



EdenAreaROP

GOVERNING BOARD MEETING AGENDA

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

Thursday, February 6, 2020
5:45 pm

GOVERNING BOARD MEMBERS

Peter Oshinski, President	San Leandro Unified School District
Marilyn Stewart, Vice President	San Lorenzo Unified School District
Jo A.S. Loss, Member	Castro Valley Unified School District
Dr. Robert Carlson, Member	Hayward Unified School District

MISSION STATEMENT

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



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

Date: Thursday, February 6, 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 December 9, 2019 (pages 4-8)
- B. Request the Governing Board to approve the Bill Warrants (pages 9-18)
- C. Request the Governing Board to approve the Personnel Action Items (pages 19-20)
- D. Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions (pages 21-22)

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- E. Request the Governing Board to approve the Budget Development Calendar for the 2020-2021 School Year (pages 23-24)
- F. Request the Governing Board to approve the Advisory Committee Meeting Minutes (pages 25-119)
- G. Request the Governing Board to approve the Agreement with American Fidelity to Provide Section 125 Plan Services for the 2020 Calendar Year (pages 120-156)

VIII. Information Items

- A. Generation She Makeathon Update (page 157)
- B. ROP Pathway Review-Public Safety (pages 158-160)
- C. Midyear Review of the Superintendent's Goals (pages 161-163)
- D. First Reading of the Governing Board Policies and Administrative Regulations 0000-3000 (page 164)

IX. Action Items

- A. Request the Governing Board to approve the Governing Board Reorganization (page 165)
- B. Request the Governing Board to approve the adoption of Resolution 4-19/20: Career Technical Education Month (February) (pages 166-167)
- C. Request the Governing Board to approve the Ongoing Agreement with Orbund for Student Information System Services for the High School Programs (pages 168-183)
- D. Request the Governing Board to approve the Revised Job Descriptions for Administrators (pages 184-192)
- E. Request the Governing Board to approve the Revised Salary Schedules (pages 193-196)

X. Superintendent's Report

XI. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XII. Adjournment



DATE: February 6, 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

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 February:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
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

RECOMMENDATION

Information only

CONSENT CALENDAR



Minutes of the Regular Meeting of the ROP Governing Board December 9, 2019

I. Call to Order

Board President, Peter Oshinski, called the meeting to order at 5:45 p.m. on Thursday, December 9, 2019 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
Marilyn Stewart, Vice President	San Lorenzo USD
Dr. Robert Carlson, Member	Hayward USD
Jo A.S. Loss, Member	Castro Valley USD

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:

Cheryl Gixti	Merchandising Instructor
Gabriela Juarez	Executive Assistant
Deborah Maynard	TOSA
Marlene McDowell	First Responder Program
Daniel Pareja	Auto Collision & Refinishing Instructor
Lameisha Sherri	Graphics Instructor
Sukhi Sidhu	Career Counselor

Others Present:

Students of the Month and their families
Niman Singh, Audit Manager Eide Bailly LLP

III. Pledge of Allegiance

Javier Magallon led the Pledge of Allegiance.

IV. Mission Statement

Maile Annunziato read the Eden Area ROP mission statement.

V. Approval of Agenda

Trustee Marilyn Stewart moved to approve the agenda. Trustee Robert Carlson seconded the motion. By the following vote, the agenda was approved.

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

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 December 2019:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Maile Annunziato	Hayward High School	First Responder	Marlene McDowell Cpt. John Peters
Kaithlyne Guevarra	Arroyo High School	Merchandising	Cheryl Gixti
Javier Magallon	Arroyo High School	Graphics	Lameisha Sherri
Matthew Stewart	Arroyo High School	Automotive Collision & Refinishing	Daniel Pareja

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 follows:

- A. Approve the Minutes of the Regular Governing Board Meeting of November 7, 2019
- B. Approve the Bill Warrants
- C. Approve the Personnel Action Items

Trustee Marilyn Stewart seconded the motion.

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

VIII. Information Items

A. Fall Advisory Committee Meetings

Mr. Bernie Phelan, Director of Educational Services, shared that on November 14, 2019, the Eden Area ROP held its annual Fall Advisory Committee meetings at the San Leandro Senior Center. The focus of the meeting was on curriculum, course outlines, suggestions for improvement of the program and building relationships with each of the business partners. This year there were 112 attendees, which included 35 ROP teachers, 77 business partners and covered 14 pathways across the business sectors.

IX. Action Items

A. Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2019

Linda Granger, Superintendent, introduced Niman Singh, independent auditor, to discuss the auditor's report.

Upon review of and a motion by Trustee Jo A.S. Loss and a second by Trustee Marilyn Stewart, the Governing Board approved the annual independent auditor's report for the fiscal year ending June 30, 2019.

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

B. Request the Governing Board to approve the 2019-2020 First Interim Budget Report

Ariel Owen, Fiscal Services Administrator, presented the 2019-2020 First Interim Budget Report.

Upon review of and a motion by Trustee Jo A.S. Loss and a second by Trustee Marilyn Stewart, the Governing Board approved the 2019-2020 First Interim Budget Report.

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

C. Request the Governing Board to approve the Proposal to Modify the Delivery of Services within the Business and Human Resources Departments

Upon review of and a motion by Trustee Marilyn Stewart and a second by Trustee Robert Carlson, the Governing Board approved the proposal to modify the delivery of services within the Business and Human Resources Departments.

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

D. Request the Governing Board to approve the Agreement with Abtech Technologies for Information Technology Support Services for the 2019-2020 School Year

Upon review of and a motion by Trustee Robert Carlson and a second by Trustee Marilyn Stewart, the Governing Board approved the Agreement with Abtech Technologies for information technology support services for the 2019-2020 school year.

AYES: 4 (Carlson, Loss, Oshinski, Stewart)

NOES: 0
ABSTAIN: 0
ABSENT: 0

E. Request the Governing Board to approve the Computer Operations Technician Position and Job Description

Upon review of and a motion by Trustee Jo A.S. Loss and a second by Trustee Marilyn Stewart, the Governing Board approved the Computer Operations Technician position and job description.

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

X. Superintendent's Report

Linda Granger, Superintendent, highlighted that next fall it will be 50 years of the Eden Area ROP providing service to our member districts.

She reported that she has been meeting with HUSD to discuss extending our lease agreement, which they have been very understanding and amenable to make that happen. The lease is set to expire in three years and taking into consideration the investment made by ROP for the HVAC and roofs, ROP would like to extend the agreement by several years.

She announced that Eden Township Health District just agreed to donate \$10,000 to the ROP to support paying stipends to students who participate in summer internships in our health programs.

Superintendent Granger presented two options to the Board members to schedule the Board Policy first readings, second readings and adoptions. One option provided the board with monthly first readings from February through May and one universal approval date in June. The second option was a zigzag schedule of doing a first reading at one meeting and the second reading and approval at the following meeting, while starting the first reading of the next set of policies at the same meeting. This option would have different approval dates for each section from March through June. The Board unanimously preferred the latter option.

XI. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

Trustee Jo A.S. Loss, Castro Valley Unified School District representative, shared that she attended the sophomore tour and really enjoyed the experience and learned a lot.

XII. Recess to Closed Session

The meeting was called into closed session at 6:53 p.m.

A. Public Employee Appointment/Employment (Pursuant Government Code section 54957): Superintendent's Contract

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

The meeting resumed to open session at 7:03 p.m.

A. Public Employee Appointment/Employment (Pursuant Government Code section 54957): Superintendent's Contract

No action was taken in closed session.

In open session, a motion by Trustee Jo A.S. Loss and a second by Trustee Marilyn Stewart, the Governing Board moved to extend the Superintendent's contract until June 30, 2020 with the understanding that the contract may be amended prior to June 30, 2020.

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

XIV. Adjournment

Upon a motion by Trustee Robert Carlson and a second by Trustee Marilyn Stewart, the Governing Board adjourned the meeting at 7:04 p.m.

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

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: February 6, 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 November 15, 2019 through January 16, 2020 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: February 6, 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: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions

BACKGROUND

Education Code 35186 (d) requires the following:

A school district shall report summarized data on the nature and resolution of all complaints concerning deficiencies related to instructional materials, emergency or urgent facilities conditions and teacher vacancy or misassignment on a quarterly basis to the county superintendent of schools and the Governing Board of the school district. The summaries shall be publicly reported at a regularly scheduled meeting of the Governing Board of the school district. The report shall include the number of complaints with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

CURRENT SITUATION

Attached is a report for the complaints and resolutions through January 1, 2020 as specified by Education Code 35186 (d).

CONSENT CALENDAR



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QUARTERLY REPORT ON WILLIAMS ACT COMPLAINTS

[Education Code 35186 (d)]

Report through: January 1, 2020

District: Eden Area Regional Occupational Program
Person completing this form: Gabriela Juarez
Title: Superintendent's Executive Assistant

Quarterly Report Submission (check one) →
Date: January 1, 2020

- ☒ January 2020
☐ April 2020
☐ July 2020
☐ October 2020

Date for information to be reported publicly at the Governing Board meeting: February 6, 2020

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Number of Complaints	Number of Resolved Complaints	Number of Unresolved Complaints
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Mis-assignment	0	0	0
Facilities Conditions	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
TOTALS	0	0	0

Publicly reported at the Governing Board meeting on: February 6, 2020

Linda Granger, Superintendent



DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Ariel Owen, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the Budget Development Calendar for the 2020-2021 School Year

BACKGROUND

The Eden Area ROP, like all public educational institutions, must follow Education Code 42127 including the responsibility to develop a budget calendar that will guide the district through the fiscal year.

As a requirement all Local Educational Agencies (LEAs) must adopt a budget by July 1 of each year. County superintendents are required to examine the adopted budget for each school district in the county. Budgets are examined for compliance with state adopted criteria and standards, to identify technical corrections needed, and to determine whether the budget will allow the LEA to meet budget year and multiyear financial commitments. Budgets must be approved or disapproved by specified dates.

CURRENT SITUATION

The Education code 42127 requires all school districts to adopt a budget calendar that complies with the State of California budget cycle. Items required for budget adoption in the state law are to publish a notice and agenda of public hearing on the budget. Determine the budget adoption methodology, either single or dual adoption process. The final budget must be adopted with a criteria and standards and revised within 45 days of the adoption of the State budget.

CONSENT CALENDAR

Budget Development Calendar
Preparation for 2020-2021 Budget
(in progress during the 2019-2020 school year)

PHASE 1	
Thursday, September 5, 2019	Governing Board approves the 2018-2019 Unaudited Actuals
Monday, December 9, 2019	Governing Board approves the 2019-2020 First Interim Report
Thursday, January 17, 2020	Governor's Budget - Sacramento
Monday, January 27, 2020	Define budget priorities
Tuesday, January 28, 2020	Distribute current budget information and forms to staff
Thursday, January 30, 2020	Fiscal Services Administrator develop budget assumptions and goals
Thursday, February 6, 2020	Governing Board approves the budget development calendar for 2020-2021
Friday, February 7, 2020	Intent to return letter sent to staff
Monday, February 17, 2020	Administrators submit their proposed budgets to Business
Tuesday, February 18, 2020	Intent to return letters due back to Human Resources
Thursday, February 27, 2020	Superintendent and Fiscal Services Administrator review all budgets
Monday, March 16, 2020	Step and column and professional growth calculated and distributed to administrators
PHASE 2	
Friday, April 17, 2020	Outside contract renewals for 2020-2021 begin
Friday, April 24, 2020	Purchase orders closed for 2019-2020
Monday, May 4, 2020	Teachers' contracts sent out
Tuesday, May 19, 2020	Governor's May Revise Budget
Friday, May 15, 2020	Teachers' contracts returned
Friday, June 5, 2020	Conduct public hearing
Friday, June 5, 2020	Governing Board approves the 2020-2021 adopted budget
Tuesday, June 30, 2020	File SACS data with County Superintendent of Schools
Tuesday, June 30, 2020	Submit adopted budget documents to County Superintendent of Schools
PHASE 3	
Tuesday, July 2, 2020	Update member district revenues when State adopts budget
Thursday, September 3, 2020	Governing Board approves the 2019-2020 unaudited actuals
Monday, September 14, 2020	Submit unaudited actuals documents to County Superintendent of Schools
Wednesday, September 16, 2020	Update beginning fund balances
PHASE 4	
Thursday, August 6, 2020	45 Days after Governing Board adopts revised budget based on final State Budget, as needed
PHASE 5	
Thursday, December 3, 2020	Governing Board approves the First Interim Report 2020-2021
Thursday, March 4, 2021	Governing Board approves the Second Interim Report 2020-2021



DATE: February 6, 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 Meeting Minutes

BACKGROUND

Every year, the Eden Area ROP hosts a regional advisory committee meeting for all of the pathways in support of the four districts we serve. Convening advisory committees are a requirement of all CTE programs. The purpose of the advisory committee is to insure that our programs are meeting the needs of our business partners, that our curriculum remains relevant, and that we are providing programs that meet the labor market needs for our area.

CURRENT SITUATION

At our last advisory meeting, teachers and business partners used the 11 elements of a high quality CTE program to gather input and guide collaboration on improving our programs. Teachers also completed the 11 elements self-assessment as an action plan for CTE programs. Below are a list of the minutes attached from each of the advisory meetings.

SECTOR	PATHWAY	PROGRAM
Arts, Media & Entertainment	Design, Visual & Media Arts	Graphics
Arts, Media & Entertainment	Design, Visual & Media Arts	Photography
Arts, Media & Entertainment	Design, Visual & Media Arts-Performing Arts	Theatre
Arts, Media & Entertainment	Production & Managerial Arts	Video Production
Building Construction & Trades	<ul style="list-style-type: none">• Cabinetry, Millwork, & Woodworking• Residential and Commercial Construction	<ul style="list-style-type: none">• Construction Technology• Wood Technology
Engineering and Architecture	Engineering Design	Engineering
Health Science & Medical Technology	Biotechnology	Biotechnology
Health Science & Medical Technology	Patient Care	Dental Assisting

SECTOR	PATHWAY	PROGRAM
Health Science & Medical Technology	Patient Care	Medical Careers
Hospitality, Tourism, & Recreation	Food Science, Dietetics & Nutrition	Culinary Science
Information Technology	Information and Support	Cybersecurity
Manufacturing & Production Development	<ul style="list-style-type: none"> • Machining & Forming Technology • Welding and Materials Joining 	<ul style="list-style-type: none"> • Product Design • Welding Technology
Marketing, Sales & Service	<ul style="list-style-type: none"> • Marketing • Entrepreneurship/ Self-Employment 	<ul style="list-style-type: none"> • Marketing • Entrepreneurship
Marketing, Sales & Service	Professional Sales	Merchandising
Public Services	Public Safety	<ul style="list-style-type: none"> • Criminal Justice • Criminal Justice/Forensic Science
Public Services	Public Safety	First Responder
Transportation	Structural Repair & Refinishing	Auto Collision & Refinishing
Transportation	System Diagnostics & Service	<ul style="list-style-type: none"> • Auto Technology • Auto Mechanics

CONSENT CALENDAR



Fall Advisory Committee Minutes 2019

	Instructions
<p>Sector: Arts, Media & Entertainment</p> <p>Pathway: Design, Visual & Media Arts</p> <p>Program: Graphics</p> <p>Date: Nov. 14, 2019</p> <p>Time: 5:30</p> <p>Facilitator: Lameisha Sherri</p> <p>Recorder: Cameron Greenfield</p>	<p>1. Facilitator calls meeting to order and explains purpose of meeting:</p> <p><i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i></p> <p>2. Recorder/Note Taker designated</p> <p>3. Welcome guests</p> <p>4. Materials in file box:</p> <ul style="list-style-type: none"> • Sign-In Sheets • Agenda • 2018 Meeting Minutes (to be approved) • Advisory Member Letter • Labor Market Data • Course Outlines • 11 Elements Self-Review & CTE Plan • USB Drive with electronic documents <p>5. Two Deliverables:</p> <ul style="list-style-type: none"> • Complete Meeting Minutes • Complete CTE Plan



Fall Advisory Committee Minutes 2019

Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 		Facilitator	
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record:</p>	Minutes Approved	Group	
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made):</p>		Facilitator	
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record:</p> <p>Graphic Design is becoming more specialized and niche. Beginning designers are typically only hired by small businesses. They also work as entrepreneurs or freelancers.</p>		Group	



Fall Advisory Committee Minutes 2019

	Creative Director is the leading role in the market for designers today.			
C. Curriculum <ul style="list-style-type: none"> • Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record:</p> <p>Consider more emphasis on group projects. Emphasize Branding, Web Development and Packaging. Educate students on the importance of Self-Promotion. Discuss importance of file management & layer management. Discuss importance of peer feedback and self-critiquing Discuss importance of the History of Graphic Design, Gestalt Principles and Symbolism Inform students of Copywriting and proper Image Appropriation Techniques. Discuss how to Price work for clients</p>	Group		
<ul style="list-style-type: none"> • 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record:</p>	Facilitator		
D. Program Suggestions and Recommendations	<p>Discuss and Record: List suggestions and recommendations (Member name) makes the motion to recommend support of continuing (the name of the program)</p>			



Fall Advisory Committee Minutes 2019

	Ask for a second to the motion. <i>Motion carried, recommendation approved</i>			
E. Next Advisory Board Meeting	Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23 rd , 2019 5:30-8:00pm Eden Area ROP			
F. Adjourn	<p><i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time).</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>			

2019 FALL

Sector: Arts, Media & Entertainment
Pathway: Design, Visual & Media Arts
Program: Photography

PHOTOGRAPHY ADVISORY COMMITTEE MEETING MINUTES

•**The Fall Photography Advisory Committee Meeting was called to order and all present introduced themselves. In attendance:**

James Gray, Principal AHS, Jonathan Shorter, Freelance Photographer, Scot Tucker, SF State, Steve Babuljak, Freelance Photographer, Jeffrey Baughman, Photo Teacher AHS, Anthony Dimanao, Freelance and James Logan Photo Teacher, Ken Gossett, Photo Teacher Lan Lorenzo, David Gurley, Mt. Eden High Photo Teacher, Jeff Vendsel, CVHS Photo Teacher, Tracy Storer, Tracy Storer Photography, Mark Koehler, Hayward High Photo Teacher, Heather Barlin, Venus Girl Photography, Yellie Torres, Lemon Aid Media, Eddie Gonzalez, Lemon Aid Media, Leisl Burns, Studio One Photography.

•**The Advisory Sign-In Sheet was circulated around the table and signed by participants.**

•**The 2019 Spring Advisory minutes were read, Gosset made motion to approve and Gurley seconded, all voted to approve the minutes as presented.**

•**Advisory letters were circulated and signed.**

•**Labor Market Trends**

During the discussion about the labor market Baughman mentioned the difficulty associated with tracking labor market standards because so many photographers are self-employed, making it difficult to assess true growth or contraction in the field. Tucker indicated that the photography marketplace is saturated, while Gossett added that in spite of the saturation, people with “chops” still managed to succeed. All agreed that the rapidly changing professional photography and media landscape creates market challenges for all photographers –both those entering the field and established photographers.

Specialty as Area of Growth

Babuljak mentioned that although the industry standards have completely changed in a short period of time, niche areas remain a strong entry point for photographers. Shorter added that demand for both photography and video have increased and promoting yourself is essential to success in the market. Babuljak added that, although it is easy to get work, it can be difficult to sustain and that education has a big role in sustaining a long-term career –especially young photographers being informed about their intellectual property rights.

The marketplace and work-based learning

Adding to the discussion about education, Burns addressed the need for work-based learning. She described her young employees’ struggles with both technical photography skills and inter-personal skills. Burns stresses the need to provide students with strong technical photography skills as well as developing professional workplace standards, strong social skills and the ability to communicate with clients. Burns said that are all necessary to prepare students for the labor market. Torres said that, as a student, she could’ve had more direction toward her professional aspiration as a photographer.

Future Markets and Trends

Baughman inquired about the direction of the photo market in the next five years. Shorter added that equipment improvements will bring photography opportunities to more aspiring pros & that people with marketable skills will rise to the top. Babuljak said that clients are looking for both stills & motion “solutions”- that budgets are smaller, but clients want more content. Burns agreed that integration of video & stills is a growing trend in the marketplace. Torres agreed, adding that short promo videos and stills for social media is an area of growth for her business. Dimanao asked about the impact of new cameras and technology on the amount photographers charge for their services. Babuljak added that, although tools such as the iPhone make it easier to provide more simultaneous content, it must be quality content. Tucker agreed, saying that regardless of the equipment being used, whether it is iPhone or the trend toward mirrorless formats, the message, or story often suffers due to lack of content. Barlin agreed saying that regardless of the camera you’re using, your work must be of a certain level in order to succeed. While technology improvements have changed the requirements of marketplace, opportunities within the marketplace have also broadened. Babuljak talked about growing employment opportunities in “support” fields, areas such as staging, makeup, photo retouching & video editing.

Course Outlines

Course outlines were passed around and there was discussion of alignment with Model Curriculum Standards. The group reviewed and approved the outlines by a unanimous vote. There was discussion about the challenges and frustrations of simultaneous “traditional” and CTE teaching roles, and the demands associated with the need to satisfy the requirements of “dual bureaucracies.”

11 Elements Self Review

The Advisory Committee discussed components of the 11 Elements requirements and discussed their CTE plan based on that assessment.

CTE Plan

Most of the CTE Plan discussion focused on bringing workplace expectations into the classroom. Numerous committee members mentioned the need to instill a sense of drive or motivation in students. Burns mentioned that in photography, drive and passion is essential. Babuljak mentioned that cultivating drive can create a path to other careers for students. Gurley mentioned that you can identify drive in some students right away, while others take time, and they frequently “resurface” as photographers at a later date. Gonzalez agreed, saying that he didn’t pick up a camera for a long time before finally becoming a photographer, while Torres said she knew she wanted to be a photographer right away. Baughman said that sometimes students use their applied photography skills outside the field of photography. Gurley said that although the emphasis in his class is on “seeing,” composition and lighting, he also incorporates workplace & life skills. He mentioned his use of a “Life Budget” lesson that requires students to create a budget for living after school. He also requires students to create a resume. Vendsel talked about using on-campus assignments as a way to build work-based learning skills –such as shooting for the campus website. He talked about scheduling in-class “field trips” to the school career center to focus students on thinking about their future. He also mentioned having students participate in on-campus job fairs –with mandatory questionnaire that gets students talking to the presenters. Teachers in on the Committee mentioned that they require a resume and portfolio for all their students.

Program Plan Suggestions

Babuljack suggested adding lesson on intellectual property rights. He stressed the importance of basic knowledge of copyright and intellectual property rights, whether it is relation to assignment-based photography or stock photos, and how it can impact a professional photographer’s financial well-being. Tucker also mentioned the need to understand the new legislation regarding “work for hire” rights and how that may impact the future prospects of freelancers.

Gray said that at his school there is a drive to make sure that students are exposed to career opportunities and internships as a way to create drive and focus. Others at the table agreed that, in theory, internships are desirable, but the nature of the photography marketplace makes placing high school students in internships challenging, at best. Tucker illustrated this point by describing a former newspaper internship and job-shadowing program at SFSU, which is has become vastly reduced due to the implosion of newspapers.

Program Plan discussion shifted to the need for broad-based institutional support of Photography programs. The teachers, supported by the professional members of the Committee, talked about the need for funding to supply each student with a desktop computer equipped with professional-standards software, i.e. Photoshop. Given the transition to both still and video formats in the marketplace, the Business Advisors recommended adding some cameras with video capture & mics. They also suggested using the Canon capture software – available from the Canon software disc, to shoot “tethered” during classroom demonstrations. Shooting “tethered” would allow students to see in real-time changes created by various camera settings and compositional techniques.

•2019 FALL PHOTOGRAPHY ADVISORY COMMITTEE MEETING WAS ADJOURNED



Fall Advisory Committee Minutes 2019

Sector: Arts Media & Entertainment	Instructions
<p>Pathway: Performing Arts</p> <p>Program: Theatre Arts</p> <p>Date: 11/19/19</p> <p>Time: 2:00pm</p> <p>Facilitator: Abraham O. Mendoza</p> <p>Recorder: Abraham O. Mendoza</p>	<ol style="list-style-type: none"> Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> Recorder/Note Taker designated Welcome guests Materials in file box: <ul style="list-style-type: none"> Sign-In Sheets Agenda 2018 Meeting Minutes (to be approved) Advisory Member Letter Labor Market Data Course Outlines 11 Elements Self-Review & CTE Plan USB Drive with electronic documents Two Deliverables: <ul style="list-style-type: none"> Complete Meeting Minutes Complete CTE Plan



Fall Advisory Committee Minutes 2019

Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 	Done	Abraham	11/19/11
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Spring Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record: Approved</p>	Done	Abraham	11/19/19
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made): DONE: Submitted to Jayne Salinger</p>	Done	Abraham	11/19/19
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record: Did not find Theater related items, but a lot of other professions have skills. HR, Marketing, and A/V and Sound technicians. Full time actors are typically accounted, but part time/adjunct actors are typically the ones who get hired. Arts organizations hire</p>	Done	Abraham	11/19/19

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	<p>many of the careers given that a lot of these organizations are non-profits. Large companies can afford to hire more specialized individuals across the board. Corporate training as a venue for actors/improv specialists (GoGame; trainings for Yahoo/Google, team building exercises). Brochure that discusses skills sets gained from Theater classes. Master Scheduling does NOT support their course load so it becomes difficult to put things together. Abraham will draft a brochure/one pager to upsell skills for Theater.</p>			
C. Curriculum <ul style="list-style-type: none"> Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Main course outline: MISSING. HUSD has not approved one. Tavis working on one with Lauren Kelly.</p> <p>Discuss, Approve and Record:</p> <p>Jennifer Dreyfus showed her syllabus to reflect CTE/pathway language for Advanced Theater given there was not a common outline for the group. Dreyfus has parents buy in for her program. Student contract for following proper expectations. Teach accountability as soft skills to make students follow through. Paperwork is a professional skills that would also help students learn about its importance. Back to school nights are an opportunity to talk to parents, but these are poorly attended. Tools like Blackboard, electronic paperwork, to help with parents buy in. Dreyfus's syllabus includes having the opportunity for students to create original work (scripts, sketch, TV commercials, etc., for showcase events). Mary Jo Price recommended to include creative writing and inclusive of creativity as a skill (marketable skill). Needs to be specifically spelled out. Creating your own work is a skill beyond what is in the syllabus. Include collaborative work as well (group work).</p>	Done	Abraham	11/19/19

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<ul style="list-style-type: none"> • 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record:</p> <p>Standards alignment: CTE/Pathway alignment included Advisory meeting also part of the specs (doing here). No real certifications for students.</p> <p>CTE 11 Elements standards necessary for evaluation for funding. Is the program moving along for improvements? Tavis and Jennifer need to work on these. Jennifer submitted an evaluation as part of this process. Experiences for students need to be included as part of 11 Elements for CTE specs.</p>	Done	Abraham	11/19/19
<p>D. Program Suggestions and Recommendations</p>	<p>Discuss and Record:</p> <p><i>List suggestions and recommendations:</i></p> <p>Jennifer Dreyfus interested in an articulation agreement.</p> <p>Mary Jo Price recommended do a stagecraft type workshop/course with her organization and/or Chabot College.</p> <p>Summer internship suggested for Mary Jo Price, she says they always need stage crew (make minimum wage, can't do everything). For some jobs they can hire minors. 4 week commitment. Construction/costume design needs as well. She also needs wig specialist.</p> <p>Mary Jo Price has a connection at Las Positas College theater tech (certificate program). Lots of students need work so paid is always better than non-paid.</p>	Done	Abraham	11/19/19

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	<p>Mary Jo Price: Technical side of theater offers great experiences for opportunities. Need for stage managers, electronic equipment, etc. Sewing is a skill useful for costuming at all stage (jack of all trades). Students learn how to a little bit of everything (multitasking).</p> <p>Work-based learning: need to build institutional partnerships, particularly for the technical side. Jennifer Dreyfus discussed external funding to pay for outside specialists to work on specialized skills for her students.</p> <p>Mary Jo Price discussed how to discuss how arts are reflection of social change: recommended including it in curriculum. Discuss what arts do in the community, how art is important for expression for social issues, outlet for students, learn how to communicate through art, etc. Jennifer Dreyfus says her Expression project (school-wide, politically motivated) incorporates a lot of these elements in her program.</p> <p><i>(Member name) makes the motion to recommend support of continuing (the name of the program)</i> <i>Ask for a second to the motion.</i> <i>Motion carried, recommendation approved</i></p>		
E. Next Advisory Board Meeting	Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 29 th , 2019 11am Eden Area ROP	Done	11/19/19 Abraham



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F. Adjourn	<p><i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time).</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>	Done	Abraham	11/19/19
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Fall Advisory Committee Minutes 2019

	Instructions
<p>Sector: Arts, Media & Entertainment</p> <p>Pathway: Production & Managerial Arts</p> <p>Program: Video Production</p> <p>Date: 11/14/19</p> <p>Time: 6:11 PM</p> <p>Facilitator: Kathrina Miranda</p> <p>Recorder: Lance McVay</p>	<ol style="list-style-type: none"> Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> Recorder/Note Taker designated Welcome guests Materials in file box: <ul style="list-style-type: none"> • Sign-In Sheets • Agenda • 2018 Meeting Minutes (to be approved) • Advisory Member Letter • Labor Market Data • Course Outlines • 11 Elements Self-Review & CTE Plan • USB Drive with electronic documents Two Deliverables: <ul style="list-style-type: none"> • Complete Meeting Minutes • Complete CTE Plan

Fall Advisory Committee Minutes 2019

Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 			
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record:</p>			
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made):</p>			
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record:</p>			

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C. Curriculum <ul style="list-style-type: none"> • Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p><i>Discuss, Approve and Record:</i></p>			
<ul style="list-style-type: none"> • 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p><i>Discuss and Record:</i></p>			
D. Program Suggestions and Recommendations	<p><i>Discuss and Record:</i></p> <p>List suggestions and recommendations (Member name) makes the motion to recommend support of continuing (the name of the program)</p> <p>Ask for a second to the motion.</p> <p>Motion carried, recommendation approved</p>			
E. Next Advisory Board Meeting	<p>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans</p> <p>April 23rd, 2019 5:30-8:00pm Eden Area ROP</p>			



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F. Adjourn	<p><i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time).</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>			
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Attendees	
Name	Organization
Nicholas Harvey	Bay Area Redwood
Ken Hugen	RDO Equipment
Phil Johnson	ACCO Engineered Systems
Hunter Lower	HUSD
Veronica Ortiz	HUSD
Jack Wilding	Retired EAROP Const. Tech.
Chris Floethe	EAROP Consultant
Mike Christian	Redpoint Builders
Michael Raytis	SLUSD
John Rogers	John Rogers Construction
Gary Pacheaco	Pacheaco Construction

Sector: Building Construction and Trades

Pathway: Cabinetry, Millwork, & Woodworking

Program: Construction Technology

Pathway: Residential and Commercial Construction

Program: Wood Technology

Date: 11/14/2019

Time: 6:15pm

Facilitator: Bill D

Recorder: Hunter L

PLEASE NOTE: THIS IS NOT THE SIGN-IN PAGE THAT REQUIRES A SIGNATURE.

