts Roster of Public Agencies Filing

## **BACKGROUND**

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Government Code Sections 53050 and 53051 require a Statement of Facts Roster of Public Agencies to be filed whenever there is a change in the officers or members of a district's governing board (within 10 days after a change).

The Superintendent or designee shall verify that all information regarding the ROP and the Board is filed accurately with the Roster of Public Agencies in the office of the Secretary of State, the County Clerk and ACOE. The verified information includes the name of the ROP, the mailing address of the ROP, the names and addresses of the presiding Governing Board officer, the Governing Board Clerk or Secretary and other members of the Governing Board.

## **CURRENT SITUATION**

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Now that the annual reorganization of the ROP Governing Board has been completed an updated Statement of Facts Roster of Public Agencies Filing will be submitted to the Secretary of State, the County Clerk and ACOE.

## **CONSENT CALENDAR**

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# State of California Secretary of State

## STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code section 53051)

### Instructions:

1. Complete and mail to: Secretary of State,  
P.O. Box 942870, Sacramento, CA 94277-2870 (916) 653-3984
2. A street address must be given as the official mailing address or as  
the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing ☐ Update ☐

(Office Use Only)

Legal name of Public Agency: \_\_\_\_\_

Nature of Update: \_\_\_\_\_

County: \_\_\_\_\_

Official Mailing Address: \_\_\_\_\_

Name and Address of each member of the governing board:

**Chairman, President or other Presiding Officer** (Indicate Title): \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Secretary or Clerk** (Indicate Title): \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

### Members:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME

\_\_\_\_\_ Date

ADDRESS

\_\_\_\_\_ Signature

CITY/STATE/ZIP

\_\_\_\_\_ Typed Name and Title





**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Ariel Owen, Fiscal Services Administrator  
**SUBJECT:** Request the Governing Board to approve the Disposal of Obsolete or Surplus Items

## **BACKGROUND**

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Education Code sections 60500 et. seq mandate that the Board of Education determine when items are obsolete and not required or usable for school purpose.

## **CURRENT SITUATION**

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The attached list summarizes items that:

(1) Are obsolete or no longer suitable for school use (2) are to be disposed of for the purpose of replacement, or (3) are non-functional and are no longer needed for school purposes.

The Administration of the Eden Area ROP has concluded that it is necessary to dispose of the obsolete equipment and/or items.

## **CONSENT CALENDAR**

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## Disposal of Obsolete or Surplus Items 2019-2020

### Reasons for Disposal:

1. Obsolete or no longer suitable for school use
2. Disposed of for the purpose of replacement
3. Non-functional and are no longer need for school purposes

DESCRIPTION	MFGR	MODEL	LOCATION	SERIAL #	PO#/TAG #	DATE REC.	REASON FOR DISPOSAL
Misc used transmissions			Auto Technology II, F1		no ROP tag	unknown	Non Functional
Disassembled cylinder heads			Auto Technology II, F1		no ROP tag	unknown	Non Functional
Used engines with missing parts			Auto Technology II, F1		no ROP tag	unknown	Non Functional
Various miscellaneous parts of no use			Auto Technology II, F1		no ROP tag	unknown	Non Functional



**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director of Adult Programs  
**SUBJECT:** Request the Governing Board to approve the Revised Agreement with Fresno County Office of Education for Direct Support Professional Training for the 2019-2020 School Year

## **BACKGROUND**

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Since 1998, the Department of Developmental Services (DDS) has partnered with the California Department of Education to implement the Direct Support Professional Training (DSPT) program through 35 participating Regional Occupational Centers and Programs (ROCPs). The DSPT provides 70 hours of comprehensive skill development over a two-year period, testing Direct Support Professionals' (DSP) mastery of the curriculum and requiring them to demonstrate proficiency in specific skill sets in order to become certified.

## **CURRENT SITUATION**

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This agreement was originally approved at the June 7, 2019 Governing Board meeting, since then the number of sessions and students has increased over the initial projections for the 2020 fiscal year. This increase on demand for services has resulted in the need to amend our original agreement with the Fresno County Office of Education (FCOE). The new agreement limits the total revenue to Eden Area ROP from \$130,000 to \$260,000.

