



GOVERNING BOARD MEETING AGENDA

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

Thursday, November 7, 2019
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, November 7, 2019
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 October 2, 2019 (pages 4-8)
- B. Request the Governing Board to approve the Bill Warrants (pages 9-14)
- C. Request the Governing Board to approve the Personnel Action Items (pages 15-16)
- D. Request the Governing Board to approve the Disposal of Obsolete or Surplus Items (pages 17-18)

- E. Request the Governing Board to approve the Agreement with Sonia Elgar for Purchasing and Accounts Receivable Services for the 2019-2020 School Year (pages 19-25)
- F. Request the Governing Board to approve the MOU with the Associated Builders and Contractors of Northern California (ABC NorCal) for the 2019-2020 School Year (pages 26-28)
- G. Request the Governing Board to approve the MOU with the Northern California Elevator Industry Joint Apprenticeship and Training Committee for Apprenticeship Training for the 2019-2020 School Year (pages 29-31)

VIII. Information Items

- A. ROP Pathway Review-Welding and Materials Joining (pages 32-33)
- B. ROP Pathway Review-Patient Care (pages 34-35)
- C. Recognition of the Eden Area ROP Teacher of the Year (page 36)
- D. Business Partner Breakfast and Business Partners of the Year (page 37)

IX. Action Items

- A. Request the Governing Board to approve the Foundations in Dental Assisting Course (pages 38-41)
- B. Request the Governing Board to approve the MOU with the Jewish Vocational and Career Counseling Service (JVS) to Provide a Dental Assistant (DA) Training Program for the 2019-2020 School Year (pages 42-45)

X. Superintendent's Report

XI. Communications

- A. Letter from the Alameda County Office of Education regarding the Adopted Budget (pages 46-47)

XII. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XIII. Recess to Closed Session

- A. Public Employee Appointment/Employment (Pursuant Government Code section 54957): Superintendent's Contract and Evaluation
- B. Personnel (Government Code Section 54957) Public Employee Discipline/Dismissal/Release/Hiring

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

- A. Public Employee Appointment/Employment (Pursuant Government Code section 54957): Superintendent's Contract and Evaluation
- B. Personnel (Government Code Section 54957) Public Employee Discipline/Dismissal/Release/Hiring

XV. Adjournment



DATE: November 7, 2019
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 November:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Adryanna Cortez	Arroyo High School	Dental Assisting	Kathy O'Brien
Amyla Jimenez	Mt. Eden High School	Sports Medicine	Mikel Jackson
Edwin Rivas	San Leandro High School	Welding Technology	Barbara Juarez
Jalayah Seals	San Leandro High School	Entrepreneurship II	Laura Jagroop

RECOMMENDATION

Information only

CONSENT CALENDAR

CONSENT CALENDAR



Minutes of the Regular Meeting of the ROP Governing Board October 2, 2019

I. Call to Order

President, Peter Oshinski, called the meeting to order at 5:46 p.m. on Thursday, October 2, 2019 at the Eden Area Regional Occupational Program Board Room, 26316 Hesperian Blvd., Hayward, CA 94545.

II. Roll Call

Roll was called by Gabriela Juarez, Executive Assistant.

Eden Area ROP Governing Board Present:

Peter Oshinski, President	San Leandro USD
Dr. Robert Carlson, Member	Hayward USD
Jo A.S. Loss, Member	Castro Valley USD

Eden Area ROP Governing Board Absent:

Marilyn Stewart, Vice President	San Lorenzo 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:

Charles Bunbury	Medical Careers Instructor
Heather Bystrom	Medical Careers Instructor
Mikel Jackson	Sports Medicine Instructor
Gabriela Juarez	Executive Assistant
Alysa Machado	Medical Careers Instructor
Deborah Maynard	TOSA
Terri Penn	Culinary Science Instructor
Angelica Peters	Medical Careers Instructor
Sukhi Sidhu	Career Counselor

Others Present:

Students of the Month and their families	
Jim Bombaci	School Site Solutions, Senior Project Manager

III. Pledge of Allegiance

Reyna Solis led the Pledge of Allegiance.

IV. Mission Statement

Aritza Brown read the Eden Area ROP mission statement.

V. Approval of Agenda

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

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

VI. Student of the Month Awards

The following students were honored by their teachers, ROP Staff and the Governing Board as students of the month for October 2019:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Natalie Epich	Castro Valley High School	Culinary Science	Terri Penn
Aritza Brown	San Leandro High School	Medical Careers II	Heather Bystrom
Geremi Escobar	San Leandro High School	Medical Careers I	Angelica Peters
Reyna Solis	Arroyo High School	Medical Careers I	Alysa Machado
Diego Almeyda	Mt. Eden High School	Medical Careers I	Charles Bunbury

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 Jo A.S. Loss moved to approve the consent calendar items as follows:

- A. Approve the Minutes of the Regular Governing Board Meeting of September 5, 2019
- B. Approve the Bill Warrants
- C. Approve the Personnel Action Items
- D. Approve the Quarterly Report on Williams Act Complaints and Resolutions
- E. Approve the California ProStart Cup Overnight Field Trip for the 2019-2020 School Year
- F. Approve the Agreement with NFTE to Provide Curriculum, Program Support and Teacher Training for the 2019-2020 School Year
- G. Approve the Change Orders for the Services Provided by Bay Point Control, Inc. DBA Marina Mechanical
- H. Approve the Change Orders for the Services Provided by State Roofing Systems, Inc.