YOU WILL NEED TO SIGN THE DOCUMENT THAT HAS



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ALL 4 DISTRICT LOGOS ON IT.		



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Instructions				
<ol style="list-style-type: none"> Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> Recorder/Note Taker designated Welcome guests 		<ol style="list-style-type: none"> Materials in file box: <ul style="list-style-type: none"> Sign-In Sheets Agenda 2018 Meeting Minutes (to be approved) Advisory Member Letter Labor Market Data Course Outlines 11 Elements Self-Review & CTE Plan USB Drive with electronic documents Two Deliverables: <ul style="list-style-type: none"> Complete Meeting Minutes Complete CTE Plan 		
Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> All present to introduce themselves All present to sign in on sheets provided Review agenda 			
B. Approval of Minutes	<ol style="list-style-type: none"> Facilitator presents minutes from Fall Advisory. Motion to approve minutes Ask for a second to the motion Motion Carried, minutes approved Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record:</p>			

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	<p><i>Motion: Jack W 2nd: Christ F Approved unanimously</i></p>			
B. Advisory Member Letter	<p><i>Discuss and Sign (if commitment can be made):</i></p> <p>Done</p>			
B. Review Labor Market Information and Future Trends Data	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p><i>Discuss and Record:</i></p> <p><i>Nick H – Cal Fire Grants, can we use ROP interns?</i></p> <p><i>Bill D – Under 18 makes internships difficult. Guests can come to campus in Fall/Spring for recruitment.</i></p> <p><i>Gary P – What kind of construction do you do?</i></p> <p><i>Bill D – 3 hour classes: Trenching, concrete, brick, framing, electrical, furniture for Culinary, etc. Built picnic benches of community.</i></p> <p><i>Gary P – People come from school not familiar w/ bidding, materials forms, etc.</i></p> <p><i>Bill D – We prepare students for being an entry level employee.</i></p> <p><i>Hunter L – We do cover some bill of materials.</i></p> <p><i>Mike R – We bring in technical representatives, union, Chabot, Laney, etc. for ~60 kids</i></p> <p><i>Mike R – How do we make the connection from High School to further training? Pre apprenticeships?</i></p> <p><i>Chris F – Eden ROP has an electrical program – adult</i></p>	Yes	<p>Look into some kind of outreach website for connecting graduates with businesses.</p>	Spring

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	<p>accelerated program: \$25-30 /hr. \$18-22 starting. Talk to Craig Lang at ROP</p> <p>Bill D – There is a chasm between graduation and career</p> <p>Phil J – Could there be a recruitment website or marketing for contractors? We just can't find people.</p> <p>John R – Something like that should be EAROP-wide.</p> <p>Gary P – It's impossible to get liability insurance for people under 21</p> <p>Veronica O – There is an ROP career fair – ONLY Y careers, no colleges – coming up soon.</p> <p>Hunter L – Career businesses and industries could do more outreach to high schools to compete with the college presence.</p> <p>Motion: Chris F 2nd: Phil J Approved unanimously</p>			
C. Course Outlines	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record:</p> <p>Bill shared the EAROP Construction Technology I and II curriculum document</p> <p>Motion: Phil J 2nd: John R Approved unanimously</p>			

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C. 11 Elements Self Review & CTE Plan	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p><i>Discuss and Record:</i> Bill explains the 11 Elements document and rating process Phil J – Tech is so important Bill D – Skills USA competition this year Jan/Feb Nick H – Willing to donate wood for coffee tables, etc.</p>			
D. Program Suggestions and Recommendations	<p><i>Discuss and Record:</i> <u>Industry Certifications</u> – Drivers license, OSHA 10, CPR, 811 Dig, Lift certs, Manufacturer product certs, CLCA Landscape, Bilingual <u>Leadership</u> – Skills USA, Student supervisors Jack W – lead by example Mike C Punctuality Phil J – Patience / Delegation, ‘wouldn’t ask someone to do what I wouldn’t do myself’ Gary P – Organization Nick H – Trust <u>Work Based Learning</u> – Bill D – On-site projects <u>Cross Discipline</u> – Nick H – Student products help inform the grant writing process, makes grants more attractive</p>			
E. Next Advisory Board Meeting	<p><i>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans</i> April 23rd, 2020 5:30-8:00pm Eden Area ROP</p>			

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F. Adjourn	<p><i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time).</i></p> <p><i>Motion: Chris F</i> <i>2nd: Phil J</i> <i>Approved unanimously</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THIS COMPLETED MEETING MINUTES TO JENNIFER AGUILAR AT: jagUILar@edenrop.org by Friday, November 22nd.</p>			
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Fall Advisory Committee Minutes 2019

	Instructions
<p>Sector: Engineering and Architecture</p> <p>Pathway: Engineering Design</p> <p>Course: Engineering</p> <p>Date: 1/30/20</p> <p>Time: 5pm-7pm</p> <p>Facilitator: Abraham O. Mendoza</p> <p>Recorder: Abraham O. Mendoza</p>	<ol style="list-style-type: none"> Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> Recorder/Note Taker designated Welcome guests Materials in file box: <ul style="list-style-type: none"> Sign-In Sheets Agenda 2018 Meeting Minutes (to be approved) Advisory Member Letter Labor Market Data Course Outlines 11 Elements Self-Review & CTE Plan USB Drive with electronic documents Two Deliverables: <ul style="list-style-type: none"> Complete Meeting Minutes Complete CTE Plan

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Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 	Done	Abraham	1/30/20
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record:</p> <p>Approved.</p>	Done	Abraham	1/30/20
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made):</p> <p>Linda Renteria and Andrew Roberts signed letters. Placed in box.</p>	Done	Abraham	1/30/20
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record:</p> <p>Tool making is lacking in labor. Precision manufacturing is also lacking. Hands on is important to better prepare students. Scandic Springs has started their own internal apprenticeship</p>	Done	Abraham	1/30/20



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	<p>program (Chabot College). They also pay for anyone who wants to go to school. Engineering pathway prepares students for both engineering and vocational training. We need to work closer with Chabot College to understand their technician programs. Trades and technicians should be part of work-based learning events/experiences. Design and advanced manufacturing should be focus on trades/technicians as part their curriculum. Teachers suggested they would like to work with construction program at Eden Area ROP so students can see how Engineering relates. Hands on students would benefit from more on trades/technicians. Economic downturn is coming in manufacturing. Slowdowns happen and students should be aware of the economic relationship between work and what they are studying now.</p> <p>Soft/professional skills for proper work ethic. Ensuring that students are aware of these skills is important for new employees. Mock interviews are essential.</p>			
C. Curriculum <ul style="list-style-type: none"> Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p><i>Discuss, Approve and Record:</i> Teachers frame how principles will work in a real world. Simulations of actual work is crucial to ensure how lessons match up with what people are doing out in the field. Building codes, paperwork, and restrictions are used as part of hands-on lessons. Request for an architect and/or civil engineer to sit in on a class to provide feedback for student projects. Students understand more through debugging how to better understand how things work through having to fix design/layout. Students can only understand how Engineering work only through working with their hands. Documenting experience from failure</p>	Done	Abraham	1/30/20

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	is a lesson onto itself. PLTW doesn't match up with college articulation.			
<ul style="list-style-type: none"> 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record: Standards Alignment: Aligned Advisory Meeting: Done Industry Certification: CVHS: AutoCAD; looking into Safety Certification. HHS: wants to do same. Student Leadership: CVHS & HHS: Robotics Clubs: CVHS: Society or Women Engineers Work-Based Learning: Guest Speakers, Site Tours, Advanced Manufacturing Day, Summer Internships, Mentorship Cross-Disciplinary Collaboration: HHS: Robotics working with Physics AP: CVHS: Engineering works with English class Professional Development: HHS & CVHS: both attend PLTW Conferences; HHS attends CTE Education for Career Conference</p> <p>Other Goals Community Outreach; PLTW Gateway at Bret Harte MS good feeder program for HHS Engineering, outreach crucial to grow program and industry partnerships.</p>	Done	Abraham	1/30/20
D. Program Suggestions and Recommendations	<p>Discuss and Record: List suggestions and recommendations (Member name) makes the motion to recommend support of continuing (the name of the program) Ask for a second to the motion. Motion carried, recommendation approved</p>	Done	Abraham	1/30/20



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	Connect with Society of Hispanic Engineers, Society or Women Engineers, and other professional organizations. Bioengineering competition at UC Berkeley would be a good opportunity to look into.			
E. Next Advisory Board Meeting	Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23 rd , 2019 5:30-8:00pm Eden Area ROP	Done	Abraham	1/30/20
F. Adjourn	<p><i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time).</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>	Done	Abraham	1/30/20



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	Instructions
<p>Sector: Health Science and Medical Technology</p> <p>Pathway: Biotechnology</p> <p>Program: Biotechnology</p> <p>Date: November 14, 2019</p> <p>Time: 5:30-8:00pm</p> <p>Facilitators: Laura O'Brien, Lata Mistry</p> <p>Recorder: Laura O'Brien</p>	<ol style="list-style-type: none"> Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> Recorder/Note Taker designated Welcome guests Materials in file box: <ul style="list-style-type: none"> Sign-In Sheets Agenda 2018 Meeting Minutes (to be approved) Advisory Member Letter Labor Market Data Course Outlines 11 Elements Self-Review & CTE Plan USB Drive with electronic documents Two Deliverables: <ul style="list-style-type: none"> Complete Meeting Minutes Complete CTE Plan



Fall Advisory Committee Minutes 2019

Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided See sign-in (3 teachers, 1 Administrators, 8 industry members) 3. Review agenda 	None	all	11/14/2019
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record: Motion: Andrew 2nd: Sarah Motion passed unanimously</p>	Motion passed	O'Brien, Mistry, all	11/14/2019
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made): Many signed electronically, a few physical copies passed out as needed</p>	Sign, return letters	All advisory members	11/14/2019
<ul style="list-style-type: none"> • Review Labor Market Information and Future 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record:</p>			

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Trends Data	<p>Many jobs, especially in the bay area</p> <p>Entry level jobs sometimes difficult to fill (and require up to 9 months of training) \$50-70K to start</p> <p>Companies “stealing” employees once trained</p> <p>Diversification, internal pathways, people move between departments (Bio-Rad)</p> <p>Interns: community college, undergrad, graduate</p> <p>Lab skills key (micropipetting, etc) for internships, entry-level</p> <p>Resume building important, talk about lab skills</p> <p>Interviews: sometimes ask about conceptualization of protocols, lab skills</p>			
C. Curriculum <ul style="list-style-type: none"> Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record:</p> <p>Overview of each section of course outline, discussion of curriculum, with suggestions</p> <p>Curriculum sources: textbook, ABE, BABEC, Bio-Rad</p> <p>Great (from advisory members):</p> <ul style="list-style-type: none"> -lab notebooks -lab skills -protocols <p>GMOs: suggest incorporating climate change, reduction of pesticide/herbicide use, feeding earth's population, land use, CRISPR</p> <p>European ABE sites- lots of bioethics resources</p> <p>Bioethics- get students to see nuanced stances</p>	approve	Advisory Committee	11/14/2019

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<ul style="list-style-type: none"> • 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record: Andrew Steinsapir- ABPDU (Emeryville) DOE lab that will do public tours</p> <p>Certificate (through ROP) Collaboration/teamwork Presenting in front of others Professional development- list skills on resume (for future use for internships), top vs. bottom of resume Asking for recommendations Look at job recs- skills lists</p>	<p>Discuss, make recommendations</p>	<p>11/14/2019</p>
<p>D. Program Suggestions and Recommendations</p>	<p>Discuss and Record: <i>List suggestions and recommendations (Member name) makes the motion to recommend support of continuing (the name of the program)</i> <i>Ask for a second to the motion.</i> <i>Motion carried, recommendation approved</i> Recommendation: have students research protocols online (ex: Cold Spring Harbor)</p> <p>Needs? -stuff (reagents, equipment, plastics) -Biotech II: need more juniors enrolled in first year</p> <p>Check out these companies: TekNOVA: look up, supplies and reagents, discounted (may be free for education?), dinosaur logo, plates and 10X buffers</p>		<p>11/14/2019</p>

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	<p>IGI</p> <p>Personal genomics- implications for patients, families, privacy etc.</p> <p>Genetic literacy</p> <p>Current events: ex- gene therapy, DNA identifications, etc.</p> <p>Newborn screening</p> <p>Expose to other careers in Biotech (not just lab scientist): business, marketing, legal, etc.</p> <p>Process of getting product to customer (ex: medication)</p> <p>Lab process, research process</p> <p>Guest speakers: may need to Skype rather than in-person due to scheduling</p> <p>Blue Gatorade is a DNA stain!</p> <p>Vaccines- key to other fields too</p> <p>More and more automation</p> <ul style="list-style-type: none"> -write protocols -simulators -computer interface, software <p>protein purification Java applet: Agbooth.com</p> <p>lab notebooks: trade lab notebooks, follow each other's procedures, documentation important (bioethics/current events- medications)</p> <p>free academic lab notebook: Benchling (contact for training?)- industry standard</p>			
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E. Next Advisory Board Meeting	<p>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23rd, 2019 5:30-8:00pm Eden Area ROP</p>	Announce next meeting	O'Brien, Mistry	11/14/2019
F. Adjourn	<p><i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time).</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>			

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Sector: Health Science & Medical Technology	Instructions
<p>Pathway: Patient Care</p> <p>Program: Dental Assisting</p> <p>Date: November 13, 2019</p> <p>Time: 6:00 PM</p> <p>Facilitator: Kathy O'Brien</p> <p>Recorder: Kathy O'Brien</p>	<ol style="list-style-type: none"> Kathy O'Brien called meeting to order and explained purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> Kathy O'Brien designated as Recorder/Note Taker. Welcome guests <ul style="list-style-type: none"> Steven Rothi, DDS Rogelin Judith Maniego, DDS Denise Bailey, RDA Nydia Tadeo, RDA Crystal Jones, RDA Mayra Apodaca, RDA Candace Niccolson, RDHAP Materials in file box: <ul style="list-style-type: none"> Sign-In Sheets Agenda 2018 Meeting Minutes (to be approved) Advisory Member Letter Labor Market Data Course Outlines 11 Elements Self-Review & CTE Plan USB Drive with electronic documents Two Deliverables: <ul style="list-style-type: none"> Complete Meeting Minutes Complete CTE Plan



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Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. Introductions were made. 2. All present signed in on sheets provided 3. Agenda reviewed 			
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Kathy presented minutes from Spring Advisory. 2. Motion to approve minutes by Crystal Jones 3. Second to the motion by Dr. Rothi 4. Motion Carried, minutes approved 5. Kathy updated committee on status of previous meeting business items: <ul style="list-style-type: none"> • DA I and DA II have both received a-g approval with DA I receiving Life Science credit. • The Dental Board audit has concluded with the program receiving a seven year approval. The Dental Board opted to not conduct a site evaluation. 			
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made): All members were presented with Advisory Member Letter. Kathy explained that the commitment is for the 2019/2020 school year. All members present signed letter.</p>			
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record: Labor market statistics were discussed, although the statistics provided to the committee did not reflect the dental assisting</p>			



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	<p>profession. Members agreed that there is a shortage of qualified dental assistants. Wages vary. Dr. Rothi and Dr. Maniego both accept our student interns and felt that the program does an excellent job preparing students for internship and employment.</p>			
<p>C. Curriculum</p> <ul style="list-style-type: none"> • Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record: Kathy presented the updated course outline to the committee and explained the process of aligning the curriculum to Model Curriculum Standards and Common Core. Candace Niccolson motioned to approve the course outline as presented. Second to the motion by Crystal Jones. Motion carried, course outline approved.</p>			
<ul style="list-style-type: none"> • 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record: Kathy briefly reviewed the <u>Self Assessment for the 11 Elements of a High Quality CTE Program</u> and the <u>CTE Plan for the 2019/2020 school year</u>. There have been no changes since last time reviewed. The CTE Plan has been amended to reflect:</p> <ul style="list-style-type: none"> • The Dental Assisting Program is unable to articulate with community colleges, as Dental Hygiene and Dental Assisting standards are very different. 			



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	<ul style="list-style-type: none"> • Kathy met with her supervisor, Lauren Kelly, and it was determined that because the students do an internship and participate in a variety of volunteer activities, participation in a CTSO is not beneficial to the students at this time. • We are currently working on developing a cross-disciplinary course with Criminal Justice. Kathy spoke with the instructor about collaborating on a forensic dentistry class. 			
D. Program Suggestions and Recommendations	<p>Discuss and Record: List suggestions and recommendations Denise Bailey made the motion to recommend support of continuing the Dental Assisting Program. Second to the motion by Nydia Tadeo. Motion carried, recommendation approved</p>			
E. Next Advisory Board Meeting	<p>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23rd, 2019 5:30-8:00pm Eden Area ROP</p>			
F. Adjourn	<p>Motion to adjourn by Mayra Apodaca. Second to the motion by Nydia Tadeo. The meeting was adjourned at 7:00 PM.</p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p>			

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	Instructions
<p>Sector: Health Science & Medical Technology</p> <p>Pathway: Patient Care</p> <p>Program: Medical Careers</p> <p>Date: 11/14/2019</p> <p>Time: 18:18</p> <p>Facilitator(s): Alysa Machado, Heather Bystrom, Angelica Peters</p> <p>Recorder: Alysa Machado</p>	<p>1. Facilitator calls meeting to order and explains purpose of meeting:</p> <p><i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i></p> <p>2. Recorder/Note Taker designated</p> <p>3. Welcome guests</p> <p>4. Materials in file box:</p> <ul style="list-style-type: none"> • Sign-In Sheets • Agenda • 2018 Meeting Minutes (to be approved) • Advisory Member Letter • Labor Market Data • Course Outlines • 11 Elements Self-Review & CTE Plan • USB Drive with electronic documents <p>5. Two Deliverables:</p> <ul style="list-style-type: none"> • Complete Meeting Minutes • Complete CTE Plan



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Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 	NA	Machado Angelica	
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record: FACES/Internships were discussed along with the the need of a second EKG machine for Heather's classroom (~\$5000) Jayne suggested writing grants to get more monies for program or from hospitals (suggested by Heather). Red Cross CPR certification provided by East Bay Regional Parks as well as instructors certifying students in spring through AHA. Showcase/Health Fair will be held on 5/6/20; Medical program would appreciate advisory member attendance.</p>		Machado	
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made): Letters were handed out and signed by the following: 1.</p>	NA	Bystrom	

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<ul style="list-style-type: none"> Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record: Heather reviewed and presented employment projections as the medical industry is steadily on the rise. With 4 sections of Medical Careers program, this market projection likely helped shift enrollment for the 19-20 school year (3 sections to 4 sections). Mohini also highlighted the fact that CNAs now make \$19-20/hour versus \$10/hour from ~8-10 years ago. Pay is competitive. Mohini also relayed that her interns are doing remarkably well and in dealing with dementia patients students are also able to gain a new set of skills along with properly caring and having the necessary empathy for patients as such.</p>	NA	Bystrom	
<p>C. Curriculum</p> <ul style="list-style-type: none"> Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record: Alysa discussed class breakdown by teacher and grade level; advisory members suggested FACES students only follow the current course outline/curriculum. Heather suggested creating sub-specialty groups for students to push them in their career goal pathway. Heather discussed the need for new training plans for internship sites as the previous ones are very general. We would like training plans that lay out specific skills performed at sites along with invasive skills students get to observe. Affiliation agreements need be updated as well. Course outline is amidst a revision for the 20-21 SY but program is currently running as follows:</p>		Machado Bystrom Peters	

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	<p>1st year students (Charles, Alysa, Angelica) teach one-year of curriculum, to those not going out to internship, but internship students receive only half curriculum (these students who are 11th grade will get second half of curriculum if they return as seniors).</p> <p>Heather's 2nd year/Senior cohort is reviewing year 1 curriculum along with any chapters not covered the previous year and all are out to internship, some of which are in the process of being placed.</p> <p>AAMA Conference in Miami September 2020; some if not all medical teachers wish to attend; TBD.</p>			
<ul style="list-style-type: none"> 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record:</p> <p>Student government was discussed along with students' fundraising and community outreach ideas. Alysa has created a year-long service learning project for students which falls under the CTSO for WBL.</p> <p>Heather's students will be participating in SKILLS USA this school year (~20 students will be going to regionals in January).</p> <p>Reviewed and approved.</p>		Machado Bystrom Peters	
<p>D. Program Suggestions and Recommendations</p>	<p>Discuss and Record:</p> <p>List suggestions and recommendations (Member name) makes the motion to recommend support of continuing (the name of the program)</p> <p>Ask for a second to the motion.</p> <p>Motion carried, recommendation approved</p>		Machado Bystrom Peters	



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	<p>George suggested study habit activities for students. Alysa and PAngelica mentioned the implementation of "Type of Learner" assignment at the start of each school year to gage individual student learning styles in order to promote successful study habits.</p> <p>Heather suggested phlebotomy certification for ROP, however Angel relayed that this would be a difficult feat.</p> <p>Jayne suggested divvying students up into specialties and assigning them to industry persons for scheduled telephone interviews. All are on board for this idea.</p> <p>Medical team will generate said list, proceed with a conference call with Jayne and schedule phone interviews in the spring.</p>			
E. Next Advisory Board Meeting	<p>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans</p> <p>April 23rd, 2019</p> <p>5:30-8:00pm</p> <p>Eden Area ROP</p>	NA	Bystrom	
F. Adjourn	<p><i>Motion to approve minutes</i></p> <p><i>Ask for a second to the motion</i></p> <p><i>The meeting was adjourned at (time): 19:26</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: iaquilar@edenrop.org by Tuesday, November 19th.</p>	NA	Bystrom	



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	Instructions
<p>Sector: Hospitality, Tourism & Recreation</p> <p>Pathway: Food Science, Dietetics & Nutrition</p> <p>Program: Culinary Science</p> <p>Date: November 14, 2019</p> <p>Time: 600pm</p> <p>Facilitator: Terri Penn</p> <p>Recorder: Blaine Torpey</p>	<div> <div> 1. Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> </div> <div> 2. Recorder/Note Taker designated </div> <div> 3. Welcome guests </div> </div> <div> 4. Materials in file box: <ul style="list-style-type: none"> • Sign-In Sheets • Agenda • 2018 Meeting Minutes (to be approved) • Advisory Member Letter • Labor Market Data • Course Outlines • 11 Elements Self-Review & CTE Plan • USB Drive with electronic documents </div> <div> 5. Two Deliverables: <ul style="list-style-type: none"> • Complete Meeting Minutes • Complete CTE Plan </div>



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Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 	Called to order at 6:15	Penn	n/a
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record:</p> <p>Reviewed the minutes from Spring 2019</p> <ul style="list-style-type: none"> • Discussed Job Fairs (Feb 6, 11-2pm, CSUEB) • Learn to network, industry expectations, Feb/March • Push for summer interns, over 50 employers • Working internships for 40% of students, Community Coop (?) • Google, have to be 18yo • Need to focus on opportunities for 16-17yo • Interviewing, professionalism – students need to be prepared • Feb Job Fair would be a soft opening for further opportunities • Tours for high school students at SFO Culinary • Focus on hospitality, airlines, cruises • Did Resume training and FIT Force, CRAF and 	Approve	Penn	n/a