## **CONSENT CALENDAR**

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**AMENDMENT NO. 01**  
**TO COOPERATION AND SHARED RESPONSIBILITY AGREEMENT ("Agreement")**

Legal Doc./Contract No. of this signed Amendment (*Legal use only*): \_\_\_\_\_

Legal Doc./Contract No. of Agreement/Prior Amendment(s) if different from above: **#117995**

<b>OTHER PARTY</b>  <b>Eden Area Regional Occupational Program (ROP)</b> <b>("Other Party")</b> DBA ( <i>leave blank if none</i> ): Attn: <b>Craig Lang, Director of Adult Programs</b> 26316 Hesperian Boulevard Hayward, CA 94545 Phone: (510) 293-2905 Email: <a href="mailto:clang@edenrop.org">clang@edenrop.org</a>	<b>FCSS</b>  Fresno County Superintendent of Schools (" <b>FCSS</b> ") Attn: <b>Valerie Vuicich, Executive Director</b> Dept.: <b>CTE/ROP</b> Fresno County Office of Education 1318 E. Shaw Avenue, Suite 420 Fresno, CA 93710 Phone: (559) 497-3850 Email: <a href="mailto:vvuicich@fcoe.org">vvuicich@fcoe.org</a>
If any information stated above is different from that stated on the Agreement or any prior amendment(s), a Party hereby authorizes the other Party to give, effective on the Amendment Effective Date, all notices, demands, and other communications relating to the Agreement and any amendment(s) thereto to the Party, in accordance with the provisions in the Agreement, to the person and address or email stated above.	
<b>TERM OF CONTRACT ("Contract Term", dates must match those stated on Agreement):</b>	<b>EFFECTIVE DATE OF AMENDMENT (date must be within the Contract Term stated in Agreement/prior amendment(s)):</b>
Effective Date: <b>July 1, 2019</b> Termination Date: <b>June 30, 2020</b>	<b>"Amendment Effective Date":</b> <b>February 3, 2020</b>
<b>AMENDMENT: Other Party and FCSS are referred to separately as a "Party" and collectively as the "Parties". The Parties entered into the above-referenced Agreement and hereby desire to amend said Agreement as set forth below (<i>complete each as indicated below</i>):</b>	
<b>1. CONTRACT TERM</b> 1.1 The Termination Date was previously amended to: <b>No change</b> 1.2 This Amendment changes the Termination Date as follows ( <i>mark one and complete as required</i> ): <input checked="" type="checkbox"/> No change <input type="checkbox"/> New Termination Date: _____	
<b>2. CONTRACT AMOUNT</b> 2.1 The Contract Amount of the Agreement is: <b>Not to exceed \$130,000.00</b> 2.2 The sum of all prior amendments to the Agreement is ( <i>state \$0 if none</i> ): <b>\$0</b> 2.3 This Amendment changes the Contract Amount as follows ( <i>mark one and complete as applicable</i> ): <input type="checkbox"/> No change <input checked="" type="checkbox"/> Increase by the following amount: <b>\$130,000.00</b> <input type="checkbox"/> Decrease by the following amount: \$ _____ <input type="checkbox"/> Modify as follows: \$ _____	
2.4 The amended Contract Amount is ( <i>sum of 2.1 to 2.3</i> ): <b>Not to exceed \$260,000.00</b>	

3. SERVICES/WORK. This Amendment changes the Services/Work as follows (*mark one and complete as applicable*):

☒ No change

☐ Add the following:

☐ Delete the following:

☐ Modify as follows:

4. OTHER CHANGES (*leave blank if none*): **Contract amount of the Agreement increased to accommodate the increased number of DSPT Trainings and Challenge Tests conducted to meet the needs of Community Care Facility DSPs within the East Bay Regional Center Catchment area.**

In consideration of the covenants, conditions, and promises in and for good and valuable consideration and the mutual benefits to be derived from this Amendment, the Parties hereby enter into this Amendment. Unless specifically stated in this Amendment otherwise, this Amendment is effective commencing on the Amendment Effective Date stated above. Except as stated in this Amendment, all terms and conditions of the Agreement and all prior amendments thereto, if any, shall remain in full force and effect in accordance with the terms and conditions stated therein and all terms used in this Amendment shall have the same meaning as in the Agreement. If any provision of this Amendment conflicts with any provision of the Agreement, the provision of this Amendment shall govern. If any provision of this Amendment conflicts with any provision of a prior amendment, the provision of the amendment that is most recent in time shall govern unless specifically stated otherwise in an amendment. Each person executing this Amendment on behalf of a Party represents that he/she is authorized to execute on behalf of and to bind the Party to this Amendment.