Trustee Robert Carlson seconded the motion.

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

VIII. Information Items

A. ROP Pathway Review-Patient Care

Bernie Phelan, Director of Educational Services, reported that under the Health Science and Medical Technology sector we have two programs in the patient care pathway which are Medical Careers and Sports Medicine. Both programs have been UC a-g approved. The programs are currently serving over 350 students at the center and several high school sites. Mr. Phelan introduced Charles Bunbury and Mikel Jackson to review the Medical Careers and Sports Marketing programs, respectively.

Mr. Bunbury shared that the pathway is composed of feeder programs and the capstone program. The capstone program is the Medical Careers program that he teaches along with Heather Bystrom, Alysa Machado and Angelica Peters. The feeder courses are taught at the high schools and include Biotechnology and Sports Medicine where students are introduced into the medical field. Students enrolled in Medical Careers will complete career exploration where they learn the different body systems and which type of medical professions work with those specialties. Students will also learn anatomy and physiology, medical terminology, clinical and administrative skills, introduction to billing and coding, job seeking skills and professionalism. The benefits of taking the course is that students are exposed to different career pathways, have internship opportunities, qualify for articulation with Chabot College, receive a-g college credit, and become eligible to test for CCMA and BLS certifications. Students are also exposed to work-based learning opportunities such as listening to guest speakers from the industry, going on field trips, participating in Kaiser Permanente's youth career day and participating in the student leadership service-learning project.

Mr. Jackson reviewed the Sports Medicine program. He shared that the program is taught by him at Mt. Eden and is offered at Arroyo and Hayward High Schools as well. Sports Medicine is taught as a year 1 and year 2 course and both have been UC a-g approved and have articulations with Chabot College. Students are introduced to the career field through field trips to the facilities of local professional teams (Oakland Athletics, San Jose Sharks and Oakland Raiders) where they had panel discussions with sports professionals. Students were also able to visit the Body Worlds exhibit at the San Jose Tech Museum. Mr. Jackson was able to secure new opportunities for students on campus through internships with Mt. Eden's athletic programs. Students learn injury management, how to develop orthopedic evaluation, hands on skills and practice medical documentation of an injury. Lastly, Mr. Jackson shared that he is starting a new Sports Medicine Club after having 70 students sign up with interest in participating.

B. Back to School Night

Mr. Bernie Phelan, Director of Educational Services, reported information about the Back to School Night. Back to School Night was held on September 24, 2019 with over 150 parents in attendance. In addition to parents coming to visit the classrooms, they were able to participate in hands on activities. Families with their middle school students also attended to check out the programs.

C. Principals' Breakfast

Bernie Phelan, Director of Educational Services, shared that the annual Principals' Breakfast was held on September 26, 2019. ROP staff discussed the state of CTE, enrollment challenges, articulations, CATEMA, student services and upcoming events. At the meeting Mr. Phelan announced that all our programs are approved as UC a-g courses.

IX. Action Items

A. Request the Governing Board to approve the Agreement with Stephen Small as an Auto Technology Program Teacher Consultant for the 2019-2020 School Year

Upon review of and a motion by Trustee Jo A.S. Loss and a second by Trustee Robert Carlson, the Governing Board approved the agreement with Stephen Small as an Auto Technology Program teacher consultant for the 2019-2020 school year.

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

X. Superintendent's Report

Superintendent Granger highlighted, in her report, the ways that ROP is supporting districts meet the college and career readiness indicator. Staff has worked diligently to renew and obtain new UC a-g approvals on all our courses. Ms. Granger shared the current UC a-g approved courses list with the Board.

Another means to support our students meeting the college and career readiness indicator is by providing more articulation opportunities for students. The approval process for articulations requires the faculty at the college to agree that the ROP course outline mirrors their college course outline. Faculty also decides the length of the agreement which can be one to six years. ROP instructors worked to separate their course outlines to year one and year two courses and receive articulation approvals for each course individually whereas before it would take two years for one articulation. Ms. Granger distributed the current articulations with Chabot College and Diablo Valley College. She also reported that articulations are tracked by a new online system, CATEMA (Career and Technology Education Management Application).

XI. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

Trustee Peter Oshinski, San Leandro USD representative, was happy to share that he will be attending the celebration at Chabot College honoring Dr. Carlson for his 40 years of service in education. The Board congratulated Dr. Carlson.

XII. Recess to Closed Session

The meeting was called into closed session at 6:42 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 6:57 p.m.

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

No action was taken in closed session.

XIV. Adjournment

Upon a motion by Trustee Robert Carlson and a second by Trustee Jo A.S. Loss the Governing Board adjourned the meeting at 6:58 p.m.

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

Approved by the Eden Area ROP Governing Board _____.