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	<p>Prostart Competition (1st time this year)</p> <ul style="list-style-type: none"> • All students took ServSafe (10% didn't pass), certified within 1st Qtr, move to 2nd Qtr • Efoodhandlers, one year free for students, all online, 80% of CVHS students pass • Good prep step for ServSafe • Uniforms – more suitable for students to purchase, accountability, ROP has a payment plan, fundraiser's, Uniform is \$25, can apply for scholarships through Prostart • Updated syllabus that food will not be taken home per OSHA and FDA • Back to School/Open House, invite DVC, CSUEB, other community and industry partners • Addressing the perception that there is no future with Culinary, competition with Tech for workers • Seeking out opportunities through Chamber of Commerce • Erik's Deli program, working with community groups on fundraisers (elementary school weekend food program for students and families) • Move towards event/management planning (guest speakers... goal for next year) • Delegating leadership roles to students in the kitchen <p>Motion: B Torpey Second: V Gilmour Approval Vote: Approved</p>		
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<ul style="list-style-type: none"> Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made):</p> <p>Presented Letters: Bryan Roy (Signed), Tom Padron (Signed)</p>	n/a	Penn	n/a
<ul style="list-style-type: none"> Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record:</p> <ul style="list-style-type: none"> Discussed Job Fairs (Feb 6, 11-2pm, CSUEB) Learn to network, industry expectations, Feb/March Push for summer interns, over 50 employers Google, have to be 18yo Need to focus on opportunities for 16-17yo Interviewing, professionalism – students need to be prepared Tours for high school students at SFO Culinary Focus on hospitality, airlines, cruises Addressing the perception that there is no future with Culinary, competition with Tech for workers Seeking out opportunities through Chamber of Commerce Erik's Deli program, working with community groups on fundraisers (elementary school weekend food program for students and families) Progression of job fairs, workshops, boot camps (Prostart at Graystone) CIA Open House at Graystone 	n/a	Penn	n/a



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C. Curriculum <ul style="list-style-type: none"> • Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record:</p> <p>Using the Prostart Continue to build on existing outline based on industry advisor feedback</p> <p>Motion: V Gilmour Second: T Padron Approval Vote: Approved</p>	Approve	Penn		
<ul style="list-style-type: none"> • 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record:</p> <p>Purchase latest version of current Prostart Textbook</p> <p>Motion: T Padron Second: T Penn Approval Vote: Approved</p>	Approve	Penn		
D. Program Suggestions and Recommendations	<p>Discuss and Record:</p> <p>List suggestions and recommendations (Member name) makes the motion to recommend support of continuing (the name of the program)</p>	Approve	Penn		



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	<p>Ask for a second to the motion. <i>Motion carried, recommendation approved</i></p> <p>Program realignment Job Fairs Paid Internships Corporate Contacts (Google) Articulation Progression (HS, ROP, DVC, CSUEB) Workshops with industry volunteers</p> <p>Motion: T Padron Second: T Penn Approval Vote: Approved</p>			
E. Next Advisory Board Meeting	<p>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23rd, 2019 5:30-8:00pm Eden Area ROP</p>	n/a	Penn	
F. Adjourn	<p><i>Motion to approve minutes</i> Ask for a second to the motion <i>The meeting was adjourned at (time).</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>			



Fall Advisory Committee Minutes 2019

	tpenn@edenrop.org			
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Instructions	
<p>Sector: Information Technology</p> <p>Pathway: Information and Support</p> <p>Program: Cybersecurity</p> <p>Date: 11/14/19</p> <p>Time: 6:00pm</p> <p>Facilitator: Kent Doan</p> <p>Recorder: Abraham O. Mendoza</p>	<ol style="list-style-type: none">1. Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i>2. Recorder/Note Taker designated3. Welcome guests4. Materials in file box:<ul style="list-style-type: none">• Sign-In Sheets• Agenda• 2018 Meeting Minutes (to be approved)• Advisory Member Letter• Labor Market Data• Course Outlines• 11 Elements Self-Review & CTE Plan• USB Drive with electronic documents5. Two Deliverables:<ul style="list-style-type: none">• Complete Meeting Minutes• Complete CTE Plan



Fall Advisory Committee Minutes 2019

Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 	Done	Kent Doan	11/14/19
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record:</p>	Done	Kent Doan	11/14/19
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made):</p>	Done	Kent Doan	11/14/19
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record:</p> <p>Software Developers/Applications has grown by 44.9%. Computer Occupations, IT, Software Developers, etc, have also grown. Committee recognizes the growth of this sector.</p>	Done	Kent Doan	11/14/19

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<p>C. Curriculum</p> <ul style="list-style-type: none"> Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record:</p> <p>Kean Doan: Aligned to curriculum standards and Common Core. Still waiting on approval for year 2 for curriculum. Leadership and exercises under consideration. Includes demos and testing are included in year 2.</p> <p>Industry partners suggests that industry looks at which information is private and which is not (identifiable information is the former). Token (needs unique user id) can be deleted. Tension between right to be forgotten versus right to be remembered when it comes to data. Once a token dies, information is eliminated (privacy regulations). Specific retention period should be part of this process. This is a new paradigm for regulating data. California and Europe set the bar on said regulations.</p>	<p>Done</p>	<p>Kent Doan</p>	<p>11/14/19</p>
<ul style="list-style-type: none"> 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record:</p> <p>Kent Doan will include the following change in the paper copy in the ICT Advisory box:</p> <p>Move from CyberPatriot to SkillsUSA for CTSOs. Castro Valley High School moving towards SkillsUSA for CTSOs for all pathways across the board. Kent Doan is doing a demo down in Silicon Valley for the first time (registration due November 22, 2019). CTSOs requires officers and online signups for this</p>	<p>Done</p>	<p>Kent Doan</p>	<p>11/14/19</p>

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	process. Tier 1 quality chapter by NEXT Friday is required according to the California SkillsUSA (everyone registered, paid for, elections, well planned/well run meetings, 3 different activities, etc.)			
D. Program Suggestions and Recommendations	<p><i>Discuss and Record:</i> <i>List suggestions and recommendations</i></p> <ol style="list-style-type: none"> 1. Think about personal id information and how to be careful with that (see notes above). Differentiate what is private and what is not, and what to do with it. Ensure there is awareness of regulations pertaining to data privacy. 2. Bug hunts/capture the flag: looking for something on websites to focus on as a bug. Moving towards that to ensure students can understand this process. Enumeration and fingerprinting is something being focused. Talented students can look at crowdsourced projects (Bug Cloud). Anyone can go in there and look/submit/test sites. Students can use that as a sandbox environment to practice. Gives students experience in common issues. 3. Louis Stanley requests a job shadow event so students can experience to see work done by professionals. Louis Stanley proposed to industry partners so students can see connection with what they learn and how it applies to workplace. Videoconferencing is a possibility suggested. <i>(Member name) makes the motion to recommend support of continuing (the name of the program)</i> <i>Ask for a second to the motion.</i> <i>Motion carried, recommendation approved</i> 	Done	Kent Doan	11/14/19



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E. Next Advisory Board Meeting	Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23 rd , 2020 5:30-8:00pm Eden Area ROP	Done	Kent Doan	11/19/19
F. Adjourn	<p><i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time).</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jagUILar@edenrop.org by Tuesday, November 19th.</p>	Done	Kent Doan	11/19/19



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	Instructions
<p>Sector: Manufacturing and Production Development</p> <p>Pathway: Welding and Materials Joining</p> <p>Program: Welding Technology</p> <p>Pathway: Machining and Forming Technology</p> <p>Program: Product Design</p> <p>Date: 11/14/19</p> <p>Time: 6:00pm</p> <p>Facilitator: Barbara Juarez</p> <p>Recorder: Kevin Buckley</p>	<ol style="list-style-type: none"> Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> Recorder/Note Taker designated Welcome guests Materials in file box: <ul style="list-style-type: none"> Sign-In Sheets Agenda 2018 Meeting Minutes (to be approved) Advisory Member Letter Labor Market Data Course Outlines 11 Elements Self-Review & CTE Plan USB Drive with electronic documents Two Deliverables: <ul style="list-style-type: none"> Complete Meeting Minutes Complete CTE Plan

Fall Advisory Committee Minutes 2019

Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 	Everyone Introduced themselves	Barbara Juarez and committee	11/14/19
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record: Meeting minutes were read individually, and Barbara Juarez discussed the minutes with the committee. Barbara asked all in favor, all replied yea, no nays. Motion: Lisa Pine motion to approve Second: Alex Demirjin second Approval vote: All in favor. Minutes approved.</p>	Barbara Read the minutes to the committee	Barbara and committee	11/14/19
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made): Advisory members signed, and letters were corrected.</p>	Letters handed out	Barbara and committee	11/14/19
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record: -need more granular projections for welding and other skilled labor -distribution of welding skills throughout other labor positions such as</p>	Projection handed out	Barbara and committee	11/14/19

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	Machinists and auto technicians. -Data lacks specificity and usability for our students			
C. Curriculum • Course Outlines	Discuss Course Outlines aligned to Model Curriculum Standards and Common Core -Course outline well aligned to Standards for year 1 & 2 -Articulation w/ College level classes to be examined for students -Included Green Welding and recycling and usage of robotics. -Resumes done for all students and sent to employers, many students hired directly from class	Course Outline handed out	Barbara and committee	11/14/19
D. Program Suggestions and Recommendations	<ul style="list-style-type: none"> 11 Elements Self Review & CTE Plan <p>Discuss and Record: -Documents clearly show what is being taught, and what is being shown (evidence). -What industry needs, and what we can work towards for example the usefulness of brazing for any type of manufacturing, especially plumbing, and the importance of prep work before welding, are important once the students have learned the ability to weld. -Need for students to join AWS (American Welding Society) Chabot College may be able to help with this. -Difficulties with Skills USA competition, and need to move towards our own Welding Olympics</p>	11 Elements Self Review & CTE Plan handed out	Barbara and committee	11/14/19
	<p>Discuss and Record: List suggestions and recommendations Member) makes the motion to recommend support of continuing (the Welding Technology and Fabrication program) Member) second to the motion. Motion carried, recommendation approved</p>	Round table discussion	Barbara and committee	11/14/19



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	<p>-Need for newer machines and tech. (Auto set easy MIG) and Pulse Welding technology will hopefully be acquired with grants</p> <p>-Need for Management of Sensor technology for data capturing in preparation for management of a Welding Shop</p> <p>Lisa Pine makes the motion to recommend support of continuing the Welding Technology program</p> <p>Second: Alex Demirjin second</p> <p>Barbara asked all in favor, all replied yea, and no nays.</p> <p>Approval vote: All in favor.</p>			
E. Next Advisory Board Meeting	<p>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans</p> <p>April 23rd, 2019</p> <p>5:30-8:00pm</p> <p>Eden Area ROP</p>			
F. Adjourn	<p>Alex Motion to approve minutes</p> <p>Liisa seconds the motion</p> <p>The meeting was adjourned at (7:45).</p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN on USB Drive JENNIFER AGUILAR AT: jaguliar@edenrop.org by Tuesday, November 19th.</p>			



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Sector: Marketing Sales and Service	Instructions	
<p>Pathway: Marketing</p> <p>Program: Marketing</p> <p>Pathway: Entrepreneurship/Self-Employment</p> <p>Program: Entrepreneurship</p> <p>Date: 11/14/19</p> <p>Time: 6:00PM</p> <p>Facilitators: Rick Charles, Christina Charlton</p> <p>Recorder: Vanita Lee-Tatum</p>	<ol style="list-style-type: none"> 1. Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> 2. Recorder/Note Taker designated 3. Welcome guests 	<ol style="list-style-type: none"> 4. Materials in file box: <ul style="list-style-type: none"> • Sign-In Sheets • Agenda • 2018 Meeting Minutes (to be approved) • Advisory Member Letter • Labor Market Data • Course Outlines • 11 Elements Self-Review & CTE Plan • USB Drive with electronic documents 5. Two Deliverables: <ul style="list-style-type: none"> • Complete Meeting Minutes • Complete CTE Plan



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Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 			
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<p>Discussed, Approved and Recorded:</p> <ol style="list-style-type: none"> 1. Facilitator presented minutes from Fall Advisory. 2. Motion to approve minutes <ol style="list-style-type: none"> a. Surina Piyadasa 3. Second to the motion <ol style="list-style-type: none"> a. Justin Kent 4. Motion Carried, minutes approved 5. Shared examples of how suggestions from previous meeting were implemented. 			
<ul style="list-style-type: none"> • Advisory Member Letter 	<i>Discussed, Signed and Collected</i>			
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <ol style="list-style-type: none"> 1. Ensure financial literacy and career preparation is taught through our pathways. (i.e. banking products – checking/savings, interest rates, debit cards, money transfers, budgeting.) 	X	Eden ROP Staff	April 23, 2019

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	<ol style="list-style-type: none"> 2. Preparation for workforce that is changing and highly competitive. New job opportunities will require Emotional Intelligence. 3. Preparation for jobs that are yet to be created. 4. Develop skills required for 21st Century Careers <ol style="list-style-type: none"> a. Communication Skills b. Literacy Skills c. Life Skills – personal and professional d. Leadership Skills e. Productivity f. Social Skills g. Collaboration h. Critical Thinking and Problem Solving i. Creativity and Innovation j. Self-advocacy k. Coding l. Having a “side-hustle” 5. Educate students on how to use social media for good; become influencers, create content, gain visibility and eliminate the prevalence of “fake news” . 6. Support and encourage Independence; many young adults are heavily reliant upon parents, often times bringing parents to career fairs and interviews which is not appealing to recruiters. 7. Connect students with industry mentors. For example, in the past Law Enforcement was very competitive (only 1% of applicants hired). Current challenges - there are fewer applicants and the job is ever changing. Additionally, movies and media misrepresents police work. There's a need to expose students to the breadth of opportunities in the field. 			
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	<p>8. Professional development - employers prefer students who know how to shake hands, connect in a professional manner and have face to face engagement. They also prefer students who have been exposed to project-based learning (creating web designs, social media campaigns, business plans etc.)</p> <p>9. Find ways to help students connect with their passion.</p> <p>10. Emphasize the need to keep students motivated during the 4-year process of college.</p> <p>11. Teach students “ethos” of environmental sustainability, social responsibility and social justice. How to connect with their personal values and passion - creating a competitive advantage.</p> <p>12. Help students understand their own interpersonal story and the value of their experience.</p> <p>Additional Words of Wisdom: “Focus on Impact; opportunities are everywhere – each occupation has an overlap.”</p> <p>“Think and see abstractly, work as a team, find a solution. Cost vs. Quality – what is the impact?”</p> <p>“Thought exercise and experience of working through failure/problems fosters resilience. Failure is the greatest teacher. “Fail Faster With Feedback”.</p> <p>Suggestion for next meeting: Provide advisors with Market & Future Trends data in advance.</p>			
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C. Curriculum <ul style="list-style-type: none"> • Course Outlines 	<p><i>Discussed, Approved and Recorded:</i> Discussed Course Outlines aligned to Model Curriculum Standards and Common Core.</p> <p>Suggestion: Digitize course outlines and email advisors in advance.</p> <p><i>Motion to approve course outlines – Dawn Fregosa Second Motion – Michael Singer</i></p>	<p>X</p>	<p>Eden ROP Staff</p>	<p>April 23, 2019</p>
<ul style="list-style-type: none"> • 11 Elements Self Review & CTE Plan 	<p><i>Discussed and Recorded:</i> Discussed the purpose of these two documents. Discussed the reasons behind ratings and plan moving forward.</p> <p>Advisory feedback:</p> <ol style="list-style-type: none"> 1. CTE courses provided are electives and not mandatory. Fundamental educational tools are needed but not required. Should be made available to and required for all students. 2. Advocating for program support has to come from Counseling. Tremendous value offered - Data supports Students are continuing in pathway for multiple years. 			
D. Program Suggestions and Recommendations	<p><i>Discussed and Recorded:</i></p> <p><i>Suggestions and recommendations:</i></p> <ol style="list-style-type: none"> 1. Incorporate STEAM programs such as graphic arts to gain support from the school district. 	<p>X</p>		



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	<p>2. Continue with cyclical internships such as the ones coordinated in the past by Deborah Maynard. Students should be exposed to a plethora of work spaces and diverse environments.</p> <p>3. <i>Students should travel outside of the area – gain exposure to thought patterns beyond the Bay Area.</i></p>			
E. Next Advisory Board Meeting	<p>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23rd, 2019 5:30-8:00pm Eden Area ROP</p>			
F. Adjourn	<p><i>Meeting adjourned at 7:51PM.</i></p> <p>Appreciation given to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p>			

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Instructions				
<ol style="list-style-type: none"> Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> Recorder designated Welcome guests 		<ol style="list-style-type: none"> Materials in file box: <ul style="list-style-type: none"> Sign-In Sheets Agenda 2018 Meeting Minutes (to be approved) Advisory Member Letter Labor Market Data Course Outlines 11 Elements Self-Review & CTE Plan Annual Report USB Drive with electronic documents 		
Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> All present to introduce themselves All present to sign in on sheets provided Review agenda 	None	Gixti	11/7/19
B. Approval of Minutes	<ol style="list-style-type: none"> Facilitator presents minutes from Fall Advisory. Motion to approve minutes Ask for a second to the motion Motion Carried, minutes approved Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record:</p>	Approval of minutes	Gixti	11/7/19

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	Grixti reviewed minutes from 2018-19 meeting. Bello motioned for approval. P. Grixti seconded. Unanimous Yay.			
B. Advisory Member Letter	<p><i>Discuss and Sign (if commitment can be made):</i></p> <p>Kelly reviewed the purpose of Fall and Spring Advisory prior to signing letters.</p>	Done	Grixti	11/7/19
B. Review Labor Market Information and Future Trends Data	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p><i>Discuss and Record:</i></p> <p>Top 100 openings in the county shared. Job clusters in Alameda county tend to be more tech oriented. Job developer needed to help put students in integrated competitive employment. Union limitations to placement for youth in job positions. Most unions require 1 year of Algebra and a GED or diploma. Clusters tend to be more high end labor market. Try to place students when they exit school in an area of their interest.</p> <p>Job coaching for transition at high schools? All at table noted that does not exist on our high school sites. Students need this help on the site to learn and grow. Students are not entirely prepared through class work and need more support on the job.</p> <p>LPA discussed this issue and there may be a need to drop workability programs down to 9th grade level to start students earlier. Looking at projections for employment by age groups</p>	Done	Grixti and all	11/7/19

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	<p>with less than a high school diploma. Barriers for special needs students can be as simple as a food handler's certificate requiring that the credit card used online be in the student's name.</p> <p>Non-union employers may be easier to work with. Highest sectors for employment for lower ed levels are:</p> <p>Personal care aides Food prep and serving, fast food Home health aide Cooks Waiters Construction laborers Freight movers</p>			
C. Course Outlines	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p><i>Discuss, Approve and Record:</i></p> <p>Reviewed by Gixti. Marketing Sales and Service is the sector for Merchandising.</p>	None	Gixti and all	11/7/19

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C. 11 Elements Self Review & CTE Plan	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record:</p> <p>Grixti reviewed her 11 Elements self-evaluation and what pathway her students might progress through. Workability students in her course are not a-g or high school diploma bound usually. They are typically right to work after their post-secondary educational program.</p> <p>Grixti tries to work with district programs for future placement, dept. of Rehab, LPA, Regional Center, etc.</p> <p>Areas for work in the next year:</p> <p>Student Leadership: Students on their home sites giving presentations their classes talking about the Workability Program.</p> <p>Guest Speakers/Interviewers for class: Add professionals into her model job fair.</p> <p>Cross disciplinary collaboration: See if there is a way for students to shadow or do side by side work.</p> <p>Professional Development for Grixti: Continue to attend Workability Regional Meetings</p> <p>P. Grixti motions to approve. Bello seconds. Unanimous Yay.</p>	<p>Done</p>	<p>Grixti and all</p>	<p>11/7/19</p>
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D. Program Suggestions and Recommendations	<p><i>Discuss and Record:</i></p> <p>Transition and Educational planning requirement for 152 students required. Will also work with CVHS to hit 152 this year.</p> <p>Student workbook shared: Next S.T.E.P., 2nd edition reviewed as it is used for all 152.</p> <p>Need: Tablets for classroom use would be good.</p> <p>27 students seen at a time in the computer lab.</p> <p>Shovien motioned. Bello seconded. Workbook approved unanimously.</p> <p><u>Comments or questions?</u></p> <p>Soft skills needed by industry and it is the biggest request.</p> <p>Invitation to district partners to 12/10/19 LPA meeting.</p> <p>IEP goals recommended by Shovien: Do they include Workability so that students are working on transition all day long. Make transition goals more generic so they apply to all. Gixti to make these recommendations prior to the IEP.</p> <p>Supportive Agency participation asked by Shovein: Are they helping in any way? Can we ask them to come? Work of the LPA now.</p> <p>Any recommendations for job development or support? Gixti goes first day. Aide goes second day. Try and drop in 1 x</p>
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	per day on every student when they work. Talk to building trades council and see if they can do anything? Bring up to WBL specialists to see if they can find any opportunity. Invite to Business Partner Breakfast.			
E. Next Advisory Board Meeting	Spring Advisory – Perkins and CTEIG Funding Plans April 10 th , 2019 5:30-8:00pm Eden Area ROP Not applicable for Merchandising.			
F. Adjourn	<i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time).</i> <i>First Bello. Second P. Gixti. Unanimous Yay</i> Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program. PLEASE EMAIL THIS COMPLETED MEETING MINUTES TO JENNIFER AGUILAR AT: jaguilar@edenrop.org by Friday, November 16th.	Kelly	All	11/7/19



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	Instructions
<p>Sector: Public Services</p> <p>Pathway: Public Safety</p> <p>Program: Criminal Justice</p> <p>Date: 11/14/19</p> <p>Time: 6:20pm</p> <p>Facilitator: Lance Bohn</p> <p>Recorder: Olga Pineda</p>	<div data-bbox="467 779 1008 1381"> <p>1. Facilitator calls meeting to order and explains purpose of meeting:</p> <p>Meeting called to order at 6:20pm.</p> <p><i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i></p> <p>2. Recorder/Note Taker designated</p> <p>Olga taking minutes</p> <p>3. Welcome guests</p> <p>People introduced themselves</p> </div> <div data-bbox="467 142 1065 716"> <p>4. Materials in file box:</p> <ul style="list-style-type: none"> • Sign-In Sheets • Agenda • 2018 Meeting Minutes (to be approved) • Advisory Member Letter • Labor Market Data • Course Outlines • 11 Elements Self-Review & CTE Plan • USB Drive with electronic documents <p>5. Two Deliverables:</p> <ul style="list-style-type: none"> • Complete Meeting Minutes • Complete CTE Plan </div>



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Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 	Introductions	All	tonight
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record:</p> <p>Luis Torres made motion to approve Spring'19 minutes.</p> <p>Elgin Low seconded the motion.</p> <p>All approved</p>	Motion to approve Spring 19 minutes	Mr. Bohn	tonight
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made):</p> <p>Commitment letters were passed out and business partners signed and returned to facilitator</p>	Signature	Business Partners	tonight
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record:</p> <p>Mr. O'Connel shared that there is a big demand right now in this</p>	Discussion	Business Partners and Teachers	Tonight

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	<p>field. Mr. Bohn has two large classes. O'Connell has been teaching these classes for four years. Forensics attracts students. He has invited HPD AA woman officer to share with students.</p> <p>Questions to business partners: What is presently needed in this field, especially with what's in the "news" ...vaping, gang tagging, shootings in schools, etc.?</p> <p>LT: Hiring process begins with interview. Important to show commitment by being "active" and volunteering. Ethics and integrity are also important. He sees a different generation with different values.</p> <p>WG: Commitment important. Those in academy that do not last but a few weeks are not showing commitment.</p> <p>Important to keep youth occupied from time they graduate at 18 and the age they can apply for the academy...21.</p> <p>Explorers is available.</p> <p>EL: Can students be referred to Chabot to get an AA degree...and to keep youth occupied...and out of trouble?</p> <p>San Leandro has a "cadet" program. The DA has a "paid academy"...but only for six weeks.</p> <p>Regional Parks have "student aids positions."</p> <p>Background process needs to take place to provide "internships" to students.</p>			
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	<p>MM: Who is paying for the background check is an issue. Practical experience will give you the extra push to get a job in law enforcement.</p> <p>Making a paycheck is very important for youth to live in the Bay Area. Important to stay occupied and use those experiences in your resume...learn marketable skills.</p> <p>Students need "mentors" to tell them the same message as their teachers...especially if they want to become police officers or in the law enforcement field.</p> <p>WG: Valuable to speak to students about how to develop work ethics and many other skills.</p>				
C. Curriculum <ul style="list-style-type: none"> Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>No new courses; Criminal Justice I and II are articulated with Chabot. ROP's courses also articulated for both Criminal Justice and Forensics Science. This course is due for re-articulation.</p> <p>Business partners reviewed the course descriptions and posed comments to teachers.</p> <p><i>Discuss, Approve and Record:</i></p> <p><i>Question #1:</i> <i>LT: How do you keep up with the change in the law?</i> <i>Such as the use of force? AB 392 ...reasonable to necessary</i></p>	Reviewed and provided recommendations	Teachers + Partners	Tonight	

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	<p>force.</p> <p>Mr. Bohn is a member of the American Criminal Justice Society and stays informed of changes.</p> <p>Important to stay on top of local and national trends and ordinances. Sometimes students bring news to the classrooms and afterwards are researched by the teachers.</p> <p>LT: Textbooks are usually outdated by the time they are published.</p> <p>O'Connel using new textbooks with 2019 dates...bought with Perkins funds.</p> <p>Question #2: Is there any leadership development?</p> <p>Second year ROP students become mentors to first year students. This builds confidence.</p> <p>CJ I is about "team building," "building trust," and "critical thinking exercises." Teacher talks to other teachers to ensure students always show integrity.</p> <p>Question #3: How do you practice students to talk to people and to share their thoughts?</p> <p>Students are engaged in Role Playing and Scenarios. This supports students to "talk." This allows students to look at what is going on and how to stay safe.</p> <p><u>Comment:</u> Transferable skills are very important to acquire...especially about talking to people.</p>		
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	<p>Question #4: Do you have any risk management plans? Start having kids start thinking about liability. It should be part of the curriculum. Take a look at FEMA website.</p>			
<ul style="list-style-type: none"> 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record:</p> <p>Changes transitioning from Perkins IV to Perkins V and the importance of 11 Elements. This transition is making the 11 elements even more important than before.</p> <p>Perkins V requires annual needs assessment and the use of the 11 elements is a perfect tool to be clear about what is being done well and what still needs to be improved.</p>			
<p>D. Program Suggestions and Recommendations</p>	<p>Discuss and Record: List suggestions and recommendations (Member name) makes the motion to recommend support of continuing (the name of the program) Ask for a second to the motion. Motion carried, recommendation approved</p> <p>1) Forensic organizations can be used to involve students. International Association for Identification</p> <p>2) Share historical perspective of how the Criminal Justice System and its changes based on cases that happen (people define what happens through their</p>	Recommendations	Business Partners	Tonight



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	<p><i>reactions):</i></p> <ul style="list-style-type: none"> - <i>Three Strikes</i> - <i>Patriots Act (after 911)</i> - <i>Car Breakings</i> - <i>War on Drugs</i> - <i>Rodney King</i> - <i>Poly Klass</i> - <i>School shootings an act of terrorism</i> - <i>Juvenile Justice System Reforms</i> 			
E. Next Advisory Board Meeting	<p>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23rd, 2020 5:30-8:00pm Eden Area ROP</p>	Reviewed	All invited	Tonight
F. Adjourn	<p><i>Motion to adjourn meeting</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time). 7:43pm</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>	Motion to Adjourn	Motion / Seconded/ Approved	tonight



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Instructions	
<p>Sector: Public Services</p> <p>Pathway: Public Safety</p> <p>Program: First Responder</p> <p>Date: November 18, 2019</p> <p>Time: 10:00 am</p> <p>Facilitator: John Peters</p> <p>Recorder: Marlene McDowell</p>	<ol style="list-style-type: none">1. Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i>2. Recorder/Note Taker designated3. Welcome guests <ol style="list-style-type: none">4. Materials in file box:<ul style="list-style-type: none">• Sign-In Sheets• Agenda• 2018 Meeting Minutes (to be approved)• Advisory Member Letter• Labor Market Data• Course Outlines• 11 Elements Self-Review & CTE Plan• USB Drive with electronic documents5. Two Deliverables:<ul style="list-style-type: none">• Complete Meeting Minutes• Complete CTE Plan