OTHER PARTY

FCSS

By: \_\_\_\_\_

Print Name: **Craig Lang**  
Title: **Director of Adult Programs  
or Authorized Designee**

By: \_\_\_\_\_

**Jim A. Yovino, Superintendent  
or Authorized Designee**

**NOTE – ELECTRONIC SIGNATURE:** While FCSS will accept digital signatures on contracts and amendments, they must be validated by a reliable Certificate Authority, and if a digital signature is used to execute any such document, the signature page thereof must be provided to FCSS in the electronic format it was signed in.

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# INFORMATION ITEMS

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**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Bernie Phelan, Director of Educational Services  
**SUBJECT:** ROP Pathway Review-Residential and Commercial Construction

## **BACKGROUND**

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

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

## **CURRENT SITUATION**

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The Residential and Commercial Construction pathway provides learning opportunities for students interested in preparing for careers in construction and building design, performance, and sustainability. The standards focus on the manner in which residential and commercial structures are designed and built. The pathway includes instruction in the way in which these structures are built (Class B California License). Sample occupations associated with this pathway: Plumber, Electrician, Building Inspector, Estimator and Carpenter.

The attached pathway review is for the following program: Construction Technology. The statistics provided are derived from the 2018-2019 C101 follow-up study completed June 2019.

## **RECOMMENDATION**

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Information only

# Criteria for Course Approval and Expansion Annual Review

For Class offerings 2018-2019 School Year

<b>SCHOOL DISTRICT:</b>		<b>EDEN AREA ROP</b>		<b>LOCATION:</b>		<b>Eden Area ROP</b>									
<b>PATHWAY:</b>		Residential and Commercial Construction				<b>INSTRUCTORS:</b>									
		Bill Deslaurier													
Course Name		Enrollment as of 18-19 Year to Date		Enrollment as of 17/18 Year to Date		Enrollment as of 16/17 Year to Date									
Construction Technology		58		62		54									
<b>Comments:</b> <ul style="list-style-type: none"> <li>Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing.  <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO </li> <li>Retention rate (Active Enrollment divided by Year-to-date Enrollment):</li> </ul>															
<b>Text Book:</b> Modern Carpentry, Essential Skills for the Building Trades				<b>Author:</b> Willis H Wagner		<b>Edition:</b> 11 <sup>th</sup>									
<b>NO.</b>	<b>YES</b>	<b>NO</b>													
1.	X		<b>ENROLLMENT</b> – Course meets current or future labor market news. <table border="1"> <tr> <td><b>CLASS SCHEDULE:</b> AM/PM</td> <td><b>SECTIONS PER YEAR:</b></td> <td><b>MINS PER SECTION:</b></td> <td><b>EXPECTED MINIMUM STUDENTS PER SECTION:</b></td> </tr> <tr> <td>2 (Center)</td> <td>2</td> <td>3hrs Center</td> <td>25+</td> </tr> </table>					<b>CLASS SCHEDULE:</b> AM/PM	<b>SECTIONS PER YEAR:</b>	<b>MINS PER SECTION:</b>	<b>EXPECTED MINIMUM STUDENTS PER SECTION:</b>	2 (Center)	2	3hrs Center	25+
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2 (Center)	2	3hrs Center	25+												
2.	X		<b>AVAILABILITY OF QUALIFIED INSTRUCTOR</b> – Qualified/ Credentialed Instructor teaching course.												
3.	X		<b>LEADERSHIP</b> – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.												
4.	X		<b>CURRICULUM and INSTRUCTION</b> – Students are provided with a strong experience in and understanding of all aspects of industry.												
5.	X		<b>SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT</b> – Course is designed as part of a sequence of courses, career pathways, etc.												
6.	X		<b>ADVISORY COMMITTEE</b> – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance.												
7.	X		<b>LABOR MARKET NEEDS</b> – Course meets current or future labor market needs.												
8.	X		<b>WORK BASED LEARNING</b> – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)												
9.		X	<b>COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION</b> – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing )												
10.	X		<b>JOB PLACEMENT/FURTHER EDUCATION OPTIONS</b> – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.												
11.	X		<b>FACILITIES AND EQUIPMENT ACCOMMODATION</b> <input type="checkbox"/> District will provide a facility which adequately accommodates the program. <input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.												
<b>OTHER CONSIDERATIONS:</b>															
<input type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification											
<input type="checkbox"/> Community College Articulation				<input checked="" type="checkbox"/> Strong Business or Industry Partnership											
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -											
<b>COMPLIANCE CATEGORIES</b>															
<input checked="" type="checkbox"/> <b>R – Retain Program:</b> Program meets all criteria.		<input type="checkbox"/> <b>W - Watch Program:</b> All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> <b>P - Probation:</b> Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> <b>R – Reduce Program:</b> Downsizing program.									
						<input type="checkbox"/> <b>S/T - Suspend/ Terminate program.</b>									