Linda Granger, Superintendent
Clerk to the ROP Governing Board



DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Sabrina Ubhoff, Accounting Technician
SUBJECT: Request the Governing Board to approve the Bill Warrants

CURRENT SITUATION

The bill warrants submitted for approval are for the period of September 16, 2019 through October 18, 2019 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Mercedes Henderson, Personnel Coordinator
SUBJECT: Request the Governing Board to approve the Personnel Action Items

CURRENT SITUATION

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

CONSENT CALENDAR



DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Ariel Owen, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the Disposal of Obsolete or Surplus Items

BACKGROUND

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

CURRENT SITUATION

The attached list summarizes items that:

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

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

CONSENT CALENDAR



Disposal of Obsolete or Surplus Items 2019-2020

Reasons for Disposal:

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

DESCRIPTION	LOCATION	PO#/TAG #	DATE REC.	REASON FOR DISPOSAL
Drill Press 1	Auto Technology II, F1	2629	4/1/2004	Obsolete
Drill Press attachment	Auto Technology II, F1	no ROP tag	4/1/2004	Obsolete
Milling Machine 1	Auto Technology II, F1	2525	6/1/2002	Obsolete
Drill Press 2	Auto Technology II, F1	1979	7/1/2008	Obsolete
Milling Machine 2	Auto Technology II, F1	6418	6/1/2002	Obsolete
Grinder	Auto Technology II, F1	no ROP tag	6/1/2004	Obsolete
Drill Press 3	Auto Technology II, F1	2630	1/10/2000	Obsolete
Lathe 1	Auto Technology II, F1	6417	10/10/2000	Obsolete
Lathe 2	Auto Technology II, F1	2622	6/29/2015	Obsolete

DATE: November 7, 2019
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 Sonia Elgar for Purchasing and Accounts Receivable Services for the 2019-2020 School Year

BACKGROUND

The business department has three positions: a Fiscal Services Administrator, a Purchasing and Accounts Receivable Technician and an Accounting Technician. This enables us to maintain proper accounting controls with separation of duties.

CURRENT SITUATION

One of the positions in the business department has taken a leave of absence and we need to have coverage for the work of that desk. The attached agreement is our working agreement with independent contractor, Sonia Elgar, for 2019-2020 school year. Sonia has supported the business department in the past when we have had staff out on leave, and/or for department's special projects.

CONSENT CALENDAR

AGREEMENT FOR SERVICE

THIS AGREEMENT FOR SERVICE (this "Agreement")
for the 2019-2020 school year

BETWEEN

Eden Area ROP of 26316 Hesperian Blvd, Hayward, California, 94545
(the "Customer")

OF THE FIRST PART

-AND-

Sonia Elgar
(the "Service Provider")

OF THE SECOND PART

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services to the Customer.
- B. The Service Provider is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.
- C. Sonia Elgar has a background in Administration, Accounting, Budget, Auditing, Receivable, and Purchasing and is willing to provide services to Eden Area ROP based on this background.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Services Provided

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") consisting of but not limited to the following:
 - Receive and process requisitions and generate the purchase orders
 - Prepare budget transfers or budget revisions for purchase requisitions
 - Prepare open purchase orders for utilities, insurance, supplies, mileage, copy services, maintenance agreements and standard recurring expenditures
 - Maintain all vendor files
 - Maintain all contracts and insurance certificates binders and spreadsheet

- Monitor monthly copier readings and prepare spreadsheets for journal entry into Escape
- Prepare all journal entries for both revenues and expenditures for materials, supplies, services, contracts and capital assets and leasehold expenditures,
- Arrange for equipment repairs or services as necessary
- Prepare invoices for grants and awards
- Receive, process and deposit all payment of invoices and all other receipts issued through receipt book or QuickBooks
- Record revenues and accounts receivable in Escape accounting system
- Monthly monitor and follow up receivables/revenues as inter district transfers from member districts and ACOE
- Monthly reconciliation of cash account in Escape
- Maintain binders of budget transfers, journal entries, cash, inter fund transfers
- Order, distribute and maintain inventory of keys.
- Assist Fiscal Services Administrator with daily tasks as needed.
- Perform other duties as assigned

Term of Agreement

2. The term of this Agreement will be from October 21, 2019 and will remain in full force and effect until June 30, 2020 not to exceed 37.50 hours per week, subject to earlier termination as provided in this Agreement, with the said term being on call or on a need basis as agreed by the parties.

Performance

3. The parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Compensation

4. Eden Area ROP will pay a fee to Sonia Elgar for the Services based on \$42.50 per hour and not to exceed \$52.50 per hour. The later fee rate is based on a higher job assignment as deemed pre-authorized by either the Superintendent or the Fiscal Services Administrator. This fee shall be payable bi-monthly, on the 16th of the month and the 1st day of the month following the period during which the Services were performed.
5. Service Provider must submit an itemized invoice to Business Services which includes: dates, time and type of worked accomplished.

Confidentiality

6. The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information with respect to the business of the

Customer, which the Service Provider has obtained, except as may be necessary or desirable to further the business interests of the Customer. This obligation will survive indefinitely upon termination of this Agreement.

Non-Competition

7. Other than with the express written consent of the Customer, which will not be unreasonably withheld, the Service Provider will not, during the continuance of this Agreement, be directly or indirectly involved with a business which is in direct competition with the particular business line of the Customer, divert or attempt to divert from the Customer any business the Customer has enjoyed, solicited, or attempted to solicit, from other individuals or corporations, prior to termination of this Agreement.

Ownership of Materials

8. All materials developed, produced, or in the process of being so under this Agreement will be the property of the Customer. The use of the mentioned materials by the Customer will not be restricted in any manner.
9. The Service Provider may retain use of the said materials and will not be responsible for damages resulting from their use for work other than services contracted for in this Agreement.