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Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 			
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record: Firefighter Silva moved to accept the minutes as read. Deputy Chief Vollmer seconded the motion. Motion carried minutes approved.</p>	Yes		11/18/19
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made): Marlene gave an explanation regarding the importance of signing the letter. Deputy Chief Eric Vollmer and Captain LaShon Earnest signed the letter.</p>	Yes		11/18/19
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p> <p>Discuss and Record: Captain Earnest stated that we should continue to encourage</p>			



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	students by providing leadership opportunities. Chief Vollmer stated that we may be able to provide more firefighter mentors for students during second semester.			
C. Curriculum <ul style="list-style-type: none"> • Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record: Advisory members reviewed the course outline. Members thought that the course outline was ambitious. But it covers all of the pertinent subjects. Firefighter Reeves moved to accept the course outline as reviewed. Firefighter Silva seconded the motion. Motion carried course outline approved.</p>	Yes		11/18/2019
<ul style="list-style-type: none"> • 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record: Captain Earnest stated that the Hayward Fire department provides training for the students which helps the students respect authority. The discipline provided by the firefighters helps the students develop a good work ethic</p>			
D. Program Suggestions and Recommendations	<p>Discuss and Record: It was recommended by all advisory members to continue on the academic path along with physical training, and the opportunity that the students have to compete in SkillsUSA.</p>			



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	Deputy Chief Vollmer moved to recommend continued support for the First Responders program Marlene seconded the motion. Motion carried, recommendation approved.			
E. Next Advisory Board Meeting	Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23 rd , 2019 5:30-8:00pm Eden Area ROP			
F. Adjourn	<p>Captain Earnest moved to accept the minutes for this meeting. Firefighter Reeves seconded the motion The meeting was adjourned at 11:00 am).</p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>			



Fall Advisory Committee Minutes 2019

	Instructions
<p>Sector: Transportation</p> <p>Pathway: Structural Repair & Refinishing</p> <p>Program: Auto Collision and Refinishing</p> <p>Date: 11.14.19</p> <p>Time: 6:00PM</p> <p>Facilitator: Edgar Juarez</p> <p>Recorder: Daniel Pareja</p>	<ol style="list-style-type: none"> Facilitator calls meeting to order and explains purpose of meeting: <i>Provide support for ROP and District instructors to build high quality Career Technical Education (CTE) programs.</i> Recorder/Note Taker designated Welcome guests Materials in file box: <ul style="list-style-type: none"> Sign-In Sheets Agenda 2018 Meeting Minutes (to be approved) Advisory Member Letter Labor Market Data Course Outlines 11 Elements Self-Review & CTE Plan USB Drive with electronic documents Two Deliverables: <ul style="list-style-type: none"> Complete Meeting Minutes Complete CTE Plan



Fall Advisory Committee Minutes 2019

Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 			
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from previous meeting were implemented. <p>Discuss, Approve and Record:</p>	1 st 2 nd	Ben Shell Edgar Juarez	
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made):</p>			
<ul style="list-style-type: none"> • Review Labor Market Information and Future Trends Data 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers? SPR, Friction Welding</p> <p>Discuss and Record:</p>	Yes		

Fall Advisory Committee Minutes 2019

C. Curriculum <ul style="list-style-type: none"> Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record: Needs to be updated Add collision</p>			
<ul style="list-style-type: none"> 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record:</p>			
D. Program Suggestions and Recommendations	<p>Discuss and Record: List suggestions and recommendations (Member name) makes the motion to recommend support of continuing (the name of the program) Ask for a second to the motion. Motion carried, recommendation approved</p>		Career Fair Spot Welder SPR Newer Vehicles Booth Upgrades Fest tools	
E. Next Advisory Board Meeting	<p>Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23rd, 2019 5:30-8:00pm Eden Area ROP</p>		Derick Ben Shell	



Fall Advisory Committee Minutes 2019

F. Adjourn	<p><i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (time).</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>	Edgar Juarez Ben Shell	
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Fall Advisory Committee Minutes 2019

	Instructions
<p>Sector: Transportation</p> <p>Pathway: System Diagnostics & Service</p> <p>Program: Auto Technology/ Auto Mechanics</p> <p>Date: 11/14/2019</p> <p>Time: 6:15</p> <p>Facilitator: Darren Rees</p> <p>Recorder: Rachel Vatannia</p>	<ol style="list-style-type: none"> Facilitator calls the meeting to order and explains the purpose of the meeting: <i>Provide support for ROP and District instructors to build high-quality Career Technical Education (CTE) programs.</i> Recorder/Note Taker designated Welcome guests Materials in file box: <ul style="list-style-type: none"> Sign-In Sheets Agenda 2018 Meeting Minutes (to be approved) Advisory Member Letter Labor Market Data Course Outlines 11 Elements Self-Review & CTE Plan USB Drive with electronic documents Two Deliverables: <ul style="list-style-type: none"> Complete Meeting Minutes Complete CTE Plan



Fall Advisory Committee Minutes 2019

Agenda Item	Discussion/Minutes	Action Required	Responsible Person/Group	Due Date
A. Introductions	<ol style="list-style-type: none"> 1. All present to introduce themselves 2. All present to sign-in on sheets provided 3. Review agenda 			
B. Informational Items <ul style="list-style-type: none"> • Approval of Minutes 	<ol style="list-style-type: none"> 1. Facilitator presents minutes from Fall Advisory. 2. Motion to approve minutes 3. Ask for a second to the motion 4. Motion Carried, minutes approved 5. Share examples of how suggestions from the previous meeting were implemented. <p>Discuss, Approve and Record: Minutes from the Spring Members reviewed the minutes and accepted them as written. Dino Fry motioned to accept the minutes and Larry Weis Seconded the motion. The motion was passed...minutes passed.</p>			
<ul style="list-style-type: none"> • Advisory Member Letter 	<p>Discuss and Sign (if commitment can be made):</p> <p>Darren Rees distributed information and explained the importance of committing. Everyone present signed the commitment letter.</p>			
<ul style="list-style-type: none"> • Review Labor Market Information and Future 	<p>What changes do we need to make, in order to meet industry expectations in preparing students for careers?</p>			

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Trends Data	<p>Discuss and Record:</p> <ul style="list-style-type: none"> - Jobs listed not really representative of the auto-tech field - Job market packet was irrelevant to labor market - Wages are not keeping up with Bay Area cost of living - Skilled workers are leaving the area - Cars are very technical - Industry looking to hire software engineers - Huge learning curve after graduating - Lots of turnovers - Graduates need to be proficient mechanical and software <p>Larry Weis motions to approve and Dino Fry seconds. The motion to approve passed.</p>			
C. Curriculum <ul style="list-style-type: none"> • Course Outlines 	<p>Discuss Course Outlines aligned to Model Curriculum Standards and Common Core</p> <p>Discuss, Approve and Record:</p> <ul style="list-style-type: none"> - CVUSD: Auto I and II full-year articulated program - EROP: Auto I and II have identical course outlines. Auto II should be more distinguished...possibly move into more diagnostics. Not all students in Auto II took Auto I. Auto I should be a prerequisite for Auto II. Concerns that EROP doesn't have a full-time instructor and doesn't have any running cars. Auto I and Auto II need distinguishing course outlines. <p>Larry Weis motioned to approve CV outline and amend course outline for Auto I and II at ROP; Steve Small second...the motion passed.</p>			

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<ul style="list-style-type: none"> • 11 Elements Self Review & CTE Plan 	<p>Discuss the purpose of these two documents. Discuss the reasons behind your ratings and your plan moving forward.</p> <p>Discuss and Record:</p> <ul style="list-style-type: none"> - <i>Problem will level of skill and knowledge of students; most students don't know what a ratchet is</i> - <i>It's unclear what students should be taught; Ford is saying they need a different type of technician</i> - <i>What do we teach students in the beginning? Should students have to decide what they want to specialize in?</i> - <i>Job shadowing and internships are impossible due to the liability of having students under 18 in the shop</i> - <i>Instructors need 20 hours of documented ASE</i> 			
<p>D. Program Suggestions and Recommendations</p>	<p>Discuss and Record:</p> <p>List suggestions and recommendations (Member name) makes the motion to recommend support of continuing (the name of the program)</p> <p>Ask for a second to the motion.</p> <p>Motion carried, recommendation approved</p> <ul style="list-style-type: none"> - <i>Work with Ford developing ASE program</i> - <i>More guest speakers/career fairs</i> - <i>Look into schools providing insurance for job shadowing or internships</i> - <i>Machine Tooling; basic, introductory precision machine work</i> - <i>Hybrid Electromechanical</i> - <i>You Tube to engage students as well as reinforce safety</i> - <i>Have own advisory meeting 2 times a year</i> 			



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	Kevin Barbaro motioned approve; Kevin White second....motion passed			
E. Next Advisory Board Meeting	Spring Advisory – Perkins, CTEIG, and SWP Funding Plans April 23 rd , 2020 5:30-8:00pm Eden Area ROP			
F. Adjourn	<p><i>Motion to approve minutes</i> <i>Ask for a second to the motion</i> <i>The meeting was adjourned at (8:00 pm).</i></p> <p>Appreciation to the advisory members for their willingness to serve in this capacity and provide much-needed advice for this program.</p> <p>PLEASE EMAIL THE COMPLETED MEETING MINUTES AND CTE PLAN TO JENNIFER AGUILAR AT: jaquilar@edenrop.org by Tuesday, November 19th.</p>			



DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Ariel Owen, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the Agreement with American Fidelity to Provide Section 125 Plan Services for the 2020 Calendar Year

BACKGROUND

The Eden Area ROP uses American Fidelity as its Section 125 Plan service provider. Annually, the plan is re-serviced to comply with the Internal Revenue Service regulations because it is necessary that the information contained in the plan document be accurate.

CURRENT SITUATION

Attached is the revised section 125 service plan.

CONSENT CALENDAR

WG-AcctAdmin-S125@AmericanFidelity.com
 Phone: (800)662-1113 ext. 8904
 Fax: (800)240-0642



Thank you for giving American Fidelity the opportunity to serve as your Section 125 Plan service provider. Based on the information provided to us, we have prepared a plan document for review by you and your legal counsel. This document will supersede any previous plan document(s) that you may have in place.

After reviewing the documentation to ascertain its correctness, and if all is in order, **sign** the document(s), as required by IRS regulations. **To sign document(s), you will need to create a DocuSign account, free of charge.** In setting up your account, you will be asked to choose a signature and enter demographics. If someone other than you is required to sign the documents, please forward to them by clicking on "Other Actions" and select "Assign to Someone Else". Then enter the new recipients name and email address. You can download or print your documents by clicking the links in the confirmation email that you receive after the documents are signed. Signed copies will remain in DocuSign for access at any time.

As your Section 125 Plan service provider, American Fidelity will perform the following services:

- Prepare amended and restated plan documents, when necessary, based on information provided by you;
- Provide signed copies, if signatures are received, of all necessary Section 125 documentation in the case of an IRS audit of your plan;
- Provide an updated Administration Guide to assist you in the on-going administration of your plan;
- Provide an annual re-enrollment of your employees prior to the plan year anniversary date;
- Provide a 25% Key Employee discrimination test worksheet, when requested;
- Provide a 55% Average Benefits (for dependent care) discrimination test worksheet, when requested;
- Provide compliance assistance in interpreting the IRS regulations governing cafeteria plans;
- Furnish a semi-annual newsletter outlining changes to the sections of the tax code which impact cafeteria plans, as well as other pertinent information; and
- Provide copies of the laws and regulations governing cafeteria plans upon request.

As the plan sponsor/plan administrator, it is your responsibility, among other things, to prepare and file any required reports for the underlying welfare benefit plans, prepare and distribute a summary plan description to employees, provide COBRA, FMLA or HIPAA administration, verify that all benefits provided by other carriers in the plan are qualified for tax-exemption, assure that the plan is not discriminatory, and calculate imputed tax for employer-provided (Section 79) group term life coverage exceeding \$50,000, whether outside a cafeteria plan or being salary-reduced within a cafeteria plan. A copy of the Section 79 Uniform Table Calculation is included (for questions regarding this form, please contact us by email or by phone).

Some important reminders:

- **You must have an executed written cafeteria plan document meeting the legal requirements of Internal Revenue Code Section 125 and formally adopted by the employer.** The plan must contain operating rules covering benefit descriptions, eligibility rules, manner of employer contributions, maximum amount of employer and employee contributions, the plan year, timing of participant elections and the irrevocability of participant elections. In addition, the plan cannot discriminate in favor of highly compensated employees or key employees either as to eligibility to participate or in contributions and benefits.
- **If your plan provides either eligibility requirements or contributions and benefits that are not the same for all eligible employees it may be considered to be discriminatory. Please seek advice from your tax or legal counsel.**

- **In order to avoid the doctrine of constructive receipt, elections of pre-tax benefits must be made prior to the anniversary date of the plan.** All employees should sign either an affirmative election, or a statement that they are not making any changes for the coming plan year, and if waiving participation, should sign a waiver. Mid-year election changes are only allowed if (1) a qualified event has occurred and (2) the change requested is on account of and consistent with the event. A change verification

form should be signed by the employee (see the Administration Guide for further guidance).

- If your plan document requires changes, please email us at WG-AcctAdmin-S125@americanfidelity.com. You will then receive a corrected copy electronically to be signed using DocuSign.

- Election forms must be maintained for a period of at least three years for audit purposes, and longer if you are subject to ERISA regulations. ERISA regulations require that records be maintained for a period of at least six years plus the current year; **the plan document and any amendments thereto must be maintained permanently.**

If your Section 125 cafeteria plan includes Flexible Spending Accounts (FSAs), the following may clarify frequent areas of concern:

- **Changes in the Unreimbursed Medical (Health FSA) Account** – If the Employer has subscribed to American Fidelity's uniform coverage risk policy, Health FSA participants will not be allowed to make any mid-year changes to their election for any reason except for termination of employment. No other change of status will be accepted. If the Employer is assuming the uniform coverage risk, certain mid-year changes may be permitted. Please refer to the Section 125 Administration Guide for more information.
- **Leave of Absence (LOA)** – During an unpaid leave of absence, contributions to the Health FSA account may either be pre-taxed in advance prior to the LOA, made on an after-tax basis while out on leave, or upon returning to work, may be prorated over the remaining pay periods. Contributions must continue in order for coverage to continue.
- **Options at Termination of Employment** – Terminating participants in the Health FSA must be offered COBRA, as follows: if the employer makes no contributions to the Health FSA and if the employee is exempt from HIPAA (has other medical coverage), then you are only required to offer COBRA through the end of the cafeteria plan year. As of the date of termination, if the employee has taken more out of the account than he has contributed, then you do not have to offer any COBRA coverage.

If your Health FSA includes the debit card, the following may clarify frequent areas of concern:

- Once the card is elected by the employee, it will be mailed to the participant approximately two weeks before the plan year begins. The card is ready to be used once it is received (and the plan year has begun); there is no further activation required.
- The participant is responsible for providing all receipts to American Fidelity Assurance as they are requested. If the participant does not respond to our requests for receipts in a timely manner, the debit card will be deactivated and will not be reactivated until the amount of the reimbursement is paid back, offsetting receipts are sent, or until the requested receipts have been received.
- The participant must reimburse American Fidelity Assurance for any ineligible expense charged to the card. The reimbursement can be in the form of a check or money order. If the participant does not reimburse American Fidelity for the ineligible claims, the card will be deactivated until restitution is made.
- ***If the participant does not reimburse American Fidelity for any ineligible claims or for any claims for which they do not submit receipts in a timely manner, the Employer is responsible for making an after-tax deduction from the participant's paycheck or adjusting the participant's W-2 in order to make the plan whole.***

Please refer to the administration guide included on our website <https://americanfidelity.com/admin-forms> for more information. The password for those forms is 125plan. Once again we look forward to assisting you with your Section 125 plan. Please email us at WG-AcctAdmin-S125@AmericanFidelity.com or call us at (800)662-1113 ext. 8904 any time you have a question concerning your plan.

Sincerely,

Section 125 Team
Account Administration Department
American Fidelity

SAMPLE PLAN DOCUMENT

SECTION 125

FLEXIBLE BENEFIT PLAN

The attached plan document and adoption agreement are being provided for illustrative purposes only. Because of differences in facts, circumstances, and the laws of the various states, interested parties should consult their own attorneys. This document is intended as a guide only, for use by local counsel.

SECTION 125 FLEXIBLE BENEFIT PLAN ADOPTION AGREEMENT

The undersigned Employer hereby adopts the Section 125 Flexible Benefit Plan for those Employees who shall qualify as Participants hereunder. The Employer hereby selects the following Plan specifications:

A. EMPLOYER INFORMATION

Name of Employer:	Eden Area Regional Occupational Programs
Address:	26316 Hesperian Blvd Hayward, CA 94545
Employer Identification Number:	94-3158083
Nature of Business:	Public School
Name of Plan:	Eden Area Regional Occupational Programs Flexible Benefit Plan All Employees
Plan Number:	501

B. EFFECTIVE DATE

Original effective date of the Plan:	July 1, 1999
If Amendment to existing plan, effective date of amendment:	January 1, 2020

C. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION

Eligibility requirements for each component plan under this Section 125 document will be applicable and, if different, will be listed in Item F.

Length of Service:	First day of the month following employment. Eligible employees include active employees and retired persons who receive an early retirement stipend from the District.
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Retiree Wording:	N/A
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Minimum Hours:	All employees with 7.5 hours of service or more each week. An hour of service is each hour for which an employee receives, or is entitled to receive, payment for performance of duties for the Employer.
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Age:	Minimum age of 18 years.
-------------	--------------------------

D. PLAN YEAR

The current plan year will begin on January 1, 2020 and end on December 31, 2020. Each subsequent plan year will begin on January 1 and end on December 31.

E. EMPLOYER CONTRIBUTIONS

Non-Elective Contributions:

The maximum amount available to each Participant for the purchase of elected benefits with non-elective contributions will be:

Employer may furnish a non-elective contribution as shown in the enrollment materials.

The Employer may at its sole discretion provide a non-elective contribution to provide benefits for each Participant under the Plan. This amount will be set by the Employer each Plan Year in a uniform and non-discriminatory manner. If this non-elective contribution amount exceeds the cost of benefits elected by the Participant, excess amounts will be paid to the Participant as taxable cash.

**Elective Contributions
(Salary Reduction):**

The maximum amount available to each Participant for the purchase of elected benefits through salary reduction will be:

100% of compensation per entire plan year.

Each Participant may authorize the Employer to reduce his or her compensation by the amount needed for the purchase of benefits elected, less the amount of non-elective contributions. An election for salary reduction will be made on the benefit election form.

F. **AVAILABLE BENEFITS:** Each of the following components should be considered a plan that comprises this Plan.

1. **Group Medical Insurance** -- The terms, conditions, and limitations for the Group Medical Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

**American Fidelity Assurance Company
Accident**

CalPERS

Eligibility Requirements for Participation, if different than Item C.

2. **Disability Income Insurance** -- The terms, conditions, and limitations for the Disability Income Insurance will be as set forth in the insurance policy or policies described below: (See Section VI of the Plan Document)

**American Fidelity Assurance Company
017 Kind Series**

Eligibility Requirements for Participation, if different than Item C.

3. **Cancer Coverage** -- The terms, conditions, and limitations for the Cancer Coverage will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

**American Fidelity Assurance Company
C-5 and all subsequent plans**

Eligibility Requirements for Participation, if different than Item C.

4. **Dental/Vision Insurance** -- The terms, conditions, and limitations for the Dental/Vision Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

Delta Dental

Vision Service Plan

Eligibility Requirements for Participation, if different than Item C.

5. **Group Life Insurance** which will be comprised of Group term life insurance and Individual term life insurance under Section 79 of the Code.

The terms, conditions, and limitations for the Group Life Insurance will be as set forth in the insurance policy or policies described below: (See Section VII of the Plan Document)

Individual life coverage under Section 79 is available as a benefit, and the face amount when combined with the group-term life, if any, may not exceed \$50,000.

**American Fidelity Assurance Company
5 Year Term**

**U S Life
Great American Life**

**Life Insurance Company of the SW
Variable Annuity Life**

**Nationwide
American Life and Casualty**

**Western-Southern Life Assurance Company
Northern Life Insurance**

Eligibility Requirements for Participation, if different than Item C.

6. **Dependent Care Assistance Plan** -- The terms, conditions, and limitations for the Dependent Care Assistance Plan will be as set forth in Section IX of the Plan Document and described below:

Minimum Contribution - \$0.00 per Plan Year

Maximum Contribution - \$5000.00 per Plan Year

Recordkeeper: American Fidelity Assurance Company

Eligibility Requirements for Participation, if different than Item C.

N/A

7. **Medical Expense Reimbursement Plan** -- The terms, conditions, and limitations for the Medical Expense Reimbursement Plan will be as set forth in Section VIII of the Plan Document and described below:

Minimum Coverage - \$0.00 per Plan Year or a Prorated Amount for a Short Plan Year.

Maximum Coverage - \$2700.00 per Plan Year or a Prorated Amount for a Short Plan Year. In no event can the maximum exceed the limit as indicated by the IRS in accordance with the law.

Recordkeeper: American Fidelity Assurance Company

Restrictions: As outlined in Policy G-905/R1.

Grace Period: The Provisions in Section 8.06 of the Plan to permit a Grace Period with respect to the Medical Expense Reimbursement Plan are not elected.

Carryover: The Provisions in Section 8.07 of the Plan to permit a Carryover with respect to the Medical Expense Reimbursement Plan are elected.

Eligibility Requirements for Participation, if different than Item C.

8. **Health Savings Accounts** – The Plan permits contributions to be made to a Health Savings Account on a pretax basis in accordance with Section X of the Plan and the following provisions:

HSA Trustee – N/A

Maximum Contribution – N/A

Limitation on Eligible Medical Expenses – For purposes of the Medical Reimbursement Plan, Eligible Medical Expenses of a Participant that is eligible for and elects to participate in a Health Savings Account shall be limited to expenses for:

N/A

Eligibility Requirements for Participation, if different than Item C.

- a. An Employee must complete a Certification of Health Savings Account Eligibility which confirms that the Participant is an eligible individual who is entitled to establish a Health Savings Account in accordance with Code Section 223(c)(1).
- b. Eligibility for the Health Savings Account shall begin on the later of (i) first day of the month coinciding with or next following the Employee's commencement of coverage under the High Deductible Health Plan, or (ii) the first day following the end of a Grace Period available to the Employee with respect to the Medical Reimbursement Accounts that are not limited to vision and dental expenses (unless the participant has a \$0.00 balance on the last day of the plan year).
- c. An Employee's eligibility for the Health Savings Account shall be determined monthly.

The Plan shall be construed, enforced, administered, and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974, (as amended) if applicable, the Internal Revenue Code of 1986 (as amended), and the laws of the State of California. Should any provision be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only, will be deemed not to include the provision determined to be void.

12/02/2019 | 11:20 AM CST

This Plan is hereby adopted _____.

DocuSigned by:

97D751B71C7C4EB...

Eden Area Regional Occupational Programs - 501
(Name of Employer)

By: _____

Title: Personnel Coordinator

APPENDIX A

Related Employers that have adopted this Plan

Name(s):

THIS DOCUMENT IS NOT COMPLETE WITHOUT SECTIONS I THROUGH XIII

SW PD – 01/19 Document ID # 127664MCP #38343 Effective Date:01/01/2020 10/29/19
12:49 AM

SECTION 125 FLEXIBLE BENEFIT PLAN

SECTION I

PURPOSE

The Employer is establishing this Flexible Benefit Plan in order to make a broader range of benefits available to its Employees and their Beneficiaries. This Plan allows Employees to choose among different types of benefits and select the combination best suited to their individual goals, desires, and needs. These choices include an option to receive certain benefits in lieu of taxable compensation.

In establishing this Plan, the Employer desires to attract, reward, and retain highly qualified, competent Employees, and believes this Plan will help achieve that goal.

It is the intent of the Employer to establish this Plan in conformity with Section 125 of the Internal Revenue Code of 1986, as amended, and in compliance with applicable rules and regulations issued by the Internal Revenue Service. This Plan will grant to eligible Employees an opportunity to purchase qualified benefits which, when purchased alone by the Employer, would not be taxable.

SECTION II

DEFINITIONS

The following words and phrases appear in this Plan and will have the meaning indicated below unless a different meaning is plainly required by the context:

- | | | |
|-------|----------------------|---|
| 2.01 | Administrator | The Employer unless another has been designated in writing by the Employer as Administrator within the meaning of Section 3(16) of ERISA (if applicable). |
| 2.02 | Beneficiary | Any person or persons designated by a participating Employee to receive any benefit payable under the Plan on account of the Employee's death. |
| 2.02a | Carryover | The amount equal to the lesser of (a) any unused amounts from the immediately preceding Plan Year or (b) five hundred dollars (\$500), except that in no event may the Carryover be less than five dollars (\$5). |
| 2.03 | Code | Internal Revenue Code of 1986, as amended. |
| 2.04 | Dependent | Any of the following: <div style="margin-left: 40px;"> (a) <u>Tax Dependent</u>: A Dependent includes a Participant's spouse and any other person who is a Participant's dependent within the meaning of Code Section 152, provided that, with respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Participant's dependent (i) is any person within the meaning of Code Section 152, determined without regard to Subsections (b)(1), (b)(2), and (d)(1)(B) thereof, and (ii) includes any child of the Participant to whom </div> |

Code Section 152(e) applies (such child will be treated as a dependent of both divorced parents).

(b) Student on a Medically Necessary Leave of Absence: With respect to any plan that is considered a group health plan under Michelle's Law (and not a HIPAA excepted benefit under Code Sections 9831(b), (c) and 9832(c)) and to the extent the Employer is required by Michelle's Law to provide continuation coverage, a Dependent includes a child who qualifies as a Tax Dependent (defined in Section 2.04(a)) because of his or her full-time student status, is enrolled in a group health plan, and is on a medically necessary leave of absence from school. The child will continue to be a Dependent if the medically necessary leave of absence commences while the child is suffering from a serious illness or injury, is medically necessary, and causes the child to lose student status for purposes of the group health plan's benefits coverage. Written physician certification that the child is suffering from a serious illness or injury and that the leave of absence is medically necessary is required at the Administrator's request. The child will no longer be considered a Dependent as of the earliest date that the child is no longer on a medically necessary leave of absence, the date that is one year after the first day of the medically necessary leave of absence, or the date benefits would otherwise terminate under either the group health plan or this Plan. Terms related to Michelle's Law, and not otherwise defined, will have the meaning provided under the Michelle's Law provisions of Code Section 9813.

(c) Adult Children: With respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Dependent includes a child of a Participant who as of the end of the calendar year has not attained age 27. A 'child' for purpose of this Section 2.04(c) means an individual who is a son, daughter, stepson, or stepdaughter of the Participant, a legally adopted individual of the Participant, an individual who is lawfully placed with the Participant for legal adoption by the Participant, or an eligible foster child who is placed with the Participant by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction. An adult child described in this Section 2.04(c) is only a Dependent with respect to benefits provided after March 30, 2010 (subject to any other limitations of the Plan).

Dependent for purposes of the Dependent Care Reimbursement Plan is defined in Section 9.04(a).

2.05 Effective Date

The effective date of this Plan as shown in Item B of the Adoption Agreement.