**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Craig Lang, Director of Adult Programs  
**SUBJECT:** Adult Programs Update

## **BACKGROUND**

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

## **CURRENT SITUATION**

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

## **RECOMMENDATION**

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Information only

**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** First Reading of Governing Board Policies and Administrative Regulations 4000

## **BACKGROUND**

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By law, districts are mandated to adopt policies and administrative regulations to help ensure that districts are legally compliant. New laws are passed by the legislature and congress every year and our policies can quickly become out-of-date. The last thorough review of all of the Eden Area ROP Governing Board policies and administrative regulations occurred in the 2012-2013 school year.

## **CURRENT SITUATION**

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This year staff have worked with a CSBA consultant to analyze our Eden Area ROP's Governing Board Policy Handbook to determine if the Eden Area ROP's mandated board policies and administrative regulations reflect current law and the latest CSBA sample. The consultant also analyzed selected Eden Area ROP policies that have been identified by CSBA as containing important legal requirements. In all, CSBA reviewed all our 0000 through 9000 board policies, administrative regulations and bylaws.

What follows is the first reading of updated 4000 board policies and administrative regulations to reflect current law and regulations. Copies will be available upon request to the public.

## **RECOMMENDATION**

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Information only

# ACTION ITEMS

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**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board to approve the Second Reading and Adoption of Governing Board Policies and Administrative Regulations 0000-3000

## **BACKGROUND**

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By law, districts are mandated to adopt policies and administrative regulations to help ensure that districts are legally compliant. New laws are passed by the legislature and congress every year and our policies can quickly become out-of-date. The last thorough review of all of the Eden Area ROP Governing Board policies and administrative regulations occurred in the 2012-2013 school year.

## **CURRENT SITUATION**

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The 0000-3000 board policies and administrative regulations have been updated based on the feedback and discussion at the February 6, 2020 Governing Board meeting,

What follows is the second reading of updated 0000-3000 board policies and administrative regulations to reflect current law and regulations.

Copies will be available upon request to the public.

## **RECOMMENDATION**

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It is recommended that the Governing Board approve the second reading and adoption of Governing Board Policies and Administrative Regulations 0000-3000.



**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Ariel Owen, Fiscal Services Administrator  
**SUBJECT:** Request the Governing Board to approve the 2019-2020 Second Interim Budget Report

## **CURRENT SITUATION**

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The Second Interim Report reflects revenues and expenditures as of January 31, 2020. The report was prepared and reviewed in accordance with all federal and state adopted criteria and standards using Local Control Funding Formula (LCFF).