Return of Property

10. Upon the expiration or termination of this Agreement, the Service Provider will return to the Customer any property, documentation, records, or confidential information which is the property of the Customer.

Assignment

11. The Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

Capacity/Independent Contractor

12. It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services under this Agreement. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Modification of Agreement

13. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

Notice

14. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the parties of this Agreement as follows:

- a. Eden Area ROP
26316 Hesperian Blvd., Hayward, California, 94545
Fax Number: 510-293-8325

- b. **Sonia Elgar**

or to such other address as to which any Party may from time to time notify the other.

Costs and Legal Expenses

15. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Time of the Essence

16. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Entire Agreement

17. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Limitation of Liability

18. It is understood and agreed that the Customer will have no liability to the Service Provider or any other party for any loss or damage (whether direct, indirect, or consequential) which may arise from the provision of the Services.

Indemnification

19. The Service Provider agrees to hold harmless and indemnify Eden Area ROP and its Governing Board, officers, agents, and employees from any and all claims and losses accruing or resulting against the Customer by any other party, arising directly or indirectly out of the provision of the Services by the Service Provider.

Inurement

20. This Agreement will ensure to the benefit of and be binding on the parties and their respective heirs, executors, administrators, successors and permitted assigns.

Currency

21. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in United States dollars.

Titles/Headings

22. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

Gender

23. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

24. It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of California, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

25. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

26. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Additional Provisions

27. Service Provider is responsible to pay their own taxes. Customer (Eden Area ROP) will issue a 1099 at the end of the year.

IN WITNESS WHEREOF the parties have duly executed this Service Agreement this 7th day of November, 2019.

Sonia Elgar, Service Provider

Date

Ariel Owen, Fiscal Services Administrator
Eden Area ROP

Date



DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director of Adult Programs
SUBJECT: Request the Governing Board to approve the MOU with the Associated Builders and Contractors of Northern California (ABC NorCal) for the 2019-2020 School Year

BACKGROUND

Apprenticeship in California dates back to the Shelly-Maloney Apprenticeship Labor Standards Act of 1939. Apprenticeship programs include on-the-job training and related and supplementary classroom instruction. In order for an apprenticeship to exist one of the required partners must be a local education agency (LEA). LEAs may provide both the instructor and the classroom facilities or only serve as the fiscal agent.

CURRENT SITUATION

The Associated Builders and Contractors of Northern California (ABC NorCal) provides apprenticeship programs throughout the state in electrical, carpentry, plumbing, painting and skilled labor. Our partnership with ABC NorCal has generated benefits for our students by expanding their links to employers and labor representatives, updating curriculum to interface with these programs, and encouraging non-traditional career opportunities for women and minorities.

The MOU before you tonight is a continuation of the agreement that has been approved in past years, in that the Eden Area ROP will continue to serve as the fiscal agent. This would require us to monitor the hours of service provided by the programs. In return, the Eden Area ROP retains a minimum of twenty (20) percent for administrative costs and pre-apprenticeship opportunities for our students.

CONSENT CALENDAR



26316 Hesperian Blvd.

Hayward, CA 94545

P: (510) 293-2900 • F: (510) 293-8225 • www.edenrop.org

Superintendent: Linda Granger

MEMORANDUM OF UNDERSTANDING

Eden Area Regional Occupational Program (Eden Area ROP) agrees to become the Local educational Agency (LEA) for the Associated Builders and Contractors, Northern California Chapter (Apprenticeship Committee), from July 1, 2019 to June 30, 2020. Both parties will agree to the following:

1. Eden Area ROP will reimburse the Associated Builders and Contractors for apprenticeship expenses according to the current annual apportionment when the 2019-2020 allocation is distributed.
2. The Apprenticeship Committee understands that of the hours allocated, zero hours belong to the Apprenticeship Committee and are transferable. The remaining 50,000 hours are loaned to the Apprenticeship Committee and belong to Eden Area ROP and will return to the ROP at the end of the agreement period.
3. Any reimbursement of unused money from the above allocation will be made effective within forty-five (45) days of the following schedule:
Forty-five (45) days after documentation is submitted and approved.
4. The Apprenticeship Committee understands that all reimbursement expenses must be preapproved and documented in hard copy.
5. The Apprenticeship Committee understands that any reimbursement can only be used on apprenticeship-related expenses.
6. The Eden Area ROP will reimburse only in accordance with the amount of hours actually generated. Any hours not generated up to the 50,000 hours will not be reimbursed.
7. The Apprenticeship Committee is responsible for any expenses accrued over the actual amount of student hours generated or the allocation stated above. The Apprenticeship committee will be responsible to reimburse Eden Area ROP for the amount of the shortfall.
8. Expenses incurred for this Apprenticeship Committee by Eden Area ROP during a reimbursement period will be deducted from the total reimbursement amount. Expenses are defined as, but not limited to: salaries, administrative assistants, mandatory benefits, instructional materials and other related costs.