2.06 Elective Contribution

The amount the Participant authorizes the Employer to reduce compensation for the purchase of benefits elected.

2.07	Eligible Employee	Employee meeting the eligibility requirements for participation as shown in Item C of the Adoption Agreement.
2.08	Employee	Any person employed by the Employer on or after the Effective Date.
2.09	Employer	The entity shown in Item A of the Adoption Agreement, and any Related Employers authorized to participate in the Plan with the approval of the Employer. Related Employers who participate in this Plan are listed in Appendix A to the Adoption Agreement. For the purposes of Section 11.01 and 11.02, only the Employer as shown in Item A of the Adoption Agreement may amend or terminate the Plan.
2.10	Employer Contributions	Amounts that have not been actually received by the Participant and are available to the Participant for the purpose of selecting benefits under the Plan. This term includes Non-Elective Contributions and Elective Contributions through salary reduction.
2.11	Entry Date	The date that an Employee is eligible to participate in the Plan.
2.12	ERISA	The Employee Retirement Income Security Act of 1974, Public Law 93-406 and all regulations and rulings issued thereunder, as amended (if applicable).
2.13	Fiduciary	The named fiduciary shall mean the Employer, the Administrator and other parties designated as such, but only with respect to any specific duties of each for the Plan as may be set forth in a written agreement.
2.14	Health Savings Account	A "health savings account" as defined in Section 223(d) of the Internal Revenue Code of 1986, as amended established by the Participant with the HSA Trustee.
2.15	HSA Trustee	The Trustee of the Health Savings Account which is designated in Section F.8 of the Adoption Agreement.
2.16	Highly Compensated	Any Employee who at any time during the Plan Year is a "highly compensated employee" as defined in Section 414(q) of the Code.
2.17	High Deductible Health Plan	A health plan that meets the statutory requirements for annual deductibles and out-of-pocket expenses set forth in Code section 223(c)(2).
2.18	HIPAA	The Health Insurance Portability and Accountability Act of 1996, as amended.
2.19	Insurer	Any insurance company that has issued a policy pursuant to the terms of this Plan.
2.20	Key Employee	Any Participant who is a "key employee" as defined in Section 416(i) of the Code.

- 2.21 **Non-Elective Contribution** A contribution amount made available by the Employer for the purchase of benefits elected by the Participant.
- 2.22 **Participant** An Employee who has qualified for Plan participation as provided in Item C of the Adoption Agreement.
- 2.23 **Plan** The Plan referred to in Item A of the Adoption Agreement as may be amended from time to time.
- 2.24 **Plan Year** The Plan Year as specified in Item D of the Adoption Agreement.
- 2.25 **Policy** An insurance policy issued as a part of this Plan.
- 2.26 **Preventative Care** Medical expenses which meet the safe harbor definition of “preventative care” set forth in IRS Notice 2004-23, which includes, but is not limited to, the following: (i) periodic health evaluations, such as annual physicals (and the tests and diagnostic procedures ordered in conjunction with such evaluations); (ii) well-baby and/or well-child care; (iii) immunizations for adults and children; (iv) tobacco cessation and obesity weight-loss programs; and (v) screening devices. However, preventative care does not generally include any service or benefit intended to treat an existing illness, injury or condition.
- 2.27 **Recordkeeper** The person designated by the Employer to perform recordkeeping and other ministerial duties with respect to the Medical Expense Reimbursement Plan and/or the Dependent Care Reimbursement Plan.
- 2.28 **Related Employer** Any employer that is a member of a related group of organizations with the Employer shown in Item A of the Adoption Agreement, and as specified under Code Section 414(b), (c) or (m).

SECTION III

ELIGIBILITY, ENROLLMENT, AND PARTICIPATION

- 3.01 **ELIGIBILITY:** Each Employee of the Employer who has met the eligibility requirements of Item C of the Adoption Agreement will be eligible to participate in the Plan on the Entry Date specified or the Effective Date of the Plan, whichever is later. Dependent eligibility to receive benefits under any of the plans listed in Item F of the Adoption Agreement will be described in the documents governing those benefit plans. To the extent a Dependent is eligible to receive benefits under a plan listed in Item F, an Eligible Employee may elect coverage under this Plan with respect to such Dependent. Notwithstanding the foregoing, life insurance coverage on the life of a Dependent may not be elected under this Plan.
- 3.02 **ENROLLMENT:** An eligible Employee may enroll (or re-enroll) in the Plan by submitting to the Employer, during an enrollment period, an Election Form which specifies his or her benefit elections for the Plan Year and which meets such standards for completeness and accuracy as the Employer may establish. A Participant's Election Form shall be completed prior to the beginning of the Plan Year, and

shall not be effective prior to the date such form is submitted to the Employer. Any Election Form submitted by a Participant in accordance with this Section shall remain in effect until the earlier of the following dates: the date the Participant terminates participation in the Plan; or, the effective date of a subsequently filed Election Form.

A Participant's right to elect certain benefit coverage shall be limited hereunder to the extent such rights are limited in the Policy. Furthermore, a Participant will not be entitled to revoke an election after a period of coverage has commenced and to make a new election with respect to the remainder of the period of coverage unless both the revocation and the new election are on account of and consistent with a change in status, or other allowable events, as determined by Section 125 of the Internal Revenue Code and the regulations thereunder.

3.03 TERMINATION OF PARTICIPATION: A Participant shall continue to participate in the Plan until the earlier of the following dates:

- a. The date the Participant terminates employment by death, disability, retirement or other separation from service; or
- b. The date the Participant ceases to work for the Employer as an eligible Employee; or
- c. The date of termination of the Plan; or
- d. The first date a Participant fails to pay required contributions while on a leave of absence.

3.04 SEPARATION FROM SERVICE: The existing elections of an Employee who separates from the employment service of the Employer shall be deemed to be automatically terminated and the Employee will not receive benefits for the remaining portion of the Plan Year.

3.05 QUALIFYING LEAVE UNDER FAMILY LEAVE ACT: Notwithstanding any provision to the contrary in this Plan, if a Participant goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), to the extent required by the FMLA, the Employer will continue to maintain the Participant's existing coverage under the Plan with respect to benefits under Section V and Section VIII of the Plan on the same terms and conditions as though he were still an active Employee. If the Employee opts to continue his coverage, the Employee may pay his Elective Contribution with after-tax dollars while on leave (or pre-tax dollars to the extent he receives compensation during the leave), or the Employee may be given the option to pre-pay all or a portion of his Elective Contribution for the expected duration of the leave on a pre-tax salary reduction basis out of his pre-leave compensation (including unused sick days or vacation) by making a special election to that effect prior to the date such compensation would normally be made available to him (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next plan year), or via other arrangements agreed upon between the Employee and the Administrator (e.g., the Administrator may fund coverage during the leave and withhold amounts upon the Employee's return). Upon return from such leave, the Employee will be permitted to reenter the Plan on the same basis the Employee was participating in the Plan prior to his leave, or as otherwise required by the FMLA.

SECTION IV

CONTRIBUTIONS

4.01 EMPLOYER CONTRIBUTIONS: The Employer may pay the costs of the benefits elected under the Plan with funds from the sources indicated in Item E of the Adoption Agreement. The Employer

Contribution may be made up of Non-Elective Contributions and/or Elective Contributions authorized by each Participant on a salary reduction basis.

4.02 **IRREVOCABILITY OF ELECTIONS:** A Participant may file a written election form with the Administrator before the end of the current Plan Year revising the rate of his contributions or discontinuing such contributions effective as of the first day of the next following Plan Year. The Participant's Elective Contributions will automatically terminate as of the date his employment terminates. Except as provided in this Section 4.02 and Section 4.03, a Participant's election under the Plan is irrevocable for the duration of the plan year to which it relates. The exceptions to the irrevocability requirement which would permit a mid-year election change in benefits and the salary reduction amount elected are set out in the Treasury regulations promulgated under Code Section 125, which include the following:

(a) **Change in Status.** A Participant may change or revoke his election under the Plan upon the occurrence of a valid change in status, but only if such change or termination is made on account of, and is consistent with, the change in status in accordance with the Treasury regulations promulgated under Section 125. The Employer, in its sole discretion as Administrator, shall determine whether a requested change is on account of and consistent with a change in status, as follows:

- (1) Change in Employee's legal marital status, including marriage, divorce, death of spouse, legal separation, and annulment;
- (2) Change in number of Dependents, including birth, adoption, placement for adoption, and death;
- (3) Change in employment status, including any employment status change affecting benefit eligibility of the Employee, spouse or Dependent, such as termination or commencement of employment, change in hours, strike or lockout, a commencement or return from an unpaid leave of absence, and a change in work site. If the eligibility for either the cafeteria Plan or any underlying benefit plans of the Employer of the Employee, spouse or Dependent relies on the employment status of that individual, and there is a change in that individual's employment status resulting in gaining or losing eligibility under the Plan, this constitutes a valid change in status. This category only applies if benefit eligibility is lost or gained as a result of the event. If an Employee terminates and is rehired within 30 days, the Employee is required to step back into his previous election. If the Employee terminates and is rehired after 30 days, the Employee may either step back into the previous election or make a new election;
- (4) Dependent satisfies, or ceases to satisfy, Dependent eligibility requirements due to attainment of age, gain or loss of student status, marriage or any similar circumstances; and
- (5) Residence change of Employee, spouse or Dependent, affecting the Employee's eligibility for coverage.

(b) **Special Enrollment Rights.** If a Participant or his or her spouse or Dependent is entitled to special enrollment rights under a group health plan (other than an excepted benefit), as required by HIPAA under Code Section 9801(f), then a Participant may revoke a prior election for group health plan coverage and make a new election, provided that the election change corresponds with such HIPAA special enrollment right. As required by HIPAA, a special enrollment right will arise in the following circumstances: (i) a Participant or his or her spouse or Dependent declined to enroll in group health plan coverage because he or she had coverage, and eligibility for such coverage is subsequently lost because the coverage was provided under COBRA and the COBRA coverage was exhausted, or the coverage was non-COBRA coverage and the coverage terminated due to loss of eligibility for coverage or the employer contributions for the coverage were terminated; (ii) a new Dependent is acquired as a result of marriage, birth, adoption, or placement for adoption; (iii) the Participant's or his or her spouse's or Dependent's coverage under a Medicaid plan or under a

children's health insurance program (CHIP) is terminated as a result of loss of eligibility for such coverage and the Participant requests coverage under the group health plan not later than 60 days after the date of termination of such coverage; or (iv) the Participant, his or her spouse or Dependent becomes eligible for a state premium assistance subsidy from a Medicaid plan or through a state children's insurance program with respect to coverage under the group health plan and the Participant requests coverage under the group health plan not later than 60 days after the date the Participant, his or her spouse or Dependent is determined to be eligible for such assistance. An election change under (iii) or (iv) of this provision must be requested within 60 days after the termination of Medicaid or state health plan coverage or the determination of eligibility for a state premium assistance subsidy, as applicable. Special enrollment rights under the health insurance plan will be determined by the terms of the health insurance plan.

- (c) Certain Judgments, Decrees or Orders. If a judgment, decree or order resulting from a divorce, legal separation, annulment or change in legal custody (including a qualified medical child support order [QMCSO]) requires accident or health coverage for a Participant's child or for a foster child who is a dependent of the Participant, the Participant may have a mid-year election change to add or drop coverage consistent with the Order.
- (d) Entitlement to Medicare or Medicaid. If a Participant, Participant's spouse or Participant's Dependent who is enrolled in an accident or health plan of the Employer becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), the Participant may cancel or reduce health coverage under the Employer's Plan. Loss of Medicare or Medicaid entitlement would allow the Participant to add health coverage under the Employer's Plan.
- (e) Family Medical Leave Act. If an Employee is taking leave under the rules of the Family Medical Leave Act, the Employee may revoke previous elections and re-elect benefits upon return to work.
- (f) COBRA Qualifying Event. If an Employee has a COBRA qualifying event (a reduction in hours of the Employee, or a Dependent ceases eligibility), the Employee may increase his pre-tax contributions for coverage under the Employer's Plan if a COBRA event occurs with respect to the Employee, the Employee's spouse or Dependent. The COBRA rule does not apply to COBRA coverage under another Employer's Plan.
- (g) Changes in Eligibility for Adult Children. To the extent the Employer amends a plan listed in Item F of the Adoption Agreement that provides benefits that are excluded from an Employee's income under Code Section 105 to provide that Adult Children (as defined in Section 2.04(c)) are eligible to receive benefits under the plan, an Eligible Employee may make or change an election under this Plan to add coverage for the Adult Child and to make any corresponding change to the Eligible Employee's coverage that is consistent with adding coverage for the Adult Child.
- (h) Cancellation due to reduction in hours of service. A Participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:
 - (i) The Participant has been in an employment status under which the Participant was reasonably expected to average at least 30 hours of service per week and there is a change in that Participant's status so that the Participant will reasonably be expected to

- average less than 30 hours of service per week after the change, even if that reduction does not result in the Participant ceasing to be eligible under the group health plan; and
- (ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the Participant, and any related individuals who cease coverage due to the cancellation, in another plan that provides minimum essential coverage with the new coverage effective no later than the first day of the second month following the month that includes the date the original coverage is cancelled.
- (i) Cancellation due to enrollment in a Qualified Health Plan. A participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:
- (i) The Participant is eligible for a Special Enrollment Period (as as defined in Code Section 9801(f)) to enroll in a Qualified Health Plan(as described in section 1311 of the Patient Protection and Affordable Care Act (PPACA)) through a competitive marketplace established under section 1311(c) of PPACA (Marketplace), pursuant to guidance issued by the Department of Health and Human Services and any other applicable guidance, or the Participant seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace's annual open enrollment period; and
 - (ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the Participant and any related individuals who cease coverage due to the cancellation in a Qualified Health Plan through a Marketplace for new coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is cancelled.

Notwithstanding anything to the contrary in this Section 4.02, the change in election rules in this Section 4.02 do not apply to the Medical Expense Reimbursement Plan, or may not be modified with respect to the Medical Expense Reimbursement Plan if the Plan is being administered by a Recordkeeper other than the Employer, unless the Employer and the Recordkeeper otherwise agree in writing.

4.03 OTHER EXCEPTIONS TO IRREVOCABILITY OF ELECTIONS. Other exceptions to the irrevocability of election requirement permit mid-year election changes and apply to all qualified benefits except for Medical Expense Reimbursement Plans, as follows:

- (a) Change in Cost. If the cost of a benefit package option under the Plan significantly increases during the plan year, Participants may (i) make a corresponding increase in their salary reduction amount, (ii) revoke their elections and make a prospective election under another benefit option offering similar coverage, or (iii) revoke election completely if no similar coverage is available, including in spouse or dependent's plan. If the cost significantly decreases, employees may elect coverage even if they had not previously participated and may drop their previous election for a similar coverage option in order to elect the benefit package option that has decreased in cost during the year. If the increased or decreased cost of a benefit package option under the Plan is insignificant, the participant's salary reduction amount shall be automatically adjusted.
- (b) Significant curtailment of coverage.

- (i) With no loss of coverage. If the coverage under a benefit package option is significantly curtailed or ceases during the Plan Year, affected Participants may revoke their elections for the curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage.
- (ii) With loss of coverage. If there is a significant curtailment of coverage with loss of coverage, affected Participants may revoke election for curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage, or drop coverage if no similar benefit package option is available.
- (c) Addition or Significant Improvement of Benefit Package Option. If during the Plan Year a new benefit package option is added or significantly improved, eligible employees, whether currently participating or not, may revoke their existing election and elect the newly added or newly improved option.
- (d) Change in Coverage of a Spouse or Dependent Under Another Employer's Plan. If there is a change in coverage of a spouse, former spouse, or Dependent under another employer's plan, a Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of the spouse or Dependent. This rule applies if (1) mandatory changes in coverage are initiated by either the insurer of spouse's plan or by the spouse's employer, or (2) optional changes are initiated by the spouse's employer or by the spouse through open enrollment.
- (e) Loss of coverage under other group health coverage. If during the Plan Year coverage is lost under any group health coverage sponsored by a governmental or educational institution, a Participant may prospectively change his or her election to add group health coverage for the affected Participant or his or her spouse or dependent.

- 4.04 CASH BENEFIT: Available amounts not used for the purchase of benefits under this Plan may be considered a cash benefit under the Plan payable to the Participant as taxable income to the extent indicated in Item E of the Adoption Agreement.
- 4.05 PAYMENT FROM EMPLOYER'S GENERAL ASSETS: Payment of benefits under this Plan shall be made by the Employer from Elective Contributions which shall be held as a part of its general assets.
- 4.06 EMPLOYER MAY HOLD ELECTIVE CONTRIBUTIONS: Pending payment of benefits in accordance with the terms of this Plan, Elective Contributions may be retained by the Employer in a separate account or, if elected by the Employer and as permitted or required by regulations of the Internal Revenue Service, Department of Labor or other governmental agency, such amounts of Elective Contributions may be held in a trust pending payment.
- 4.07 MAXIMUM EMPLOYER CONTRIBUTIONS: With respect to each Participant, the maximum amount made available to pay benefits for any Plan Year shall not exceed the Employer's Contribution specified in the Adoption Agreement and as provided in this Plan.

SECTION V

GROUP MEDICAL INSURANCE BENEFIT PLAN

- 5.01 PURPOSE: These benefits provide the group medical insurance benefits to Participants.
- 5.02 ELIGIBILITY: Eligibility will be as required in Items F(1), F(3), and F(4) of the Adoption Agreement.
- 5.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Items F(1), F(3), and F(4) of the Adoption Agreement.
- 5.04 TERMS, CONDITIONS AND LIMITATIONS: The terms, conditions and limitations of the benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.
- 5.05 COBRA: To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA, Participants and Dependents shall be entitled to continued participation in this Group Medical Insurance Benefit Plan by contributing monthly (from their personal assets previously subject to taxation) 102% of the amount of the premium for the desired benefit during the period that such individual is entitled to elect continuation coverage, provided, however, in the event the continuation period is extended to 29 months due to disability, the premium to be paid for continuation coverage for the 11 month extension period shall be 150% of the applicable premium.
- 5.06 SECTION 105 AND 106 PLAN: It is the intention of the Employer that these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 105 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention. It is also the intention of the Employer to comply with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 as outlined in the policies identified in the Adoption Agreement.
- 5.07 CONTRIBUTIONS: Contributions for these benefits will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.
- 5.08 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT: Notwithstanding anything to the contrary herein, the Group Medical Insurance Benefit Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).

SECTION VI

DISABILITY INCOME BENEFIT PLAN

- 6.01 PURPOSE: This benefit provides disability insurance designated to provide income to Participants during periods of absence from employment because of disability.
- 6.02 ELIGIBILITY: Eligibility will be as required in Item F(2) of the Adoption Agreement.
- 6.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Item F(2) of the Adoption Agreement.

- 6.04 **TERMS, CONDITIONS AND LIMITATIONS:** The terms, conditions and limitations of the Disability Income Benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.
- 6.05 **SECTION 104 AND 106 PLAN:** It is the intention of the Employer that the premiums paid for these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 104 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.
- 6.06 **CONTRIBUTIONS:** Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.

SECTION VII

GROUP AND INDIVIDUAL LIFE INSURANCE PLAN

- 7.01 **PURPOSE:** This benefit provides group life insurance benefits to Participants and may provide certain individual policies as provided for in Item F(5) of the Adoption Agreement.
- 7.02 **ELIGIBILITY:** Eligibility will be as required in Item F(5) of the Adoption Agreement.
- 7.03 **DESCRIPTION OF BENEFITS:** The benefits available under this Plan will be as defined in Item F(5) of the Adoption Agreement.
- 7.04 **TERMS, CONDITIONS, AND LIMITATIONS:** The terms, conditions, and limitations of the group life insurance are specifically described in the Policy identified in the Adoption Agreement.
- 7.05 **SECTION 79 PLAN:** It is the intention of the Employer that the premiums paid for the benefits described in Item F(5) of the Adoption Agreement shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan to the extent provided in Code Section 79, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.
- 7.06 **CONTRIBUTIONS:** Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement. Any individual policies purchased by the Employer for the Participant will be owned by the Participant.

SECTION VIII

MEDICAL EXPENSE REIMBURSEMENT PLAN

- 8.01 **PURPOSE:** The Medical Expense Reimbursement Plan is designed to provide for reimbursement of Eligible Medical Expenses (as defined in Section 8.04) that are not reimbursed under an insurance plan, through damages, or from any other source. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Sections 105 and 106, for Participants who elect this benefit and all provisions of this Section VIII shall be construed in a manner consistent with that intention.
- 8.02 **ELIGIBILITY:** The eligibility provisions are set forth in Item F(7) of the Adoption Agreement.

8.03 TERMS, CONDITIONS, AND LIMITATIONS:

- a. Accounts. The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Medical Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.
- b. Maximum benefit. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's Elective Contribution allocated to the program during the Plan Year, not to exceed the maximum amount set forth in Item F(7) of the Adoption Agreement.
- c. Claim Procedure. In order to be reimbursed for any medical expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of expense as determined by the Reimbursement Recordkeeper. Forms for reimbursement of Eligible Medical Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Medical Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.
- d. Funding. The funding of the Medical Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administrative expenses become due and payable under this Medical Expense Reimbursement Plan.
- e. Forfeiture. Subject to Section 8.06 and 8.07, any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Medical Expenses incurred during the Participant's participation during the Plan Year shall be forfeited and shall remain assets of the Plan. With respect to a Participant who terminates employment with the Employer and who has not elected to continue coverage under this Plan pursuant to COBRA rights referenced under Section 8.03(f) herein, such Participant shall not be entitled to reimbursement for Eligible Medical Expenses incurred after his termination date regardless if such Participant has any amounts of Employer Contributions remaining to his credit. Upon the death of any Participant who has any amounts of Employer Contributions remaining to his credit, a dependent of the Participant may elect to continue to claim reimbursement for Eligible Medical Expenses in the same manner as the Participant could have for the balance of the Plan Year.
- f. COBRA. To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA ("COBRA"), a Participant and a Participant's Dependents shall be entitled to elect continued participation in this Medical Expense Reimbursement Plan only through the end of the plan year in which the qualifying event occurs, by contributing monthly (from their personal assets previously subject to taxation) to the Employer/Administrator, 102% of the amount of

desired reimbursement through the end of the Plan Year in which the qualifying event occurs. Specifically, such individuals will be eligible for COBRA continuation coverage only if they have a positive Medical Expense Reimbursement Account balance on the date of the qualifying event. Participants who have a deficit balance in their Medical Expense Reimbursement Account on the date of their qualifying event shall not be entitled to elect COBRA coverage. In lieu of COBRA, Participants may continue their coverage through the end of the current Plan Year by paying those premiums out of their last paycheck on a pre-tax basis.

- g. Nondiscrimination. Benefits provided under this Medical Expense Reimbursement Plan shall not be provided in a manner that discriminates in favor of Employees or Dependents who are highly compensated individuals, as provided under Section 105(h) of the Code and regulations promulgated thereunder.
- h. Uniform Coverage Rule. Notwithstanding that a Participant has not had withheld and credited to his account all of his contributions elected with respect to a particular Plan Year, the entire aggregate annual amount elected with respect to this Medical Expense Reimbursement Plan (increased by any Carryover to the Plan Year), shall be available at all times during such Plan Year to reimburse the participant for Eligible Medical Expenses with respect to this Medical Expense Reimbursement Plan. To the extent contributions with respect to this Medical Expense Reimbursement Plan are insufficient to pay such Eligible Medical Expenses, it shall be the Employer's obligation to provide adequate funds to cover any short fall for such Eligible Medical Expenses for a Participant; provided subsequent contributions with respect to this Medical Expense Reimbursement Plan by the Participant shall be available to reimburse the Employer for funds advanced to cover a previous short fall.
- i. Uniformed Services Employment and Reemployment Rights Act. Notwithstanding anything to the contrary herein, this Medical Expense Reimbursement Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).
- j. Proration of Limit. In the event that the Employer has purchased a uniform coverage risk policy from the Recordkeeper, then the Maximum Coverage amount specified in Section F.7 of the Adoption Agreement shall be pro rated with respect to (i) an Employee who becomes a Participant and enters the Plan during the Plan Year, and (ii) short plan years initiated by the Employer. Such Maximum Coverage amount will be pro rated by dividing the annual Maximum Coverage amount by 12, and multiplying the quotient by the number of remaining months in the Plan Year for the new Participant or the number of months in the short Plan Year, as applicable.
- k. Continuation Coverage for Certain Dependent Children. In the event that benefits under the Medical Expense Reimbursement Plan does not qualify for the exception from the portability rules of HIPAA, then, effective for Plan Years beginning on or after October 9, 2009, notwithstanding the foregoing provisions, coverage for a Dependent child who is enrolled in the Medical Expense Reimbursement Plan as a student at a post-secondary educational institution will not terminate due to a medically necessary leave of absence before a date that is the earlier of:
 - the date that is one year after the first day of the medically necessary leave of absence; or
 - the date on which such coverage would otherwise terminate under the terms of the Plan.

For purposes of this paragraph, “medically necessary leave of absence” means a leave of absence of the child from a post-secondary educational institution, or any other change in enrollment of the child at the institution, that: (i) commences while the child is suffering from a serious illness or injury; (ii) is medically necessary; and (iii) causes the child to lose student status for purposes of coverage under the terms of the Plan. A written certification must be provided by a treating physician of the dependent child to the Plan in order for the continuation coverage requirement to apply. The physician’s certification must state that the child is suffering from a serious illness or injury and that the leave of absence (or other change in enrollment) is medically necessary.

8.04 ELIGIBLE MEDICAL EXPENSES:

- (a) Eligible Medical Expense in General. The phrase ‘Eligible Medical Expense’ means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in Sections 8.04(b) and (c)) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance plan, through damages, or from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan. Further, notwithstanding the above, effective January 1, 2011, only the following drugs or medicines will constitute Eligible Medical Expenses:
 - (i.) Drugs or medicines that require a prescription;
 - (ii.) Drugs or medicines that are available without a prescription (“over-the-counter drugs or medicines”) and the Participant or Dependent obtains a prescription; and
 - (iii.) Insulin.
- (b) Expenses Incurred After Commencement of Participation. Only medical care expenses incurred by a Participant or the Participant’s Dependent(s) on or after the date such Participant commenced participation in the Medical Expense Reimbursement Plan shall constitute an Eligible Medical Expense.
- (c) Eligible Expenses Incurred by Dependents. For purposes of this Section, Eligible Medical Expenses incurred by Dependents defined in Section 2.04(c) are eligible for reimbursement if incurred after March 30, 2010; Eligible Medical Expenses incurred by Dependents defined in Sections 2.04(a) and (b) are eligible for reimbursement if incurred either before or after March 30, 2010 (subject to the restrictions of Section 8.04(b)).
- (d) Health Savings Accounts. If the Employer has elected in Item F.8 of the Adoption Agreement to allow Eligible Employees to contribute to Health Savings Accounts under the Plan, then for a Participant who is eligible for and elects to contribute to a Health Savings Accounts, Eligible Medical Expenses shall be limited as set forth in Item F.8 of the Adoption Agreement.

- 8.05 USE OF DEBIT CARD: In the event that the Employer elects to allow the use of debit cards (“Debit Cards”) for reimbursement of Eligible Medical Expenses (other than over-the-counter drugs or medicines) under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply. However, beginning January 1, 2011, a Debit Card may not be used to purchase drugs or medicines over-the-counter.