“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 2019-2020 fiscal year and, based on current forecasts, for the next two subsequent fiscal years 2020-2021 and 2021-2022 respectively. The certifications shall be classified as either positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127)”. The Eden Area ROP is certifying a positive certification, and that staff prepared the report, along with assumptions using the School Services of California (SSC) Inc. Dartboard as well as Alameda County Office of Education (ACOE) guidelines. In certifying the 2019-2020 Second Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms the Eden Area ROP's ability to meet all financial obligations for the current fiscal year 2019-2020 and two subsequent fiscal years 2020-2021 and 2021-2022. Finally, the Eden Area ROP continues to meet and exceed AB 1200 requirements.

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

## **RECOMMENDATION**

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It is recommended that the Governing Board approve the 2019-2020 Second Interim Budget Report.



**DATE:** March 5, 2020  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**SUBJECT:** Request the Governing Board to approve the adoption of Resolution 5-19/20: Signature Card-Board Members

## **CURRENT SITUATION**

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Pursuant to Education Code Section 42632 for K-12 and Section 85232 for community colleges, require that signatures of all Governing Board members and signatures of persons authorized by the Governing Board to sign orders must be filed with the County Superintendent of Schools.

## **RECOMMENDATION**

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It is recommended that the Governing Board approve the adoption of Resolution 5-19/20: Signature Card-Board Members.



## **Resolution No. 5 19/20**

### **Fiscal Year 2019-2020**

#### **Signature Card-Board Members**

**TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:**

**WHEREAS**, pursuant to Education Code Section 42632 for K-12 Education and Section 85232 for Community Colleges, each order drawn on the funds of a school district shall be signed by at least a majority of the members of the Governing Board of the district, or by a person or persons authorized by the Governing Board to sign orders in its name; and

**WHEREAS**, the Governing Board of each school district shall be responsible for filing such signatures with the County Office of Education per Education Code Section 42633; and

**WHEREAS**, this resolution supersedes all previous resolutions representing signatures of the Governing Board, and declares said prior resolutions null and void;

**NOW, THEREFORE BE IT RESOLVED** that the following signatures are those of each member presently serving on the Governing Board:

1. _____ <b>Signature</b>	Jo A.S. Loss _____ <b>Type Name</b>
2. _____ <b>Signature</b>	Dr. Robert Carlson _____ <b>Type Name</b>
3. _____ <b>Signature</b>	Peter Oshinski _____ <b>Type Name</b>
4. _____ <b>Signature</b>	Juan Campos _____ <b>Type Name</b>

**PASSED AND ADOPTED** by the Governing Board of the Eden Area ROP on this 5<sup>th</sup> day of March 2020 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

By approval of this resolution, I hereby certify that the signature(s) appearing above are true and were affixed in my presence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, President of the Governing Board

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All board signers or authorized agents remain unchanged from the prior fiscal year. Please consider the resolution from FY\_\_\_\_\_ as our current list of signers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, President of the Governing Board



# COMMUNICATION

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# Alameda County Office of Education

L. Karen Monroe Superintendent of Schools

February 5, 2020

Peter Oshinski, President  
Governing Board  
Eden Area ROP  
26316 Hesperian Blvd.  
Hayward, CA 94545

RE: 2019-20 First Interim Budget Report

Dear President Oshinski:

The Eden Area Regional Occupational Program (EAROP) filed a POSITIVE certification of its 2019-20 First Interim Budget Report with the Alameda County Office of Education (ACOE). In accordance with Education Code (EC) Section 42131, ACOE reviewed the First Interim Budget Report, based on standards and criteria for fiscal stability adopted by the State Board of Education pursuant to EC Section 33127.

Based on ACOE's review and analysis, the First Interim Budget Report approved by EAROP's Governing Board on December 9, 2019 accurately reflects the financial status of EAROP. ACOE therefore concurs with EAROP's POSITIVE certification.

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

Sincerely,

L. Karen Monroe  
Alameda County Superintendent of Schools

cc: Governing Board, Eden Area ROP  
Linda Granger, Superintendent, Eden Area ROP  
Ariel Owen, Fiscal Services Administrator, Eden Area ROP  
Raul A. Parungao, Associate Superintendent, ACOE  
Teresa Santamaria, Chief of District Business & Advisory Services, ACOE  
Terah Studges-Owens, Director I, District Advisory Services, ACOE