9. It is understood that Eden Area ROP will retain twenty (20) percent for administration costs.
10. This agreement is for the period mentioned above and is on a year to year basis and is automatically renewable as agreed upon by all parties. Should either party wish to rescind the agreement, it can do so by May 1 of the year noted above.
11. The Apprenticeship Committee is responsible for keeping attendance using Eden Area ROP forms and returning them to Eden Area ROP at pre-arranged times throughout the school year.
12. The Apprenticeship Committee understands that Eden Area ROP must be contacted concerning any changes in scheduling, instructors, etc. or any other change that would alter this agreement.
13. The Eden Area ROP will ensure that a representative will attend monthly Unilateral Apprenticeship Committee meetings (UAC) as well as California Apprenticeship Council) meetings at least once per year.
14. The Eden Area ROP will provide other educational support and training to program sponsors as requested such as curriculum review and teacher observations.
15. The Eden Area ROP will monitor RSI hours and complete mandated reports requested by California Community College Chancellors Office (CCCCO).
16. The Apprenticeship Committee operates student apprenticeship programs registered by the Division of Apprenticeship Standards under the supervision of the Eden Area ROP. In accordance with California Labor Code section 3368, the Eden Area ROP shall be considered the employer under Division 4 of the California Labor Code (commencing with Section 3200) of persons receiving this apprenticeship training, unless the persons during the training are being paid a cash wage or salary by a private employer. Further, an apprentice, while attending related and supplemental instruction classes, shall be considered to be in the employ of the apprentice's employer, unless the apprentice is unemployed. The parties acknowledge that the Apprentice Committee shall not be responsible for providing workers compensation coverage to its apprentices under any circumstances.

Apprenticeship Director

Date

Director of Adult Programs, Eden Area ROP

Date

DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director of Adult Programs
SUBJECT: Request the Governing Board to approve the MOU with the Northern California Elevator Industry Joint Apprenticeship and Training Committee for Apprenticeship Training for the 2019-2020 School Year

BACKGROUND

Apprenticeship in California dates back to the Shelly-Maloney Apprenticeship Labor Standards Act of 1939. Apprenticeship programs include on-the-job training and related and supplementary classroom instruction. In order for an apprenticeship to exist one of the required partners must be a local education agency (LEA). LEAs may provide both the instructor and the classroom facilities or only serve as the fiscal agent.

CURRENT SITUATION

The Northern California Elevator Industry Joint Apprenticeship and Training Committee (JATC) provides hands on training utilizing labs, assorted training aids, text materials and video. Our partnership with Northern California Elevator Industry JATC has generated benefits for our students by expanding their links to employers and labor representatives, updating curriculum to interface with these programs, and encouraging non-traditional career opportunities for women and minorities.

The Eden Area ROP will serve as the fiscal agent. This would require us to monitor the hours of service provided by the programs. In return, the Eden Area ROP retains a minimum of twenty (20) percent for administrative costs and pre-apprenticeship opportunities for our students.

CONSENT CALENDAR



26316 Hesperian Blvd.

Hayward, CA 94545

P: (510) 293-2900 • F: (510) 293-8225 • www.edenrop.org

Superintendent: Linda Granger

MEMORANDUM OF UNDERSTANDING

Eden Area Regional Occupational Program (Eden Area ROP) agrees to become the Local educational Agency (LEA) for the Northern California Elevator Industry Joint Apprenticeship and Training Committee, from July 1, 2019 to June 30, 2020. Both parties will agree to the following:

1. Eden Area ROP will reimburse Northern California Elevator Industry JATC for apprenticeship expenses according to the current annual apportionment when the 2019- 2020 allocation is distributed.
2. The Apprenticeship Committee understands that of the hours allocated, zero hours belong to the Apprenticeship Committee and are transferable. The remaining 13,261 hours are loaned to the Apprenticeship Committee and belong to Eden Area ROP and will return to the ROP at the end of the agreement period.
3. Any reimbursement of unused money from the above allocation will be made effective within forty-five (45) days of the following schedule:
Forty-five (45) days after documentation is submitted and approved.
4. The Apprenticeship Committee understands that all reimbursement expenses must be preapproved and documented in hard copy.
5. The Apprenticeship Committee understands that any reimbursement can only be used on apprenticeship-related expenses.
6. The Eden Area ROP will reimburse only in accordance with the amount of hours actually generated. Any hours not generated up to the 13,261 hours will not be reimbursed.
7. The Apprenticeship Committee is responsible for any expenses accrued over the actual amount of student hours generated or the allocation stated above. The Apprenticeship committee will be responsible to reimburse Eden Area ROP for the amount of the shortfall.
8. Expenses incurred for this Apprenticeship Committee by Eden Area ROP during a reimbursement period will be deducted from the total reimbursement amount. Expenses are defined as, but not limited to: salaries, administrative assistants, mandatory benefits, instructional materials and other related costs.