- a. Substantiation. The following procedures shall be applied for purposes of substantiating claimed Eligible Medical Expenses after the use of a Debit Card to pay the claimed Eligible Medical Expense:
 - (i) If the dollar amount of the transaction at a health care provider equals the dollar amount of the co-payment for that service under the Employer's major medical plan of the specific employee-cardholder, the charge is fully substantiated without the need for submission of a receipt or further review.
 - (ii) If the merchant, service provider, or other independent third-party (e.g., pharmacy benefit manager), at the time and point of sale, provides information to verify to the Recordkeeper (including electronically by e-mail, the internet, intranet, or telephone) that the charge is for a medical expense, the charge is fully substantiated without the need for submission of a receipt or further review.
- b. Status of Charges. All charges to a Debit Card, other than co-payments and real-time substantiation as described in Subsection (a) above, are treated as conditional pending confirmation of the charge, and additional third-party information, such as merchant or service provider receipts, describing the service or product, the date of the service or sale, and the amount, must be submitted for review and substantiation.
- c. Correction Procedures for Improper Payments. In the event that a claim has been reimbursed and is subsequently identified as not qualifying for reimbursement, one or all of the following procedures shall apply:
 - (i) First, upon the Recordkeeper's identification of the improper payment, the Eligible Employee will be required to pay back to the Plan an amount equal to the improper payment.
 - (ii) Second, where the Eligible Employee does not pay back to the Plan the amount of the improper payment, the Employer will have the amount of the improper payment withheld from the Eligible Employee's wages or other compensation to the extent consistent with applicable law.
 - (iii) Third, if the improper payment still remains outstanding, the Plan may utilize a claim substitution or offset approach to resolve improper claims payments.
 - (iv) If the above correction efforts prove unsuccessful, or are otherwise unavailable, the Eligible Employee will remain indebted to the Employer for the amount of the improper payment. In that event and consistent with its business practices, the Employer may treat the payment as it would any other business indebtedness.
 - (v) In addition to the above, the Employer and the Plan may take other actions they may deem necessary, in their sole discretion, to ensure that further violations of the terms of the Debit Card do not occur, including, but not limited to, denial of access to the Debit Card until the indebtedness is repaid by the Eligible Employee.
- d. Intent to Comply with Rev. Rul. 2003-43. It is the Employer's intent that any use of Debit Cards to pay Eligible Medical Expenses shall comply with the guidelines for use of

such cards set forth in Rev. Rul. 2003-43, and this Section 8.05 shall be construed and interpreted in a manner necessary to comply with such guidelines.

- 8.06 **GRACE PERIOD:** If the Employer elects in Section F.7 of the Adoption Agreement to permit a Grace Period with respect to the Medical Reimbursement Plan, the provisions of this Section 8.06 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2005-42, a Participant who has unused contributions relating to the Medical Reimbursement Plan from the immediately preceding Plan Year, and who incurs Eligible Medical Expenses for such qualified benefit during the Grace Period, may be paid or reimbursed for those Eligible Medical Expenses from the unused contributions as if the expenses had been incurred in the immediately preceding Plan Year. For purposes of this Section, 'Grace Period' shall mean the period extending to the 15th day of the third calendar month after the end of the immediately preceding Plan Year to which it relates. Eligible Medical Expenses incurred during the Grace Period shall be reimbursed first from unused contributions allocated to the Medical Reimbursement Plan for the prior Plan Year, and then from unused contributions for the current Plan Year, if participant is enrolled in current Plan Year.
- 8.07 **CARRYOVER:** If the Employer elects in Section F.7 of the Adoption Agreement to permit a Carryover with respect to the Medical Reimbursement Plan, the provisions of this Section 8.07 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2013-71, the Carryover for a Participant who has an amount remaining unused as of the end of the run-off period for the Plan Year, may be used to pay or reimburse Eligible Medical Expenses during the following entire Plan Year. The Carryover does not count against or otherwise affect the Maximum benefit set forth in Section 8.03 (b). Eligible Medical Expenses incurred during a Plan Year shall be reimbursed first from unused contributions for the current Plan Year, and then from any Carryover carried over from the preceding Plan Year. Any unused amounts from the prior Plan Year that are used to reimburse a current Plan Year expense (a) reduce the amounts available to pay prior Plan Year expenses during the run-off period, (b) must be counted against any Carryover amount from the prior Plan Year, and (c) cannot exceed the maximum Carryover from the prior Plan Year. If the Employer elects to apply Section 8.06 in Section F.7 of the Adoption Agreement, this Section 8.07 shall not apply.

SECTION IX

DEPENDENT CARE REIMBURSEMENT PLAN

- 9.01 **PURPOSE:** The Dependent Care Reimbursement Plan is designed to provide for reimbursement of certain employment-related dependent care expenses of the Participant. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Section 129, for Participants who elect this benefit, and all provisions of this Section IX shall be construed in a manner consistent with that intention.
- 9.02 **ELIGIBILITY:** The eligibility provisions are set forth in Item F(6) of the Adoption Agreement.
- 9.03 **TERMS, CONDITIONS, AND LIMITATIONS:**
- a. **Accounts.** The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Dependent Care Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.

- b. Maximum Benefit. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's allocation to the program during the Plan Year not to exceed the maximum amount set forth in Item F(6) of the adoption agreement.

For purpose of this Section IX, the phrase "earned income" shall mean wages, salaries, tips and other employee compensation, but only if such amounts are includible in gross income for the taxable year. A Participant's spouse who is physically or mentally incapable of self-care as described in Section 9.04(a)(ii) or a spouse who is a full-time student within the meaning of Code Section 21(e)(7) shall be deemed to have earned income for each month in which such spouse is so disabled (or a full-time student). The amount of such deemed earned income shall be \$250 per month in the case of one Dependent and \$500 per month in the case of two or more Dependents.

- c. Claim Procedure. In order to be reimbursed for any dependent care expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense from an independent third party acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of the expense as determined by the Reimbursement Recordkeeper. Claims for reimbursement of Eligible Dependent Care Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Dependent Care Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of the incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.
- d. Funding. The funding of the Dependent Care Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administration expenses become due and payable under this Dependent Care Expense Reimbursement Plan.
- e. Forfeiture. Any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Dependent Care Expenses incurred during the Plan Year shall be forfeited and remain assets of the Plan.
- f. Nondiscrimination. Benefits provided under this Dependent Care Reimbursement Plan shall not be provided in a manner that discriminates in favor of Highly Compensated Employees (as defined in Code Section 414(q)) or their dependents, as provided in Code Section 129. In addition, no more than 25 percent of the aggregate Eligible Dependent Care Expenses shall be reimbursed during a Plan Year to five percent owners, as provided in Code Section 129.

9.04 DEFINITIONS:

- a. "Dependent" (for purposes of this Section IX) means any individual who is:
- (i) a Participant's qualifying child (as defined in Code Section 152 (c)) who has not attained the age of 13; or

- (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively) or the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the taxpayer for more than half of the taxable year. For purposes of this Dependent Care Reimbursement Plan, an individual shall be considered physically or mentally incapable of self-care if, as a result of a physical or mental defect, the individual is incapable of caring for his or her hygienic or nutritional needs, or requires full-time attention of another person for his or her own safety or the safety of others.
- b. "Dependent Care Center" (for purposes of this Section IX) shall be a facility which:
 - (i) provides care for more than six individuals (other than individuals who reside at the facility);
 - (ii) receives a fee, payment, or grant for providing services for any of the individuals (regardless of whether such facility is operated for profit); and
 - (iii) satisfies all applicable laws and regulations of a state or unit of local government.
- c. "Eligible Dependent Care Expenses" (for purposes of this Section IX) shall mean expenses incurred by a Participant which are:
 - (i) incurred for the care of a Dependent of the Participant or for related household services;
 - (ii) paid or payable to a Dependent Care Service Provider; and
 - (iii) incurred to enable the Participant to be gainfully employed for any period for which there are one or more Dependents with respect to the Participant.

"Eligible Dependent Care Expenses" shall not include expenses incurred for services outside the Participant's household for the care of a Dependent unless such Dependent is (i) a qualifying child (as defined in Code Section 152 (c)) under the age of 13, or (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively)), who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year, or (iii) the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year. Eligible Dependent Care Expenses shall be deemed to be incurred at the time the services to which the expenses relate are rendered.
- d. "Dependent Care Service Provider" (for purposes of this Section IX) means:
 - (i) a Dependent Care Center, or
 - (ii) a person who provides care or other services described in Section 9.04(b) and who is not a related individual described in Section 129(c) of the Code.

SECTION X

HEALTH SAVINGS ACCOUNTS

10.01 PURPOSE: If elected by the Employer in Section F.8 of the Adoption Agreement, the Plan will permit pre-tax contributions to the Health Savings Account, and the provisions of this Article X shall apply.

10.02 BENEFITS: A Participant can elect benefits under the Health Savings Accounts portion of this Plan by electing to pay his or her Health Savings Account contributions on a pre-tax salary reduction basis. In addition, the Employer may make contributions to the Health Savings Account for the benefit of the Participant.

10.03 TERMS, CONDITIONS AND LIMITATION:

- a. Maximum Benefit. The maximum annual contributions that may be made to a Participant's Health Savings Account under this Plan is set forth in Section F.8 of the Adoption Agreement.
- b. Mid-Year Election Changes. Notwithstanding any to the contrary herein, a Participant election with respect to contributions for the Health Savings Account shall be revocable during the duration of the Plan Year to which the election relates. Consequently, a Participant may change his or her election with respect to contributions for the Health Savings Account at any time.

10.04 RESTRICTIONS ON MEDICAL REIMBURSEMENT PLAN: If the Employer has elected in Section F.8 of the Adoption Agreement both Health Savings Accounts under this Plan and the Medical Expense Reimbursement Plan, then the Eligible Medical Expenses that may be reimbursed under the Medical Reimbursement Plan for Participants who are eligible for and elect to participate in Health Savings Accounts shall be limited as set forth in Section F.8 of the Adoption Agreement.

10.05 NO ESTABLISHMENT OF ERISA PLAN: It is the intent of the Employer that the establishment of Health Savings Accounts are completely voluntary on the part of Participants, and that, in accordance with Department of Labor Field Assistance Bulletin 2004-1, the Health Savings Accounts are not "employee welfare benefit plans" for purposes of Title I of ERISA.

SECTION XI

AMENDMENT AND TERMINATION

11.01 AMENDMENT: The Employer shall have the right at any time, and from time to time, to amend, in whole or in part, any or all of the provisions of this Plan, provided that no such amendment shall change the terms and conditions of payment of any benefits to which Participants and covered dependents otherwise have become entitled to under the provisions of the Plan, unless such amendment is made to comply with federal or local laws or regulations. The Employer also shall have the right to make any amendment retroactively which is necessary to bring the Plan into conformity with the Code. In addition, the Employer may amend any provisions or any supplements to the Plan and may merge or combine supplements or add additional supplements to the Plan, or separate existing supplements into an additional number of supplements.

11.02 TERMINATION: The Employer shall have the right at any time to terminate this Plan, provided that such termination shall not eliminate any obligations of the Employer which therefore have arisen under the Plan.

SECTION XII

ADMINISTRATION

12.01 NAMED FIDUCIARIES: The Administrator shall be the fiduciary of the Plan.

12.02 APPOINTMENT OF RECORDKEEPER: The Employer may appoint a Reimbursement Recordkeeper which shall have the power and responsibility of performing recordkeeping and other ministerial duties arising under the Medical Expense Reimbursement Plan and the Dependent Care Reimbursement Plan provisions of this Plan. The Reimbursement Recordkeeper shall serve at the pleasure of, and may be removed by, the Employer without cause. The Recordkeeper shall receive reasonable compensation for its services as shall be agreed upon from time to time between the Administrator and the Recordkeeper.

12.03 POWERS AND RESPONSIBILITIES OF ADMINISTRATOR:

- a. General. The Administrator shall be vested with all powers and authority necessary in order to amend and administer the Plan, and is authorized to make such rules and regulations as it may deem necessary to carry out the provisions of the Plan. The Administrator shall determine any questions arising in the administration (including all questions of eligibility and determination of amount, time and manner of payments of benefits), construction, interpretation and application of the Plan, and the decision of the Administrator shall be final and binding on all persons.
- b. Recordkeeping. The Administrator shall keep full and complete records of the administration of the Plan. The Administrator shall prepare such reports and such information concerning the Plan and the administration thereof by the Administrator as may be required under the Code or ERISA and the regulations promulgated thereunder.
- c. Inspection of Records. The Administrator shall, during normal business hours, make available to each Participant for examination by the Participant at the principal office of the Administrator a copy of the Plan and such records of the Administrator as may pertain to such Participant. No Participant shall have the right to inquire as to or inspect the accounts or records with respect to other Participants.

12.04 COMPENSATION AND EXPENSES OF ADMINISTRATOR: The Administrator shall serve without compensation for services as such. All expenses of the Administrator shall be paid by the Employer. Such expenses shall include any expense incident to the functioning of the Plan, including, but not limited to, attorneys' fees, accounting and clerical charges, actuary fees and other costs of administering the Plan.

12.05 LIABILITY OF ADMINISTRATOR: Except as prohibited by law, the Administrator shall not be liable personally for any loss or damage or depreciation which may result in connection with the exercise of duties or of discretion hereunder or upon any other act or omission hereunder except when due to willful misconduct. In the event the Administrator is not covered by fiduciary liability insurance or similar insurance arrangements, the Employer shall indemnify and hold harmless the Administrator from any and all claims, losses, damages, expenses (including reasonable counsel fees approved by the Administrator) and liability (including any reasonable amounts paid in settlement with the Employer's approval) arising from any act or omission of the Administrator, except when the same is determined to be due to the willful misconduct of the Administrator by a court of competent jurisdiction.

12.06 DELEGATIONS OF RESPONSIBILITY: The Administrator shall have the authority to delegate, from time to time, all or any part of its responsibilities under the Plan to such person or persons as it may deem advisable and in the same manner to revoke any such delegation of responsibilities which shall have the same force and effect for all purposes hereunder as if such action had been taken by the Administrator. The Administrator shall not be liable for any acts or omissions of any such delegate.

The delegate shall report periodically to the Administrator concerning the discharge of the delegated responsibilities.

- 12.07 RIGHT TO RECEIVE AND RELEASE NECESSARY INFORMATION: The Administrator may release or obtain any information necessary for the application, implementation and determination of this Plan or other Plans without consent or notice to any person. This information may be released to or obtained from any insurance company, organization, or person subject to applicable law. Any individual claiming benefits under this Plan shall furnish to the Administrator such information as may be necessary to implement this provision.
- 12.08 CLAIM FOR BENEFITS: To obtain payment of any benefits under the Plan a Participant must comply with the rules and procedures of the particular benefit program elected pursuant to this Plan under which the Participant claims a benefit.
- 12.09 GENERAL CLAIMS REVIEW PROCEDURE: This provision shall apply only to the extent that a claim for benefits is not governed by a similar provision of a benefit program available under this Plan or is not governed by Section 12.10.
- a. Initial Claim for Benefits. Each Participant may submit a claim for benefits to the Administrator as provided in Section 12.08. A Participant shall have no right to seek review of a denial of benefits, or to bring any action in any court to enforce a claim for benefits prior to his filing a claim for benefits and exhausting his rights to review under this section.

When a claim for benefits has been filed properly, such claim for benefits shall be evaluated and the claimant shall be notified of the approval or the denial within (90) days after the receipt of such claim unless special circumstances require an extension of time for processing the claim. If such an extension of time for processing is required, written notice of the extension shall be furnished to the claimant prior to the termination of the initial ninety (90) day period which shall specify the special circumstances requiring an extension and the date by which a final decision will be reached (which date shall not be later than one hundred and eighty (180) days after the date on which the claim was filed.) A claimant shall be given a written notice in which the claimant shall be advised as to whether the claim is granted or denied, in whole or in part. If a claim is denied, in whole or in part, the claimant shall be given written notice which shall contain (a) the specific reasons for the denial, (b) references to pertinent plan provisions upon which the denial is based, (c) a description of any additional material or information necessary to perfect the claim and an explanation of why such material or information is necessary, and (d) the claimant's rights to seek review of the denial.

- b. Review of Claim Denial. If a claim is denied, in whole or in part, the claimant shall have the right to request that the Administrator review the denial, provided that the claimant files a written request for review with the Administrator within sixty (60) days after the date on which the claimant received written notification of the denial. A claimant (or his duly authorized representative) may review pertinent documents and submit issues and comments in writing to the Administrator. Within sixty (60) days after a request is received, the review shall be made and the claimant shall be advised in writing of the decision on review, unless special circumstances require an extension of time for processing the review, in which case the claimant shall be given a written notification within such initial sixty (60) day period specifying the reasons for the extension and when such review shall be completed (provided that such review shall be completed within one hundred and twenty (120) days after the date on which the request for review was filed.) The decision on review shall be forwarded to the claimant in writing and

shall include specific reasons for the decision and references to plan provisions upon which the decision is based. A decision on review shall be final and binding on all persons.

- c. Exhaustion of Remedies. If a claimant fails to file a request for review in accordance with the procedures herein outlined, such claimant shall have no rights to review and shall have no right to bring action in any court and the denial of the claim shall become final and binding on all persons for all purposes.

12.10 SPECIAL CLAIMS REVIEW PROCEDURE: The provisions of this Section 12.10 shall be applicable to claims under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan, effective on the first day of the first Plan Year beginning on or after July 1, 2002, but in no event later than January 1, 2003, provided such plans are subject to ERISA.

- a. Benefit Denials: The Administrator is responsible for evaluating all claims for reimbursement under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan.

The Administrator will decide a Participant's claim within a reasonable time not longer than 30 days after it is received. This time period may be extended for an additional 15 days for matters beyond the control of the Administrator, including in cases where a claim is incomplete. The Participant will receive written notice of any extension, including the reasons for the extension and information on the date by which a decision by the Administrator is expected to be made. The Participant will be given 45 days in which to complete an incomplete claim. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the claim.

If the Administrator denies the claim, in whole or in part, the Participant will be furnished with a written notice of adverse benefit determination setting forth:

1. the specific reason or reasons for the denial;
2. reference to the specific Plan provision on which the denial is issued;
3. a description of any additional material or information necessary for the Participant to complete his claim and an explanation of why such material or information is necessary, and
4. appropriate information as to the steps to be taken if the Participant wishes to appeal the Administrator's determination, including the participant's right to submit written comments and have them considered, his right to review (on request and at no charge) relevant documents and other information, and his right to file suit under ERISA with respect to any adverse determination after appeal of his claim.

- b. Appealing Denied Claims: If the Participant's claim is denied in whole or in part, he may appeal to the Administrator for a review of the denied claim. The appeal must be made in writing within 180 days of the Administrator's initial notice of adverse benefit determination, or else the participant will lose the right to appeal the denial. If the Participant does not appeal on time, he will also lose his right to file suit in court, as he will have failed to exhaust his internal administrative appeal rights, which is generally a prerequisite to bringing suit.

A Participant's written appeal should state the reasons that he feels his claim should not have been denied. It should include any additional facts and/or documents that the Participant feels support his claim. The Participant may also ask additional questions and make written comments, and may review (on request and at no charge) documents and other information relevant to his appeal. The Administrator will review all written comment the Participant submits with his appeal.

- c. Review of Appeal: The Administrator will review and decide the Participant's appeal within a reasonable time not longer than 60 days after it is submitted and will notify the Participant of its decision in writing. The individual who decides the appeal will not be the same individual who decided the initial claim denial and will not be that individual's subordinate. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the appeal, except that any medical expert consulted in connection with the appeal will be different from any expert consulted in connection with the initial claim. (The identity of a medical expert consulted in connection with the Participant's appeal will be provided.) If the decision on appeal affirms the initial denial of the Participant's claim, the Participant will be furnished with a notice of adverse benefit determination on review setting forth:

1. The specific reason(s) for the denial,
2. The specific Plan provision(s) on which the decision is based,
3. A statement of the Participant's right to review (on request and at no charge) relevant documents and other information,
4. If the Administrator relied on an "internal rule, guideline, protocol, or other similar criterion" in making the decision, a description of the specific rule, guideline, protocol, or other similar criterion or a statement that such a rule, guideline, protocol, or other similar criterion was relied on and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Participant upon request," and
5. A statement of the Participant's right to bring suit under ERISA § 502(a).

12.11 PAYMENT TO REPRESENTATIVE: In the event that a guardian, conservator or other legal representative has been duly appointed for a Participant entitled to any payment under the Plan, any such payment due may be made to the legal representative making claim therefor, and such payment so made shall be in complete discharge of the liabilities of the Plan therefor and the obligations of the Administrator and the Employer.

12.12 PROTECTED HEALTH INFORMATION. The provisions of this Section will apply only to those portions of the Plan that are considered a group health plan for purposes of 45 CFR Parts 160 and 164. The Plan may disclose PHI to employees of the Employer, or to other persons, only to the extent such disclosure is required or permitted pursuant to 45 CFR Parts 160 and 164. The Plan has implemented administrative, physical, and technical safeguards to reasonably and appropriately protect, and restrict access to and use of, electronic PHI, in accordance with Subpart C of 45 CFR Part 164. The applicable claims procedures under the Plan shall be used to resolve any issues of non-compliance by such individuals. The Employer will:

- not use or disclose PHI other than as permitted or required by the plan documents and permitted or required by law;
- reasonably and appropriately safeguard electronic PHI created, received, maintained, or transmitted to or by the it on behalf of the Plan, in accordance with Subpart C of 45 CFR Part 164;
- implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan;
- ensure that any agents including a subcontractors to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Employer with respect to such information;
- not use or disclose PHI for employment-related actions and decisions or in connection with any other employee benefit plan of the Employer;
- report to the Plan any use or disclosure of the information that is inconsistent with the permitted uses or disclosures provided for of which it becomes aware;
- make available PHI in accordance with 45 CFR Section 164.524;
- make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR Section 164.526;
- make available the information required to provide an accounting of disclosures in accordance with 45 CFR Section 164.528;
- make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services or his designee upon request for purposes of determining compliance with 45 CFR Section 164.504(f);
- if feasible, return or destroy all PHI received from the Plan that the Employer still maintains in any form and retain no copies of such information when no longer needed for the purposes for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and,
- ensure that the adequate separation required in paragraph (f)(2)(iii) of 45 CFR Section 164.504 is established.

For purposes of this Section, “PHI” is “Protected Health Information” as defined in 45 CFR Section 160.103, which means individually identifiable health information, except as provided in paragraph (2) of the definition of “Protected Health Information” in 45 CFR Section 160.103, that is transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium by a covered entity, as defined in 45 CFR Section 164.104.

SECTION XIII

MISCELLANEOUS PROVISIONS

- 13.01 **INABILITY TO LOCATE PAYEE:** If the Plan Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participant or other person after reasonable efforts have been made to identify or locate such person, then such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited following a reasonable time after the date any such payment first became due.

- 13.02 **FORMS AND PROOFS:** Each Participant or Participant's Beneficiary eligible to receive any benefit hereunder shall complete such forms and furnish such proofs, receipts, and releases as shall be required by the Administrator.
- 13.03 **NO GUARANTEE OF TAX CONSEQUENCES:** Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant or a Dependent under the Plan will be excludable from the Participant's or Dependent's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant or Dependent.
- 13.04 **PLAN NOT CONTRACT OF EMPLOYMENT:** The Plan will not be deemed to constitute a contract of employment between the Employer and any Participant nor will the Plan be considered an inducement for the employment of any Participant or employee. Nothing contained in the Plan will be deemed to give any Participant or employee the right to be retained in the service of the Employer nor to interfere with the right of the Employer to discharge any Participant or employee at any time regardless of the effect such discharge may have upon that individual as a Participant in the Plan.
- 13.05 **NON-ASSIGNABILITY:** No benefit under the Plan shall be liable for any debt, liability, contract, engagement or tort of any Participant or his Beneficiary, nor be subject to charge, anticipation, sale, assignment, transfer, encumbrance, pledge, attachment, garnishment, execution or other voluntary or involuntary alienation or other legal or equitable process, nor transferability by operation of law.
- 13.06 **SEVERABILITY:** If any provision of the Plan will be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions hereof will continue to be fully effective.
- 13.07 **CONSTRUCTION:**
- a. Words used herein in the masculine or feminine gender shall be construed as the feminine or masculine gender, respectively where appropriate.
 - b. Words used herein in the singular or plural shall be construed as the plural or singular, respectively, where appropriate.
- 13.08 **NONDISCRIMINATION:** In accordance with Code Section 125(b)(1), (2), and (3), this Plan is intended not to discriminate in favor of Highly Compensated Participants (as defined in Code Section 125(e)(1)) as to contributions and benefits nor to provide more than 25% of all qualified benefits to Key Employees. If, in the judgment of the Administrator, more than 25% of the total nontaxable benefits are provided to Key Employees, or the Plan discriminates in any other manner (or is at risk of possible discrimination), then, notwithstanding any other provision contained herein to the contrary, and, in accordance with the applicable provisions of the Code, the Administrator shall, after written notification to affected Participants, reduce or adjust such contributions and benefits under the Plan as shall be necessary to insure that, in the judgment of the Administrator, the Plan shall not be discriminatory.
- 13.09 **ERISA.** The Plan shall be construed, enforced, and administered and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974 (as amended), the Internal Revenue Code of 1986 (as amended), and the laws of the State indicated in the Adoption Agreement. Notwithstanding anything to the contrary herein, the provisions of ERISA will not apply to this Plan if the Plan is exempt from coverage under ERISA. Should any provisions be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only will be deemed not to include the provision determined to be void.

INFORMATION ITEMS

DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Generation She Makeathon Update

BACKGROUND

Generation She is an entirely women-led nonprofit that is on a mission to close the gender gap in the entrepreneurship landscape. They work with high school girls to have the confidence to take ownership of their ideas and careers as they prepare for college and beyond.

Colleges like Stanford, Yale, UC Berkeley, MIT, Harvard, and USC are investing hundreds of millions of dollars into entrepreneurship and creativity on their campuses. The students filling these innovative programs and spaces are (unsurprisingly) mostly male. Generation She nurtures the entrepreneurial spirit within high school girls by providing a foundation for idea exploration and implementation through workshops in design, coding, marketing, and other real industry skills.

Generation She hosts an annual Makeathon event. Makeathon attendees also get exclusive access to mentorship and an online platform for girls to meet female founders, discuss solutions, and explore different career paths in tech, design, business.

CURRENT SITUATION

The second annual 2-day Generation She Makeathon was on January 25, 2020-January 26, 2020 at the Lyft headquarters in San Francisco, CA. This year Governing Board members sponsored two ROP students to attend the Makeathon.

RECOMMENDATION

Information only

DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: ROP Pathway Review-Public Safety

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

Public Safety pathway, under the Public services sector, prepares students with a broad-based foundational knowledge in careers that involve public safety. The educational foundation will assist students who wish to pursue related professional training at the postsecondary level. Students will gain experience through classroom instruction, hands-on training, and community exercises. The evolving integration of state public safety organizations, their connections with federal and state intelligence and security agencies, interoperability and coordination of effort, and the shared mission to protect the public in a post-9/11 world are areas of emphasis for the pathway. The careers included in this pathway primarily address law enforcement services, homeland and cybersecurity services, and correctional services. The attached pathway review is for the following programs: Criminal Justice/ Forensic Science (Advanced) (ROP), Criminal Justice/Forensics (SLZ) and Criminal Justice/Forensics II (SLZ). The statistics provided are derived from the 2018-2019 C101 follow-up study completed June 2019.