9. It is understood that Eden Area ROP will retain twenty (20) percent for administration costs.
10. This agreement is for the period mentioned above and is on a year to year basis and is automatically renewable as agreed upon by all parties. Should either party wish to rescind the agreement, it can do so by May 1 of the year noted above.
11. The Apprenticeship Committee is responsible for keeping attendance using Eden Area ROP forms and returning them to Eden Area ROP at pre-arranged times throughout the school year.
12. The Apprenticeship Committee understands that Eden Area ROP must be contacted concerning any changes in scheduling, instructors, etc. or any other change that would alter this agreement.
13. The Eden Area ROP will ensure that a representative will attend monthly Unilateral Apprenticeship Committee meetings (UAC) as well as California Apprenticeship Council) meetings at least once per year.
14. The Eden Area ROP will provide other educational support and training to program sponsors as requested such as curriculum review and teacher observations.
15. The Eden Area ROP will monitor RSI hours and complete mandated reports requested by California Community College Chancellors Office (CCCCO).
16. The Apprenticeship Committee operates student apprenticeship programs registered by the Division of Apprenticeship Standards under the supervision of the Eden Area ROP. In accordance with California Labor Code section 3368, the Eden Area ROP shall be considered the employer under Division 4 of the California Labor Code (commencing with Section 3200) of persons receiving this apprenticeship training, unless the persons during the training are being paid a cash wage or salary by a private employer. Further, an apprentice, while attending related and supplemental instruction classes, shall be considered to be in the employ of the apprentice's employer, unless the apprentice is unemployed. The parties acknowledge that the Apprentice Committee shall not be responsible for providing workers compensation coverage to its apprentices under any circumstances.

Chairman, Northern California Elevator Industry JATC

Date

Director of Adult Education, Eden Area ROP

Date

INFORMATION ITEMS

DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: ROP Pathway Review-Welding and Materials Joining

BACKGROUND

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

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

CURRENT SITUATION

The Welding and Materials Joining pathway, under the Manufacturing and Product Development sector, provides students with an understanding of manufacturing processes and systems common to careers in welding and related industries. The following pathway standards are based on, but not limited to, well established American Welding Society (AWS) EG2.0 guidelines for the entry level welder. Representative topics include the interpretation and layout of welded and assembled-part prints, cutting, mechanical bonding, joining, cohesive bonding, adhesive bonding, and mechanical fastening. The attached pathway review is for the following program: Welding Technology. 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:	ROP Center									
SECTOR/PATHWAY:	Manufacturing and Product Development/ Welding and Materials Joining		INSTRUCTORS:	Barbara Juarez								
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									
Welding Technology	31	42	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: Welding 1, 2		Author: Prentice Hall		Edition: 4 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 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.								

DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: ROP Pathway Review-Patient Care

BACKGROUND

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

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

CURRENT SITUATION

The Patient Care pathway is under the Health Science and Medical Technology sector. The standards for the Patient Care pathway apply to occupations or functions involved in the prevention, treatment, and management of illness and the preservation of mental and physical well-being through the services offered by the medical and allied health professions. The standards specify the knowledge and skills needed by professional and technical personnel pursuing careers in this pathway. The attached pathway review is for the following programs: Dental Assisting (ROP Center). 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:	ROP Center									
SECTOR/PATHWAY:	Health Science and Medical Technology/Patient Care	INSTRUCTORS:	Kathy O'Brien, Tammey Brown, Anissa Barot									
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									
Dental Assisting	28	31	43									
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: Modern Dental Assisting		Author: Bird, Robinson		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 type="checkbox"/> A-G Credit for UC:		<input checked="" type="checkbox"/> State and National Licensing or Certification										
<input type="checkbox"/> Community College Articulation:		<input checked="" type="checkbox"/> Strong Business or Industry Partnership										
<input type="checkbox"/> Dual Enrollment		<input type="checkbox"/> Emerging Technologies -										
COMPLIANCE CATEGORIES												
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.								
		<input type="checkbox"/> R – Reduce Program: Downsizing program.		<input type="checkbox"/> S/T - Suspend/ Terminate program.								



DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Recognition of the Eden Area ROP Teacher of the Year

BACKGROUND

Annually, ACOE hosts an elegant and inspirational award ceremony to honor a Teacher of the Year from each district and Regional Occupational Program. The Eden Area ROP participates in the annual event which gives the opportunity to provide some well-deserved recognition for the teaching staff.

CURRENT SITUATION

The Eden Area ROP Teacher of the Year for 2019 is David Espinoza. Mr. Espinoza teaches Auto Technology at Eden Area ROP center.

The ROP is proud of Mr. Espinoza for his commitment and dedication to the students and staff of the Eden Area ROP, as well as his contributions to public education.

ACOE provided the Eden Area ROP with a short video clip that was shown during the Teacher of the Year event that will be presented at tonight's meeting.

RECOMMENDATION

Information only



DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Evan Goldberg, Grant Coordinator
SUBJECT: Business Partner Breakfast and Business Partners of the Year

BACKGROUND

The Eden Area ROP and school district programs are supported by our local business community in many ways. To honor those business members who have supported our programs, we hold an annual Business Partners Breakfast. As part of the Business Partners Breakfast, we honor our Business Partners of the Year.

CURRENT SITUATION

This year, the Eden Area ROP, the four school districts, and the three Chambers of Commerce nominated a total of twelve Business Partners of the Year. These nominees have a passion and appreciation of school district and ROCP career pathways and a dedication to our students.

The following list of individuals have been nominated and selected as the Eden Area ROP's "Business Partners of the Year:"

NAME	COMPANY	NOMINATOR
Roland Williams	Castro Valley Sanitary District	Castro Valley/Eden Area Chamber of Commerce
Katie Peña	George Mark Children's House	Castro Valley USD
Dr. Jeana Edwards	Life Chiropractic College West	Hayward Chamber of Commerce
Andrew Denys	CSU East Bay	Hayward USD
Steven Currie	East Bay MUD	San Lorenzo USD
Aaron Wong	Spectrum Community Services	San Leandro Chamber of Commerce
Judy Heinemann	San Leandro Hospital	San Leandro USD
Ruben Gonzalez	San Leandro Brake and Wheel Center	Eden Area ROP (Automotive)
Surina Piyadasa	Dynamically Speaking	Eden Area ROP (Business)
Gautam Biswas	State Bank of India	Eden Area ROP (Business)
Dr. Thomas Padron	CSU East Bay	Eden Area ROP (Culinary)
Jeffrey Lewis	Farmers Insurance	Eden Area ROP (Criminal Justice)

RECOMMENDATION

Information only

ACTION ITEMS

DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director of Adult Programs
SUBJECT: Request the Governing Board to approve the Foundations in Dental Assisting Course

BACKGROUND

The Dental Assisting (DA) and Registered Dental Assisting program (RDA) at Eden Area ROP was approved by the Dental Board of California in September 2018. The approval allows students to earn many certifications from this course: Infection Control, Radiography, Coronal Polish, Pit and Fissure, and Dental Assisting. As a standalone course, Infection Control has been offered, and in 2019, the Dental Board approved the separate dental course for Radiography certification.

CURRENT SITUATION

The demand for dental assistants to earn "stackable" industry recognized certifications has increased as current dental employers have entry level staff who are looking to expand their skills and pay. Due to the recent Dental Board of California's approval of the Eden Area ROP's separate Dental Assisting certifications, the curriculum for a 10 week program called Foundations in Dental Assisting was developed. The course is designed to give students a basic introduction and hands on practice with the skills needed for a dental assistant. The course outline includes the course topics, skills learned, and topic timeline.

Students enrolled in the class have the ability to earn a CPR, Infection Control, and Radiography Certification. Also, the students may be placed at internship sites to begin earning the hours needed to sit for the state board exam.

RECOMMENDATION

It is recommended that the Governing Board approve the Foundations in Dental Assisting course.

Foundations in Dental Assisting

Course Outline

M-Thurs 5:30 – 8:30 3 hours per night = 12 hours per week 9 weeks
(Designed for a cohort of 20 students maximum)

<u>Week</u>	<u>Subject Matter</u>	<u>Instructor</u>	<u>Hours</u>	<u>Days</u>
#1 11/12-11/14 Veterans Day Mon 11/11	I. Dental Anatomy	O'Brien	3 hours	Tues
	II. Clinical Sciences Part A <ul style="list-style-type: none"> • Instruments • Burs/Handpieces • Abrasives 	Brown	6 hours	W, Th
#2 11/18-11/21	III. Charting	Barrot	3 hours	M
	IV. Infection Control (8 hour version)	Brown	9 hours	T, W, Th
THANKSGIVING WEEK BREAK 11/25-11/29				
#3 12/2-12/5	V. Clinical Sciences Part B <ul style="list-style-type: none"> • Tofflemire Matrix Assembly and Placement • Rubber Dam Placement and Removal 	Barrot	6 hours	M, T
	a. Clinical Chairside Training <ul style="list-style-type: none"> • Seating Patient/Aspiration/Instrument Transfer 	Brown	6 hours	W, Th
#4 12/9-12/12	b. Chairside Procedures <ul style="list-style-type: none"> • Endodontic Procedure • Periodontal Procedure • Simple Oral Surgery Charting Review	Barrot	6 hours	M, T

	<ul style="list-style-type: none"> • Amalgam Procedure • Composite Procedure • Crown and Bridge Procedure 	Brown	6 hours	W,Th
#5 12/16-12/19	I. Dental Materials <ul style="list-style-type: none"> • Overview of Dental Materials • Assembly of Automix Gun • Taking and Pouring Alginate Impressions 	Barrot	6	M,T
	II. California Dental Law and Ethics <ul style="list-style-type: none"> • Scope of Practice • Mandated Reporting 	Brown	3 hours	W
	III. CPR	TBD	Hours?	Th 12/12
	WINTER BREAK 12/23 – 1/3			
#6, 7, 8 1/6-1/9 1/13-1/16 1/21-1/23 MLK Holiday 1/20	IV. Radiography Nightly class hours may need to be extended slightly during this unit in order to complete within a 3 week window.	Barrot (M, T) Brown (W, Th)	45 hours	M,T,W,Th
	Radiography	Barrot	3 hours	M
	V. Pharmacology <ul style="list-style-type: none"> • Assembling the Aspiring Syringe • Assisting in the Administration of Nitrous Oxide 	Barrot	3 hours	T
#9 1/27-1/30	VI. Dental Business Office Management <ul style="list-style-type: none"> • Phone skills, inventory management • Job Search Skills • Wage negotiations • Working interview preparation 	Brown	3 hours	W
	VII.			

	VIII. Review of skills and concepts as deemed necessary by instructor	Brown	3 hours	Th
#10 2/3-2/6	Buffer Week (if needed)	Staff	12 hours	M,T,W,Th
	IX. Externship Would increase course time by 4-6 weeks			



DATE: November 7, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director of Adult Programs
SUBJECT: Request the Governing Board to approve the MOU with the Jewish Vocational and Career Counseling Service (JVS) to Provide a Dental Assistant (DA) Training Program for the 2019-2020 School Year

BACKGROUND

The Dental Assisting (DA) and Registered Dental Assisting program (RDA) at Eden Area ROP has been approved by the Dental Board of California. The approval allows students to earn many certifications from this course: Infection Control, Radiography, Coronal Polish, Pit and Fissure, and Dental Assisting. With Eden Area ROP Board's approval, separate dental courses are offered for Infection Control and Radiography certifications.