RECOMMENDATION

Information only

Criteria for Course Approval and Expansion Annual Review

For Class offerings 2018-2019 School Year

SCHOOL DISTRICT:	EDEN AREA ROP	LOCATION:	Eden Area ROP									
SECTOR/PATHWAY:	Public Services/ Public Safety		INSTRUCTORS:	Lance Bohn								
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									
Criminal Justice/Forensic Science (ADV)	44	61	61									
Comments: <ul style="list-style-type: none"> Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Retention rate (Active Enrollment divided by Year-to-date Enrollment): 												
Text Book: Introduction to Criminal Justice		Author: Frank Schmalleger		Edition: 12 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>EXPECTED MINIMUM STUDENTS PER SECTION:</td> </tr> <tr> <td>2 (Center)</td> <td>2</td> <td>3hrs Center</td> <td>25+</td> </tr> </table>		CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	2 (Center)	2	3hrs Center	25+
CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:									
2 (Center)	2	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. <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		LABOR MARKET NEEDS – Course meets current or future labor market needs.									
8.	X		WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)									
9.		X	COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)									
10.	X		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.									
11.	X		FACILITIES AND EQUIPMENT ACCOMMODATION <input type="checkbox"/> District will provide a facility which adequately accommodates the program. <input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.									
OTHER CONSIDERATIONS:												
<input checked="" type="checkbox"/> A-G Credit for UC		<input type="checkbox"/> State and National Licensing or Certification										
<input checked="" type="checkbox"/> Community College Articulation		<input checked="" type="checkbox"/> Strong Business or Industry Partnership										
<input type="checkbox"/> Dual Enrollment		<input type="checkbox"/> Emerging Technologies -										
COMPLIANCE CATEGORIES												
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.								
		<input type="checkbox"/> R – Reduce Program: Downsizing program.		<input type="checkbox"/> S/T - Suspend/ Terminate program.								

Criteria for Course Approval and Expansion Annual Review

For Class offerings 2018-2019 School Year

SCHOOL DISTRICT:	EDEN AREA ROP	LOCATION:	San Lorenzo, Mt. Eden, Hayward												
SECTOR/PATHWAY:	Public Services/ Public Safety		INSTRUCTORS:	O'Connell, DeGrano, Visico											
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												
Criminal Justice/Forensics (SLZ)	162	130	N/A												
Criminal Justice/Forensics II (SLZ)	38	N/A	N/A												
Criminal Justice (HAY, MTE, SLZ)	N/A	N/A	227												
Administrative Justice (HAY)	N/A	53	N/A												
Comments: <ul style="list-style-type: none"> Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Retention rate (Active Enrollment divided by Year-to-date Enrollment): 															
Text Book: Introduction to Criminal Justice		Author: Frank Schmallegger		Edition: 12 th											
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6.	X		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance.												
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)												
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11.	X		FACILITIES AND EQUIPMENT ACCOMMODATION <input checked="" type="checkbox"/> District will provide a facility which adequately accommodates the program. <input type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.												
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				<input type="checkbox"/> R – Reduce Program: Downsizing program.											
				<input type="checkbox"/> S/T – Suspend/ Terminate program.											

DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Midyear Review of the Superintendent's Goals

BACKGROUND

Each year the Governing Board develops goals for the Superintendent. The goals are designed to set a path for moving the organization forward and serve as the basis for the Superintendent's evaluation at the end of the school year.

CURRENT SITUATION

The Superintendent will provide an update on the progress and status of the goals identified for this school year.

RECOMMENDATION

Information only

SUPERINTENDENT'S GOALS 2019-2020

Provide promotion and outreach to all stakeholders

- Provide outreach to parents regarding ROP programs and their benefits to high school students
- Develop a targeted recruitment plan of students for center programs
- Develop a system to routinely update websites with relevant and timely information for high school and adult programs
- Develop recruitment plan to bridge high school and adult program offerings
- Provide outreach efforts to potential students highlighting the benefits of ROP programs

Ensure curriculum and instruction is responsive to current academic and industry needs

- Design and provide professional development opportunities for all staff that foster high quality instruction
- Continue to provide opportunities that support teachers aligning course outlines to model curriculum standards
- Prioritize focus areas of 11 elements of high quality CTE program and develop plan to address them
- Develop and implement a regular class visitation schedule for both center and offsite programs
- Continue to identify options that enable all of our programs to provide industry recognized certifications, a-g qualifying, and/or articulation with community colleges

Develop new and strengthen existing partnerships

- Work collaboratively with the districts to ensure that CTE programs offered support students in meeting the requirements of the College and Career Readiness Indicator
- Create a system that fosters the connection among all of the adult programs regardless of location
- Continue to develop partnerships with businesses that support work based learning opportunities across the continuum
- Continue to refine advisory committee structure to ensure program focus remains relevant to industry needs

Implement systems that streamline and coordinate processes

- Identify, select and train staff on the use of an adult student information system that meets current program needs
- Work collaboratively with a vendor to develop a high school student information system that meets the current needs of the ROP
- Develop a system to track business partner contributions by work based learning activity
- Continue to update and revise, if needed, technology plan and classroom update schedule
- Review and update board policies as appropriate

- Explore developing a fee based summer program option for students to be implemented summer of 2020
- Explore opportunities for expanding adult programs offerings for employment and enrichment
- Continue to develop strategic partnerships aligned to funding opportunities
- Continue to identify and apply for grants aligned to the ROP mission

DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: First Reading of Governing Board Policies and Administrative Regulations 0000-3000

BACKGROUND

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

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 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 policies, administrative regulations and bylaws.

What follows is the first reading of updated 0000-3000 policies and administrative regulations to reflect current law and regulations. Copies will be available upon request to the public.

RECOMMENDATION

Information only

ACTION ITEMS



DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Governing Board Reorganization

BACKGROUND

Annually, in February, the Governing Board selects a Board President and Vice-President to perform the duties as specified in the Government Code.

CURRENT SITUATION

Now that reorganization of the members districts have been completed, the Eden Area ROP Governing Board will select a President and Vice-President to serve from March 2020 through February 2021. All members of the current Governing Board are eligible for election.

RECOMMENDATION

It is recommended that the Governing Board elect their new officers at tonight's meeting and approve the Governing Board reorganization.

DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the adoption of Resolution 4-19/20: Career and Technical Education Month (February)

BACKGROUND

February has been designated as Career and Technical Education Month by the Association for Career and Technical Education (ACTE).

CURRENT SITUATION

Attached Resolution 4-19/20 recognizes the month as a celebration of the vital impact career and technical education makes upon our students' lives, our business and technical communities and the economic development of our country.

Once adopted, Resolution 4-19/20 will be sent to local and state officials to increase awareness.

RECOMMENDATION

It is recommended that the Governing Board approve the adoption of Resolution 4-19/20: Career and Technical Education Month (February).



EdenAreaROP

Resolution No. 4-19/20

Career and Technical Education Month: February

WHEREAS, February has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

WHEREAS, profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

WHEREAS, career and technical education provides Americans with a school-to-careers connection that is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace; and

WHEREAS, career and technical education gives high school students experience in practical, meaningful applications of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities in their fields and in their communities; and

WHEREAS, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

WHEREAS, the ever-increasing cooperative efforts of career and technical educators, business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade;

NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the Eden Area Regional Occupational Program does hereby recognize February as

CAREER AND TECHNICAL EDUCATION MONTH

and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual work skills and productivity.

PASSED AND ADOPTED by the following called vote this 6th day of February 2020.

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Linda Granger
ROP Governing Board Clerk, Eden Area ROP
Alameda County, State of California



DATE: February 6, 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 Ongoing Agreement with Orbund for Student Information System Services for the High School Programs

BACKGROUND

The educational services department currently uses "Socrates" student information system. The system has limited functions and does not meet the needs of the Eden Area ROP.

CURRENT SITUATION

The Eden Area ROP has identified Orbund as a qualified vendor to provide the system and training for a new student information system. This platform is vital to the operation of the high school programs. The Orbund system integrates teaching platforms, enrollment, attendance, grading, financial functions, student/parent communication, work based learning and online access.

RECOMMENDATION

It is recommended that the Governing Board approve the ongoing agreement with Orbund for student information system services for the high school programs.



Orbund Service Agreement

This **SERVICE AGREEMENT** ("agreement") is entered into on 12/13/2019
by and between Orbund, LLC., a Kansas limited liability company with its principal place of
business located at 7500 College Blvd., Suite 740, Overland Park, KS 66210 ("Orbund" or "Us" or
"We"), and Eden Area ROP, an educational institution with its
principal place of business located at 26316 Hesperian Blvd., Hayward, CA 94545 ("Client"
or "You").

1. PURPOSE

This agreement sets forth the terms and conditions of your use of our web services and represents the entire agreement between you and us.

2. LANGUAGE AND READING

This agreement is written in English as spoken, written, and interpreted in the United States of America. By signing this agreement, you acknowledge and agree that you can read English and you understand the legal meaning of the wording of this contract as interpreted under the United States of America contract and common law. By signing this agreement, you acknowledge and agree that you have read, understand, acknowledge and agree to be bound by all the terms and conditions of this agreement.

3. AGENCY

Client further agrees to be bound by the terms of this Agreement for transactions entered into the Student Information System on Client's behalf by anyone acting as Client's agent, and transactions entered into any other systems Client has established with Orbund, whether or not the transactions were on Client's behalf.

4. OUR SERVICE

We provide online application services and user support for those services for a fee. While we may provide highly customized services that require us to re-engineer portions of our infrastructure, we do not design, create, or program computer applications for your use. We import, maintain, abstract, and represent your data on your behalf. In common language, our services is known a "cloud service" or "application service."

5. LICENSE TO USE ON-LINE APPLICATION SERVICE

- i. Subject to the terms of this Agreement, we grant you a nonexclusive, nontransferable license to access and use our on-line application service for internal business purposes only,
- ii. You may not sublicense such rights to a third-party or one of your subsidiaries without our express written consent.
- iii. You may print out, or otherwise make, printed copies ("Copies") of the reports, numeric results and other information or materials generated from your access and use of the online application service for internal business purposes only.



- iv. Any updates, modifications, enhancements or new versions of our online application service we provide or make available to you shall be considered online application services subject to this Agreement.
- v. As part of industry standard for SaaS, we may at any time and for any reason elect to update any standard aspect or standard feature of our online application service without notifying the client; however, we will make commercially reasonable efforts to provide you with notice of any such changes.

6. REGISTRATION OF AUTHORIZED USERS

- i. All users of our online application service must register and receive authentication credentials such as a password, security certificate, biometrics, or other authentication mechanism prior to using our online application service.
- ii. We offer different groups of users, and we may increase the number of groups of users we offer.
- iii. We reserve the right to determine how to register each group of users. For example, we may require that an administrative user register through mail, and we may require that a student user register through our online application service.
- iv. We reserve the right to place access restrictions on the level of access of each group of user. For example, we may print "Not Official" on any transcripts printed by a student user.
- v. No registered user of our online application service may allow a non-registered person or entity to access our online application service.

7. DATA OWNERSHIP

- i. You shall retain ownership of all data you upload or provide us to upload to our online application system and all data you create through interaction with our online application service.
- ii. We will generate Meta data on your data, which is data our online application service needs about your data to maintain on your data for the operation of our online application service. We shall retain ownership of all Meta data. Such Meta data includes files sizes, MIME types, usage and download statistics, thumb nails, logs, time stamps, and caches. Because of the nature of Meta data, the Meta data we generate may change form or be flushed from our system at random.
- iii. Upon completion or termination of this agreement, Orbund will retain a copy of all data for 120 days that you have uploaded or provided us to upload to our online application service and some Meta data. Client will be responsible and will have 120 days (from the date of Termination notification) to backup their own data. Orbund will remove all data from the data store after 120 days of receiving a signed "Data Deletion Request & Waiver" signed by the highest ranking officer or employee of your organization.

8. OUR OBLIGATIONS

- i. We will provide hosted web application services that include the standard features with no additional charge.
- ii. We shall maintain the necessary hardware we own or lease, the necessary software we license, and the necessary data you own and have entrusted to us to provide application services that includes the standard features and nonstandard features listed (if any) on Appendix A.



- iii. We shall store backup of your data on a secondary hard drive every day on the same server where your data is stored. The secondary hard drive will store copies of your data for at least the last three days at all times. You may purchase additional data backup service such as remote site data backup service for an additional fee.
- iv. Under certain circumstances, we will need to disable your service temporarily for maintenance of our hardware and software. For planned maintenance, we will disable your service temporarily on a Sunday or Holiday that is least likely to impact your operations. If you feel that temporarily disabling your service on a Sunday will impact your operations, you will need to specify an alternative day in an addendum to this agreement.
- v. We shall maintain a 99.9% Uptime all the tim

9. YOUR OBLIGATIONS

- i. You shall provide us with all necessary data and information to initialize your service. If you fail to, our obligation to initialize your service in the specified time is null and void.
- ii. You shall use our services for legitimate, intended, and lawful purposes only. You agree to hold us harmless for any misuse of our services.

10. PAYMENT TERMS

- i. All invoices are due on the fifth (5th) day after the issuance of the invoice.
- ii. Clients will be due for payment upon receiving the monthly invoice, and the initial invoice will be generated upon successful completion of Implementation; or when the client starts entering production transactional data. Client will be required to sign-off on both Implementation and training upon completion.
- iii. To avoid any unnecessary late charges, clients are encouraged to complete the ACH Payment Authorization Form (under Appendix B of this document) unless otherwise specified.
- iv. All invoices will be sent by e-mail from billing@orbund.com, unless requested otherwise. If you would like to be invoiced by any other means, such as postal mail, a handling fee of \$25 per invoice will be assessed and added to your invoice.
- v. Service fees of amount less than \$1,000 must be paid by either automatic debit or direct deposit unless otherwise specified.
- vi. Any invoice that remains unpaid for more than thirty days after it was issued will incur a 1.5% finance charge per every full or partial month it remains unpaid. Finance charges will not accrue other finance charges.
- vii. If an invoice remains unpaid for ninety days after it is issued, we will mail and e-mail you a "Five Days to Cure" notice. If payment in full is not made in those five days, the service may be disabled. To resume service, you will have to pay the invoice in full and a \$75 re-initialization fee before we will enable your service. Should we need to synchronize data that was acquired during the time we had disabled your service with most recent data we have available in our service, you may be subject to a data migration fee we have in effect at the time.
- viii. If an invoice remains unpaid for 120 days after it was issued, you will incur a \$250 collection fee or the maximum collection fee allowed by law in the state of Kansas. If multiple invoices remain unpaid for 120 days, you will incur this fee only once.



When we assess this fee, the 1.5% monthly finance charges will cease; however, any 1.5% monthly finance charges already incurred will remain.

- ix. We will not charge the 1.5% finance charge and the \$250 collection fee after we receive notice that you have filed a petition of bankruptcy protection should you file for bankruptcy protection.
- x. Before we initialize your service with the standard features, we will require full payment for our implementation service as outlined in this service agreement. Client will require to sign-off right after standard implementation and move on to next step (System's Training). Any customization work (which may be a part of Implementation) will continue and deliver within the time it allowed.
- xi. For any nonstandard features listed in Appendix A, we will invoice you separately for each feature. We will not initialize any feature in Appendix A until we have received at least a 50% deposit (applicable only if the amount is \$5,000.00 dollars or more).

11. DURATION OF AGREEMENT

This agreement will be in effect until terminated by either party with at least ninety (90) days of advance, written notification. This contract will auto-renewed at the date of anniversary in each year unless otherwise specified.

12. PRIVACY OF CLIENT DATA

Unless required by law, subpoena, or to provide service under this agreement, we will not provide your data to a third party unless you authorize us to do so in writing.

Client may use third-party systems or processors to complement Orbund and may need information exchanged between the systems as part of the integration. Such information may include Personal Identifiable Information (PII) or credit card information. All integrations and communications are done over a secure connection. If such integrations are applicable, they will be listed under Appendix B and by signing this agreement client authorizes Orbund to share whatever relevant information needed for the seamless integration of the systems.

13. ELIGIBILITY FOR SERVICE DOWNTIME CREDIT

You shall be eligible to receive a credit for qualifying Service Downtime if each of the following conditions is met:

- i. You make a written support request to us through e-mail or live chat, in addition to other written means.
- ii. The Service Downtime is directly related and attributable to us, as verified by our technical support team, excluding Maintenance.
- iii. The Service Downtime is caused by failure of hardware or software that we manage, operate, and own or lease.
- iv. Your account is in good standing with us, you are current on all payments, and your account is currently active at the time of the occurrence of the Service Downtime.

14. UNAVAILABILITY OF SERVICE DOWNTIME CREDIT

Client shall not be eligible to receive a credit for Service Downtime if the cause of the Service Downtime is any of the following, as verified by Orbund technical support team:



- i. Your intentional or unintentional actions or misuse of our Services under causes the downtime.
- ii. The downtime of service is caused by hardware or software failure or hardware or software that we do not manage, operate, or own or lease.
- iii. The downtime of service is caused by a third-party service provider.
- iv. The downtime of services is caused by routine maintenance that we have provided notice for before temporally disabling your service for maintenance.
- v. The downtime of service is caused by any activity, virus, or malicious event targeted against us, you, or any other of our clients.
- vi. The downtime is caused by an “act of god” or other uncontrollable and unforeseeable event;
- vii. The downtime or service is caused by failure of any network, internet infrastructure, or other services not managed, operated, and owned by us.
- viii. The downtime of services is caused by an event that requires us to refuse connections to protect or preserve you data.
- ix. The downtime of service is a caused by us suspending your account for delinquent invoices.

15. AMOUNT AND APPLICATION OF SERVICE DOWNTIME CREDIT

- i. We will credit your account an amount equal to your monthly service fee divided by thirty times the number of full or partial days of downtime. To determine the number of partial days of downtime, we use midnight six hours negative of Greenwich Mean Time as the start of a new day.
- ii. Your credit can be applied to future invoices. Your credit has no cash value, meaning that if you do not have future invoices, you will not receive a cash settlement of your credit.
- iii. You will not receive this credit if you have any invoices that remain unpaid thirty days after they were issued.
- iv. To receive this credit, you must request it in writing.

16. DATA LOSS

We disclaim and you hold us harmless for any deletion, failure to store, improper delivery, or untimely delivery of any information or material unless otherwise stated in this Agreement. We disclaim any responsibility for any harm resulting from downloading or accessing any information or material through our service. You will bear all risk associated with any content that you, or any person you may provide access to our service such as your staff, your students and you student’s parents.

17. DATA CONVERSION

When applicable, some clients may engage Orbund to migrate their historical data from a different system to Orbund. Although Orbund will do everything in its power to successfully migrate the data into Orbund, it must be noted that this process is never perfect, simple or the intended results are not guaranteed. There are times, depending on the source system, some data cleanup process may be required by the client or certain functions in Orbund may not be possible till the data is present. By signing this agreement client acknowledges that Orbund will do everything possible to successfully migrate client’s data but it may not be perfect or as intended. Although this paragraph may not be



comforting to read this point is true for any system that is migrating from one database to other and we would rather be upfront and honest.

18. DIGITAL MILLENNIUM COPYRIGHT ACT

We store and warehouse data that we have not authored on our service for your benefit. If we receive notice from an individual or entity claiming to hold a copy right to material, such as a textbook, we store and warehouse on our service for your benefit, and the notice request we remove said material, we will initially remove said material from our system while we investigate the notice. If we determine that the notice is without merit, we will return the material to our data store and warehouse. Our decision to remove material in response to a Digital Millennium Copyright Act notice is final.

19. GOVERNING LAW

To the extent permitted by law, this Agreement shall be construed in accordance with and governed by the laws of the State of Kansas including the Uniform Commercial Code.

20. WAIVER

Failure by any party to insist on compliance with any term, covenant or condition contained in this Agreement shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time or times.

21. BREACH

If either party breach any term of this agreement, the injured party shall be relieved of all obligations and performance under this Agreement. The injured party shall be entitled to an award of attorney's fees in the event that it is required to utilize an attorney to enforce the provisions of this agreement against the opposing party, provided written notice to the opposing party and at least ten (10) days to cure said breach is given. For purposes of this section, the use of an attorney cannot violate section 27 of this agreement. This section includes, but is not limited to, the use of an attorney or other collection agency or firm to collect amounts that are due and owing to us.

22. MODIFICATION

This Agreement may not be amended, altered, modified or otherwise changed except upon Orbund providing written notice of the changes no later than one-hundred eighty (180) days prior to the changes taking effect, and with said notice expressly stating that it is an amendment to this Agreement. This section shall not supersede any other modification provisions or timeframes contained elsewhere in this Agreement.

23. AUTHORITY

The parties represent that they have the right and legal capacity to execute this Agreement, and that all procedures and approvals that are necessary and required to enable him or her to properly execute this Agreement on behalf of their respective party have been followed or secured.



24. CAPTIONS

The captions and headings of the paragraphs and sections of this Agreement are for convenience only and are not to be used to interpret or define the provisions therein.

25. APPENDIX VS. ADDENDUM VS. MODIFICATION

- i. For purposes of the agreement, an appendix adds content to this agreement but does NOT modify this agreement. If any language in an appendix to this agreement contradicts language in this agreement, the language of this agreement shall be used for interpretations. If the language of one appendix of this agreement contradicts the language another appendix of the agreement, the appendix with the highest number shall be used for interpretations.
- ii. For purposes of this agreement, an addendum modifies this agreement after this agreement was drafted but before it was signed. If any language in an addendum to this agreement contradicts language in this agreement or appendices of this agreement, the language of the addendum shall be used for interpretations.
- iii. For purposes of the agreement, a modification modifies or adds to this agreement after this agreement was signed. If any language in this agreement, appendices to this agreement, or addendum to this agreement contradicts language in a modification to this agreement, the language of the modification shall be used for interpretations. If the language of one modification of this agreement contradicts the language of another modification of this agreement, the language of the most recently dated and executed modification shall be used for interpretations.

25. ENTIRE AGREEMENT

Each party declares and represents that no promise, inducement or agreement not expressed in this Agreement or a mutually executed Work Order between the parties has been made, and that this Agreement contains the entire agreement of the parties hereto, and that the terms of this Agreement are contractual and not a mere recital.

26. TERMINATION

This agreement can be terminated by either party with ninety (90) days written notification. We do not believe in locking our clients into long-term contracts. We believe that you should be satisfied with our product, and if you are not, your sales representative or a member of our development team will work with you to better serve you. If, however, you believe we cannot satisfy your needs, you may cancel your service at any time by contacting us in writing. You will have access to the Orbund system for ninety days from the date of notice to collect your data. If you need your data presented in a special format, we may charge you a data migration fee. You will be responsible for payment for any custom initialization service we have provided you.

During Implementation, if the client has decided to terminate the contract while Implementation tasks are in progress, client will be still liable to pay entire Implementation fees (according to contract agreement) which are non-refundable unless termination caused by the service provider (ORBUND).

27. DISPUTE RESOLUTION



All disputes relating to this Agreement shall be settled by arbitration in accordance with the commercial rules of the American Arbitration Association. Any arbitration shall be held in Kansas City, Missouri at the offices of the American Arbitration Association.

28. DISCLAIMER OF WARRANTIES

EXCEPT AS STATED OTHERWISE IN THIS AGREEMENT, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, SATISFACTORY QUALITY, NON-INTERFERENCE, ACCURACY OF INFORMATIONAL CONTENT, OR ARISING FROM A COURSE OF DEALING, LAW, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW AND ARE EXPRESSLY DISCLAIMED BY ORBUND.

CLIENT UNDERSTANDS AND AGREES THAT ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE PRODUCTS AND SERVICES IS DONE AT CLIENT'S OWN DISCRETION AND RISK AND THAT CLIENT WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGES TO CLIENT'S COMPUTER SYSTEM OR LOSS OF DATA THAT MAY RESULT FROM THE DOWNLOAD OF SUCH MATERIAL. ORBUND SHALL NOT BE LIABLE TO ANY USER ON ACCOUNT OF THAT USER'S USE OR MISUSE OF AND RELIANCE ON THE SERVICE OR ITS ASSOCIATED PRODUCTS AND SERVICES. SUCH LIMITATION OF LIABILITY SHALL APPLY TO PREVENT RECOVERY OF DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, PUNITIVE, OR OTHER DAMAGES. SUCH LIMITATION OF LIABILITY SHALL APPLY WHETHER THE DAMAGES ARISE FROM USE OR MISUSE OF AND RELIANCE ON THE SERVICE, PRODUCTS OR SERVICES, FROM INABILITY TO USE THE SERVICE, OR FROM THE INTERRUPTION, SUSPENSION, OR TERMINATION OF THE SERVICE OR DAMAGES INCURRED BY REASON OF OTHER SERVICES OR GOODS RECEIVED THROUGH OR ADVERTISED ON THIS SERVICE OR RECEIVED THROUGH ANY LINKS PROVIDED ON THIS SERVICE, AS WELL AS BY REASON OF ANY INFORMATION OR ADVICE RECEIVED THROUGH OR ADVERTISED ON THE SERVICES OR RECEIVED THROUGH ANY LINKS PROVIDED IN THE PRODUCTS AND SERVICES.

IN WITNESS WHEREOF, the parties have executed this Agreement after first reading and understanding all terms herein on the date first written above.



CLIENT

DocuSigned by:

Bernie Phelan

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Name: Bernie Phelan

Title: Director-Educational Services

Date: 12/13/2019

ORBUND

DocuSigned by:

Arif Joarder

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Arif Joarder

Account Manager

Date: 12/13/2019



Pricing

The Pricing will be:

Product or Service Name: Watson (Edison-Kids) Student Information System

Watson-DESCRIPTION	PRICE
Implementation including Data Migration. Standard implementation includes the following <ul style="list-style-type: none"> •1 Standard Online Application Form •2 Online Forms (Any other) •2 Template (Standard) •2 Query Reports •Custom Transcripts 	\$28,000.00
•Direct Data Uploader (K12 Uploader) -To include student demographic and semester grades ONLY	\$5,000.00
•WorkFlow Automation Setup	\$3,000.00
•5 Days Onsite Training at \$1,500 per day	\$7,500.00
Total Setup	\$43,500.00
Watson Yearly Payment	
Your Projected yearly SaaS Fees - Due on Go-Live & every year after <ul style="list-style-type: none"> •Pricing Based on 700 students •Annual renewals will be based on previous years enrollment 	\$23,000.00
Yearly payment Discount of 10%	-\$2,300.00
Yearly SaaS Fees Payment	\$20,700.00
Offsite Yearly Student Fee	
•\$1/student/Year	\$4,100.00
First Yearly Payment Due at Go Live for Off-Site Students	\$4,100.00
Yearly Maintenance	
•Direct Data Uploader	\$500.00
•WorkFlow Automation Maintenance	\$300.00
Total Maintenance Yearly Payment	\$800.00
Total Yearly Payment	\$25,600.00



This includes maintaining the data on our servers, daily backups of that data, regular updates of our software and technical support that is provided when you are a client of Orbund.

The monthly service charge will apply to active students only, and will commence upon usage of any part of the system. If there are no active students, the minimum monthly fee will be charged. You will not be charged for inactive or past students unless they are re-enrolled. Even though, their records will continue to be available on the system. Monthly service fee is charged right after the mandatory training period, not during set-up (implementation) time. One-time setup fees will be due within 14 business days from signing the official contract by both parties. All currencies are in United States Dollars unless mentioned otherwise.

CLIENT

DocuSigned by:

A handwritten signature in black ink that reads "Bernie Phelan".

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Name: Bernie PhelanTitle: Director-Educational Services**ORBUND**

DocuSigned by:

A handwritten signature in black ink that reads "Arif Joarder".

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Arif Joarder
Account Manager




Additional Services (if needed after Implementation)


Short Course Registration Portal (Edison only)	\$3,000 one-time sign-up fee
Online Application Form	\$500 / form
Templates (standard)	\$150/template
Templates (Custom / HTML)	\$200 / template
Templates (Custom / PDF)	\$500 / template
Forms (Standard)	\$200 / form
Forms (Template)	\$1,000 / form
SQL Query Reports	\$200/query report
Programming	\$150/hour
Data Migration	\$150/hour
Additional Storage	\$2/GB per month
SMS	\$0.20/active student/month. Unlimited msgs.
Onsite Training	\$1,500/day + expenses (transportation & lodging)
Onsite Project Management	\$1,500/day + expenses (transportation & lodging)
Separate Server	Depends on configuration

P.S.: Due to inflation and/or other factor(s), price can be subject to change without prior approval.

CLIENT

DocuSigned by:

 3E1C48C4A96E4B7...
 Name: Bernie Phelan
 Title: Director-Educational Services

ORBUND

DocuSigned by:

 4B6CFDDA2A8D464...
 Arif Joarder
 Account Manager

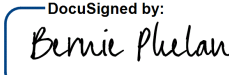


APPENDIX A


You or your sales representative will describe any custom initialization features you may need in this appendix. You may use a narrative description of what you need to accomplish. For example, "We need to use a Grade Point System where honors classes have a 5 for A, 4.5 for a B, and 4 for a C." You may also draw a picture of how you want your user interface to look and act. For example, if you need a specialized prospective student application, you can draw out exactly what you want your prospective students to see. You can also list hyperlinks to other web sites have features you want. Attach as many pages as you need.

Task	Hours	Charge
K12 Uploader based on the specification built for other ROPs to import attendance and grades for High School Students	See pricing section	See pricing section
Orbund will provide to client the current specification for attendance file to be posted and Orbund will process file	See pricing section	
	Total	See pricing section

CLIENT

DocuSigned by:

 3E1C48C4A96E4B7...
 Name: Bernie Phelan
 Title: Director-Educational Services

ORBUND

DocuSigned by:

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 Arif Joarder
 Account Manager



Appendix B

Client authorizes Orbund to share information which may include Personal Identifiable Information and or Credit Card and or other financial information with other third-party organizations. Below is a list of third-party organizations and systems client is authorizing Orbund to share information with

Company

System Name / Purpose

CLIENT

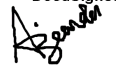
DocuSigned by:

 3E1C48C4A96E4B7...

Name: Bernie Phelan

Title: Director-Educational Services

ORBUND

DocuSigned by:

 4B6CFDDA2A8D464...

Arif Joarder
 Account Manager



AUTHORIZATION FOR ELECTRONIC ACH DEBIT OR CREDIT CARD PAYMENT

This agreement is used to pre-authorize the electronic transfer of funds from your company bank account or credit card to pay for charges agreed to in Orbund Service Agreement. Please notify your company's financial institution of this agreement to ensure proper processing.

PLEASE INDICATE YOUR CHOICE OF PAYMENT METHOD

☐

Credit card
(Visa, MasterCard or Discover)

☐

ACH checking account debit
(Attach voided check)

YOUR COMPANY INFORMATION

Company Name: Eden Area ROP

Contact Person: Bernie Phelan

Contact Phone: 510-293-2900

Contact Email: bphe1an@edenrop.org

ACH DEBIT INFORMATION

Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____

Bank Account Number: _____

Name on Account: _____

Customer Billing Address: _____

CREDIT CARD INFORMATION

Cardholder Name: _____

Billing Address: _____

Card Type: [] Visa [] MasterCard [] Discover

[] American Express

Card Number: _____

CVV2 (last 3 digits located on back of cr.card) _____

Expiration Date: ____ / ____

By signing this form, I, on behalf of the company identified above ("Company"), authorize Orbund LLC (and its successors and assigns) or any of the existing or future companies for which Orbund LLC is the parent company to debit from the Company's bank account, as referenced above, payment for all invoices of any type relating to any services provided to the Company by Orbund LLC (and its successors and assigns) or any of the existing or future companies for which Orbund LLC is the parent company. This authorization is effective for the Company executing this authorization as well as its successors and assigns. This authorization will remain in full force and effect until Orbund LLC receives written notification from me, or an authorized person, of its termination in such time and such manner as to afford Orbund LLC and the bank a reasonable opportunity to discontinue the debit. (Any requests for termination should be mailed to the address provided below.) I certify that all information above is complete and accurate. I have authority to sign this Agreement on behalf of the Company.

Printed Name: Bernie Phelan

Title: Director-Educational Services

Authorized Signature: _____

DocuSigned by:
Bernie Phelan
3E1C48C4A98E4B7...

Phone #: 510-293-2900

Date: 12/13/2019

NOTE OF ADDITIONS, CHANGES OR DELETIONS TO AUTOMATIC DEBIT INFORMATION

Any changes to account information will be effective following a 2-week processing period.

DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to approve the Revised Job Descriptions for Administrators

BACKGROUND

Historically, the Personnel Coordinator maintains job descriptions for all positions. To ensure that the positions remain current, job descriptions are periodically reviewed and updated, if needed.

CURRENT SITUATION

During the December 9, 2019 Governing Board meeting, the Governing Board approved the proposal to modify the delivery of services within Business and Human Resources departments. The changes approved included revising the Fiscal Services Administrator and Personnel Coordinator job descriptions and aligning the positions with the "C" classification certificated administrative positions.

Job Description Update

Fiscal Services Administrator

Job Description Update, Classification & Title Change

Previous Title/Classification

Personnel Coordinator
(Classified Exempt)

New Title/Classification

Human Resources Administrator
(Administrator)

Fiscal Impact

None

RECOMMENDATION

It is recommended that the Governing Board approve the revised job descriptions for administrators.

JOB DESCRIPTION

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

Job Title:	Fiscal Services Administrator	Reports to:	Superintendent
Job Location:	Hayward Center	Department:	Business Services

Position Overview

Purpose:

The Fiscal Services Administrator plans, organizes and directs the activities of the Business Services Department in a wide variety of business and administrative services to support the educational program; prepares the Program's annual budget by providing budget assumptions and consolidating budgets from all Program activities; monitors income and expenditure data in the course of the fiscal year.

Duties and Responsibilities:

- Serve as the Chief Financial Officer for the District, implementing approved programs to assure the financial stability of the District and approving financial plans and budgets.
- Direct the budget development and long-range financial planning of the ROP
- Provide leadership in the direction of accounting for program funds with appropriate budget controls and financial record keeping
- Interpret and report the financial status of the ROP to the Governing Board, participating districts and community
- Direct, review and approve all Business Services reports and proposals prior to presentation to the Board, and/or local, state and federal agencies, and communicate relevant information to the Board to assist with their policy-making decisions
- Provide documentation, reporting, and monitoring of payroll
- Supervise and evaluate support staff performing duties related to ROP's purchasing, receiving, payroll, accounting and attendance activities
- Act as advisor to the Superintendent on all matters related to the business and financial affairs of the ROP
- Prepare mandated governmental agency reports
- Establish and maintain clear lines of communication with Fiscal Services Managers of participating districts, County School, State Department of Education/ Finance and other business related agencies
- Assist in training of business support personnel
- Develop annual budget, processes and long-range financial planning in cooperation with the Superintendent
- Compile and prepare revenue projections
- Act as administrator that meets and confers with the Salary Committee
- Manage and oversee the implementation of approved contracts
- Prepare and submit appropriate financial reports for all grant programs
- Represent Eden Area ROP at EBSIG and ACSIG meetings
- Update and maintain position control in the ROP financial management system
- Supervise and evaluate staff in the Information Technology department
- Manage and oversee the implementation and completion of construction projects
- Attend meetings to represent the ROP
- Formulate, organize and administer a wide variety of major functions involving business, finance, accounting, payroll, procurement and distribution and risk management
- Interpret, apply and explain rules, regulations, policies and procedures relative to area of responsibility
- Analyze situations and complex financial data accurately and adopt an effective course of action
- Prepare comprehensive narrative and statistical reports
- Maintain the accuracy and currency of records and reports, while meeting regular and special demands for data

JOB DESCRIPTION

- Develop Master Control Tools for budgeting, financial reporting; interim reports and unaudited actuals
- Develop and direct economic forecasts and multiyear financial forecasts
- Oversee the management of the budget development process, financial reports, audits, compliance reports, cash flow management, internal controls, workers' compensation utilization, employee benefits costs, and procurement requirements
- Direct the District's investment program and cash management; serve as the primary liaison with Alameda County and Alameda County Office of Education with regards to the District's investments and functions as the custodian of trust funds
- Prepare, administer, and control the annual general fund, adult fund and any special fund budgets
- Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information
- Oversee the administration and supervision over financial management of student-body funds
- Establish and maintain internal control procedures and processes in Business Services
- Oversee the District's claim, loss, and accident history, and identify methods to eliminate or minimize risks and possible losses
- Attend and actively participate in the Alameda County Office of Education's Chief Business Official Meeting
- Coordinate management information systems as it pertains to the financial, encumbering, accounting, position control, payroll, and budgeting functions of the District
- Promote the establishment and maintenance of a partnership between educational programs and business services
- Consult with and advise administrators regarding legal and procedural requirements of the school District's financial management
- Other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified Management
Work Year:	260 work days	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- EAROP practices and procedures, EAROP mission, goals and policies
- Management Information Systems, (LAN-WAN-Internet connectivity) personal computer functionality
- Software which incorporates word-processing, e-mail, internet access; spreadsheets
- Sophisticated financial accounting software
- State laws and educational regulations regarding accounting
- Attendance accounting
- Payroll
- Purchasing and inventory

Abilities:

- Supervise and direct business services staff to ensure accuracy, efficiency and effectiveness
- Advanced computer skills, specifically Microsoft Word, Excel, PowerPoint, Adobe
- Communicate effectively both orally and in writing
- Provide clear instruction in administrative procedures
- Advanced user on state of the art management information systems
- Provide professional, helpful and friendly assistance to the staff
- Demonstrate positive leadership and management skills
- Effective communication with board, staff and community

JOB DESCRIPTION

- Collaborate and maintain effective working relationships with self-directed decision-making ability
- Provide strong leadership with high personal/professional integrity.
- Network, build strong partnerships and coordinate with district administrators, state level organizations and local organizations

Soft Skills:

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

Education:

- Bachelor's degree in Business Administration preferred
- Evidence of continuous professional growth preferred

Experience:

- Five (5) years progressively responsible experience in business services
- Five (5) years' experience in a public education setting with two years as a successful supervisor desired

Certifications/Credentials:

- Basic Driver License

Salary Schedule Placement:	C	Annual Benefits:	<ul style="list-style-type: none"> • \$11,621.16 *Mandatory Vision & Dental deducted • TSA • Educational Stipend
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	

JOB DESCRIPTION

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

Job Title:	Human Resources Administrator	Reports to:	Superintendent
Job Location:	Hayward Center	Department:	Human Resources

Position Overview

Purpose:

Perform all personnel functions of the organization. Plan, implement, direct, organize and support the delivery of personnel services and functions with specific responsibilities related to recruitment, screening, selection, credentialing and licensing requirements for all management, classified and certificated staff, and the administration of all employee health and welfare benefits.

Duties and Responsibilities:

- Plan, direct and coordinate recruitment, initial screening, interviewing, selection and employment of certificated, classified, confidential, administrative, substitute and hourly employees
- Determine recruiting strategies with Administrators
- Audit and process new hire documentation, conduct comprehensive orientation to insure that new employees experience a positive and effectual transition
- Maintain effective communication with all administrators in planning and anticipating certificated and classified personnel needs
- Ensure any and all vacant teacher positions are filled in a timely manner
- Establish and maintain complete and accurate personnel files, sick leave and vacation records
- Document and refine personnel operating procedures and calendar
- Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines
- Ensure a high level of accuracy in all work, record keeping, and communication
- Coordinate classification, reclassification and compensation requirements for the purpose of maintaining an attractive and sound compensation and fair classification system for administrative, certificated and classified personnel
- Develop annual contracts and salary projections for all management, certificated and classified personnel in consultation with Superintendent
- Monitor and track performance evaluations for certificated and classified employees
- Guide and assist with remediation processes
- Perform all personnel functions in database including, but not limited to, employee set up, account designation, retirement systems, benefits and leaves
- Prepare Personnel Actions to track and document changes in personnel, budget and position control
- Communicate and collaborate with internal and external personnel for the purpose of providing information, implementing and/or supporting services and programs, dissemination of policies, procedures, rules and regulations, issue identification and resolution, training and development, and employee regulation
- Monitor, track and process substitute and hourly staff sick leave accrual according to AB 1522
- Provide retirement information to current and retired employees; process enrollment, separation and retirement paperwork; and liaise with the California State Teachers Retirement System and the California Public Employees Retirement System regarding staff
- Prepare human resources reports for the Superintendent and Governing Board
- Maintain and revise salary schedules as needed per Superintendent

JOB DESCRIPTION

- Serve as a resource to Superintendent and administration in resolving staffing issues and concerns
- Develop job descriptions for new staff positions and provide salary recommendations to the Superintendent
- Perform the periodic review and revision of existing job descriptions for approval by Governing Board
- Process and coordinate formal employee disciplinary actions in accordance with Education Code requirements and board policies
- Counsel employees to resolve complaints, concerns and other matters relative to personnel management and work with administrators on difficult or sensitive personnel matters
- Work with appropriate personnel in the development/revision of evaluation procedures when needed
- Manage the process for employee separation from the district, including conducting exit interviews, processing final check out forms and paperwork, reviewing COBRA options and insuring that employees have a complete understanding of their rights and responsibilities
- Monitor credentials for new and existing employees to insure compliance with commission requirements and guidelines
- Process additional credential paperwork (waivers, referrals, applications, etc.) when needed
- Monitor credentials for district contracted employees to insure compliance with commission requirements and guidelines, work with Director to finalize Master Schedule
- Maintain assignment monitoring records and makes certain all certificated employees have the appropriate credential for their assignment
- Recommend policy and administrative regulation adoptions and amendments deemed important to the attainment of the organization mission and vision
- Prepare and update personnel board policies, per Superintendent, for approval by Governing Board
- Ensure that all certificated and classified evaluations are completed on time and collected for files
- Prepare and disseminate documents and statements regarding matters impacting employees to ensure policy and procedural changes are communicated
- Communicate with administrators, staff, service providers, public agencies, insurance companies, and other outside organizations to coordinate activities, resolve issues and conflicts and exchange information regarding employee benefits
- Obtain rates from benefits plan carriers, prepare benefit comparisons and provide input and propose changes, as needed
- Assist employees by providing information related to benefit concerns and questions; acts as liaison with insurance carriers and third party administrators to resolve issues
- Coordinate open enrollment activities annually and process coordinating paperwork for county and internal payroll departments, section 125 plan, tax shelter annuities and other optional benefit providers
- Maintain, collect and verify benefit forms (medical, dental, long term disability and bargaining unit enrollment) for accuracy and completeness; distribute copies to appropriate parties; interface with payroll staff to resolve payroll deduction issues
- Works directly with Business Services department to assist with implementation of programs related to both departments (e.g. workers compensation, risk management, contracted services) for the purpose of increasing efficiency between departments and providing better customer service
- Plan, coordinate and oversee summer work calendar and staffing assignments
- Develop staffing proposals for the purpose of meeting organization goals within budget considerations
- Participate in the development of budget calendar
- Plan and administer Workers' Compensation program in conjunction with Executive Assistant to ensure compliance

JOB DESCRIPTION

- Work with Executive Assistant to process State Disability and Employment Development forms and documentation
- Maintain communication with the Executive Assistant to keep the Human Resources section of the district website updated
- Prepare in an accurate and timely manner state and federal documentation and reports for the purpose of compliance
- Prepare documentation for and maintain unemployment claims, records and annual posting requirements
- Coordinate process and prepare documentation for ACA compliance
- Prepare documents periodically for auditing purposes
- Process employment verifications and certification of experience for current and past employees
- Distribute and process intent to return forms and mandated paperwork annually
- Monitor, maintain and track tuberculosis clearances for staff according to state regulations
- Monitor live scan processing and results for new and existing employees to maintain compliance with California Education Code policies and Department of Justice regulations
- Prepare Personnel Consent Calendar for Governing Board Agenda
- Plan for, facilitate and evaluate professional learning for staff that is aligned with district programs and goals
- Coordinate in-service training activities of ROP personnel
- Write Operating Procedures for Human Resources and other departments based upon knowledge and experience
- Plan, organize and implement long and short term programs to enhance personnel
- Organize and implement employee recognition programs
- Attend professional growth opportunities for the purpose of keeping current on human resource knowledge with changing laws and regulations
- Present personnel issues to the Governing Board
- Supervise and evaluate employees as appropriate and relevant to the organization
- Attend various committee meetings and represent the agency
- Monitor budget and purchase requisitions for personnel department; order supplies
- Assist with and act as back up for arranging and documenting substitutes for instructor absences
- Act as back-up of Governing Board meeting-preparation and minutes
- Perform other duties as assigned

Employment Type:	Full Time	Employment Category:	Classified Management
Work Year:	260 work days	Days/Hours:	Monday-Friday 7:30am-4:00pm

Position Qualifications

Knowledge:

- General school office/professional environment rules and principles
- Correct English grammar, punctuation, spelling and proofreading
- Record keeping and complex filing systems
- Advanced computer skills, specifically Microsoft Word, Excel, PowerPoint, Adobe Professional and online navigation
- Confidentiality requirements and ethical guidelines for local, state and federal laws and policies
- Knowledge of applicable Federal, state and local laws, regulations, and emerging practices pertaining to human resources
- ESCAPE database for personnel

JOB DESCRIPTION

Abilities:

- Demonstrate positive leadership and management skills
- Effective communication with staff and community
- Collaborate and maintain effective working relationships with self-directed decision-making ability
- Provide strong leadership with high personal/professional integrity.
- Network, build strong partnerships and coordinate with district administrators and state level organizations
- Effectively coordinate a variety of difficult, technical administrative functions at a level requiring extensive independent decision-making within established rules, policies and procedures.
- Perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Extremely organized, efficient time management, task prioritization and record keeping
- Recognize areas of concern relating to human resource issues and propose appropriate solutions
- Ability to serve as a role model who demonstrates respect for all people from diverse backgrounds, perspectives, and interests
- Promote team building and shared responsibilities among staff
- Exemplary skills in written and oral language with the ability to communicate respectfully, clearly and concisely by telephone, in person, and in written form; strong documentation skills
- Interpret and apply complex laws regulations and policies
- Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy
- Skilled at multi-tasking
- Leadership skills
- Efficient time management
- Understand systems and how they work together

Soft Skills:

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

Education:

- Bachelor's degree in human resources or related field of study and has evidence of continuous professional growth preferred

Experience:

- Minimum of five (5) years of successful experience as a human resources professional, preferably within education
- Five (5) years progressively responsible experience in a public school environment
- Intermediate computer skills in a windows environment are required

Certifications/Credentials:

- Personnel Academy completion or equivalent
- Basic Driver License

JOB DESCRIPTION

Salary Schedule Placement:	C	Annual Benefits:	<ul style="list-style-type: none"> • \$11,621.16 *Mandatory Vision & Dental deducted • TSA • Educational Stipend
Terms of Employment:	Year to year based on successful annual evaluation.	Governing Board Approved	

DATE: February 6, 2020
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Revised Salary Schedules

BACKGROUND

During the December 9, 2019 Governing Board meeting, the Governing Board took action to revise the salary schedule for the Fiscal Services Administrator and the Human Resources Administrator positions. Additionally, the board approved the creation of the Computer Operations Technician position.

CURRENT SITUATION

Based on the action of the Board during the December meeting, the following revised salary schedules are being presented for your approval:

- Salary Scale Chart 1: Classified Employees
- Salary Scale Chart 4: Administration

RECOMMENDATION

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

Salary Scale Chart 1

CLASSIFIED EMPLOYEES

2020-2021

Effective: January 1, 2020

Step	Work Year	Additional Responsibilities	Classified Position Titles
B1	10 months		Public Relations & Marketing Specialist
B2	11 months		Office Support Specialist
B3	12 months	Confidential	Executive Assistant
C1	10 months		Student Support Services Technician
C2	12 months	Confidential	Accounting Technician
D	12 months		Accounts Receivable/Purchasing Technician
D	12 months	Confidential	Administrative Assistant
D	12 months		Administrative Support Technician
D	12 months	Confidential	Attendance Specialist
E	12 months		Security-Grounds Officer
E	12 months		Computer Operations Technician
F	10 months		Instructional Assistant
F	10 months		Office Assistant
H	10 months		Staff Assistant
L	10 months		Student Assistant

10 months= 193 days

11 months= 223 days

12 months= 260 days

Column and Step

Step	Column	1	2	3	4	5	6	7	8	9
B1	Hourly	\$27.16	\$28.30	\$29.53	\$30.81	\$32.14	\$33.55	\$35.00	\$36.54	\$38.18
	Monthly	\$3,931.41	\$4,096.43	\$4,274.47	\$4,459.75	\$4,652.27	\$4,856.36	\$5,066.25	\$5,289.17	\$5,526.56
	Yearly	\$39,314.10	\$40,964.25	\$42,744.68	\$44,597.48	\$46,522.65	\$48,563.63	\$50,662.50	\$52,891.65	\$55,265.55
B2	Hourly	\$27.16	\$28.30	\$29.53	\$30.81	\$32.14	\$33.55	\$35.00	\$36.54	\$38.18
	Monthly	\$4,129.56	\$4,302.89	\$4,489.90	\$4,684.52	\$4,886.74	\$5,101.13	\$5,321.59	\$5,555.74	\$5,805.10
	Yearly	\$45,425.10	\$47,331.75	\$49,388.93	\$51,529.73	\$53,754.15	\$56,112.38	\$58,537.50	\$61,113.15	\$63,856.05
B3	Hourly	\$27.16	\$28.30	\$29.53	\$30.81	\$32.14	\$33.55	\$35.00	\$36.54	\$38.18
	Monthly	\$4,413.50	\$4,598.75	\$4,798.63	\$5,006.63	\$5,222.75	\$5,451.88	\$5,687.50	\$5,937.75	\$6,204.25
	Yearly	\$52,962.00	\$55,185.00	\$57,583.50	\$60,079.50	\$62,673.00	\$65,422.50	\$68,250.00	\$71,253.00	\$74,451.00
C1	Hourly	\$25.11	\$26.15	\$27.27	\$28.43	\$29.64	\$30.91	\$32.24	\$33.63	\$35.13
	Monthly	\$3,634.67	\$3,785.21	\$3,947.33	\$4,115.24	\$4,290.39	\$4,474.22	\$4,666.74	\$4,867.94	\$5,085.07

EAROP Governing Board Approved: Pending

Step	Column	1	2	3	4	5	6	7	8	9
	Yearly	\$36,346.73	\$37,852.13	\$39,473.33	\$41,152.43	\$42,903.90	\$44,742.23	\$46,667.40	\$48,679.43	\$50,850.68
C2	Hourly	\$25.11	\$26.15	\$27.27	\$28.43	\$29.64	\$30.91	\$32.24	\$33.63	\$35.13
	Monthly	\$4,080.38	\$4,249.38	\$4,431.38	\$4,619.88	\$4,816.50	\$5,022.88	\$5,239.00	\$5,464.88	\$5,708.63
	Yearly	\$48,964.50	\$50,992.50	\$53,176.50	\$55,438.50	\$57,798.00	\$60,274.50	\$62,868.00	\$65,578.50	\$68,503.50
D	Hourly	\$24.17	\$25.16	\$26.22	\$27.33	\$28.50	\$29.73	\$31.01	\$32.35	\$33.77
	Monthly	\$3,927.63	\$4,088.50	\$4,260.75	\$4,441.13	\$4,631.25	\$4,831.13	\$5,039.13	\$5,256.88	\$5,487.63
	Yearly	\$47,131.50	\$49,062.00	\$51,129.00	\$53,293.50	\$55,575.00	\$57,973.50	\$60,469.50	\$63,082.50	\$65,851.50
E	Hourly	\$21.90	\$22.77	\$23.71	\$24.71	\$25.74	\$26.81	\$27.95	\$29.15	\$30.40
	Monthly	\$3,558.75	\$3,700.13	\$3,852.88	\$4,015.38	\$4,182.75	\$4,356.63	\$4,541.88	\$4,736.88	\$4,940.00
	Yearly	\$42,705.00	\$44,401.50	\$46,234.50	\$48,184.50	\$50,193.00	\$52,279.50	\$54,502.50	\$56,842.50	\$59,280.00
F	Hourly	\$21.01	\$21.89	\$22.76	\$23.69	\$24.68	\$25.72	\$26.78	\$27.93	\$29.12
	Monthly	\$3,041.20	\$3,168.58	\$3,294.51	\$3,429.13	\$3,572.43	\$3,722.97	\$3,876.41	\$4,042.87	\$4,215.12
	Yearly	\$30,411.98	\$31,685.78	\$32,945.10	\$34,291.28	\$35,724.30	\$37,229.70	\$38,764.05	\$40,428.68	\$42,151.20
H	Hourly	\$20.30	\$21.09	\$21.96	\$22.84	\$23.77	\$24.76	\$25.78	\$26.85	\$28.00
L	Hourly	\$14.42								

Associate's Degree	Bachelor's Degree	Master's Degree	Confidential Stipend
\$612 per year	\$867 per year	\$1,122 per year	5%
<p>Employees receive an annual benefit package of \$11,621.16.</p> <p>NOTES:</p> <ul style="list-style-type: none"> Longevity Columns 6, 7, 8, 9, reached at 10, 15, 20, 25 years respectively. Numbers have been rounded. 5% confidential stipend given to employees assigned confidential responsibilities and/or significant additional responsibilities. 			

Salary Scale Chart 4 ADMINISTRATION

2020-2021

Effective: January 1, 2020

STEP	ADMINISTRATION POSITION TITLES
A	Director - Certificated Position 220 day work year
B	Principal – Certificated Position 217 day work year (Not filled at this time)
C-1	Assistant Director - Certificated Position 217 day work year
C-1	Grant Coordinator - Certificated Position 217 day work year
C-2	Fiscal Services Administrator - Classified Position-260 day work year (this position accrues vacation)
C-2	Human Resources Administrator- Classified Position-260 day work year (this position accrues vacation)

Range and Column

Range	Column	1	2	3	4	5
A	Daily	\$580.78	\$608.79	\$638.20	\$669.08	\$701.49
	Monthly	\$10,647.63	\$11,161.15	\$11,700.33	\$12,266.47	\$12,860.65
	Annually	\$127,771.60	\$133,933.80	\$140,404.00	\$147,197.60	\$154,327.80
B	Daily	\$535.47	\$562.24	\$590.35	\$619.88	\$650.87
	Monthly	\$9,683.11	\$10,167.11	\$10,675.56	\$11,209.49	\$11,769.87
	Annually	\$116,197.35	\$122,005.34	\$128,106.70	\$134,513.91	\$141,238.41
C-1	Daily	\$539.89	\$565.39	\$592.15	\$620.27	\$649.79
	Monthly	\$9,763.01	\$10,224.14	\$10,708.05	\$11,216.55	\$11,750.37
	Annually	\$117,156.13	\$122,689.63	\$128,496.55	\$134,598.59	\$141,004.43
C-2	Daily	\$450.60	\$471.88	\$494.22	\$517.69	\$542.32
	Monthly	\$9,763.01	\$10,224.14	\$10,708.05	\$11,216.55	\$11,750.37
	Annually	\$117,156.13	\$122,689.63	\$128,496.55	\$134,598.59	\$141,004.43

EDUCATIONAL STIPENDS

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

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