CURRENT SITUATION

Given the recent approval of our DA program, the Jewish Vocational and Career Counseling Service (JVS) wanted to partner with an East Bay dental program to help their clients become employable in the dental field. The curriculum assembled for JVS is a 10 week program called Foundations in Dental Assisting. The course was designed to give the students a basic introduction and hands on practice with the basic skills needed for a dental assistant.

Students enrolled in the class have the ability to earn a CPR, Infection Control, and Radiography Certification. Under the supervision of JVS and the Eden Area ROP, the students may be placed at internship sites established by JVS and their dental partners.

The MOU before you tonight is with the JVS organization and their staff. JVS agrees to recruit, finance, and counsel up to 20 students, per 10 week cohort, in the new Foundations in Dental Assisting class. The Eden Area ROP will instruct and provide the curricular material and space for the class.

RECOMMENDATION

It is recommended that the Governing Board approve the MOU with the Jewish Vocational and Career Counseling Service (JVS) to provide a Dental Assistant (DA) Training Program for the 2019-2020 school year.

Memorandum of Understanding

Between
Jewish Vocational and Career Counseling Service (“JVS”)
and
Eden Area ROP (EA)

1) Purpose.

The purpose of this Memorandum of Understanding (“MOU”) is to describe the agreement and responsibilities of Jewish Vocational and Career Counseling Service (JVS) and **Eden Area ROP (EA)** with respect to the Dental Assistant Training Program (“Program”).

2) Program Description

Eden Area ROP will provide a 10-week Dental Assistant (DA) training program for up to 20 people. The training will cover foundational skills related to Dental Assisting. In addition to EA’s training, JVS will provide supplemental job readiness (soft) skills training to further prepare participants for work as DAs. After the didactic training, each participant will put their skills into practice during an externship at a local dental clinic.

3) Roles and Responsibilities

a) JVS agrees to:

- i) Assign a primary person of contact for oversight of this agreement;
- ii) Assign a staff person to coordinate with EA the activities included in this MOU;
- iii) Provide a staff person to oversee coordination of the program and instruction of JVS curriculum (Note: JVS staff person may have limited availability during evening EA classroom hours but will communicate/coordinate with EA during daytime business hours);
- iv) Coordinate with EA for purposes of planning and troubleshooting in order to successfully attain goals of the program;
- v) Assess, recruit, and enroll up to 20 participants for the EA training
- vi) Notify EA in a timely manner of any concerns, issues, and/or incidents related to any component of the program;
- vii) Debrief with EA and discuss outcomes after the completion of the training;
- viii) Process invoices and issue payment to EA within thirty business days of receipt of invoices.

b) EA agrees to:

- i) Assign a primary person of contact for oversight of this agreement;
- ii) Assign a staff person to coordinate with JVS the activities included in this MOU;
- iii) Provide a staff person(s) to oversee coordination of the training and instruction of EA curriculum;
- iv) Coordinate with JVS for purposes of planning and troubleshooting in order to successfully attain goals of the program;

- v) Provide a meeting space to hold participant trainings as scheduled and ensure participants have the necessary tools and materials associated with the training program;
 - vi) Notify JVS in a timely manner of any concerns, issues, and/or incidents related to any component of the program
 - vii) Debrief with JVS and discuss outcomes after the completion of the training;
 - viii) Issue invoices to JVS within thirty days of the program start date
- c) Both parties agree to:
- i) Defend, indemnify and hold the other party, its directors, officers, employees, volunteers and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of its performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the other party its directors, officers, employees, volunteers and agents.

4) Other Terms and termination

- a) This MOU may be terminated at any time upon mutual agreement of both parties.
- b) This MOU may be terminated for cause if a party has materially breached the MOU where the defaulting party has been given written notice of its deficiencies and has failed to correct such deficiencies within thirty (30) days after receipt of such notice or such longer time as agreed upon by the parties. Termination pursuant to this section shall be effective at the expiration of the cure period. This provision shall not constitute an election of remedies by or liquidated damages to the terminating party. The terminating party shall have and retain all rights to damages at law and rights to equitable relief in the event of breach by the defaulting party.
- c) This Agreement may be terminated without cause by any party upon thirty (30) days' advance written notice.

5) Principal Contacts

	JVS Contacts	Partner's Contacts
Contract Contact	Kathryn Beeley	Craig Lang
Title	CFO	Director of Adult Education
Phone	415.782.6222	510.293.2905
Email	kbeeley@jvs.org	clang@edenrop.org
Program Contact	Dorit Leavitt	Kathy O'Brien
Title	Program Manager	Registered Dental Assisting Program Director
Phone	415.782.6262	510.293.2965
Email	dleavitt@jvs.org	kathyob@jvs.org

6) Payment

This MOU confirms JVS will pay EA \$1550 (one thousand five hundred fifty dollars) per each participant enrolled in the *Foundations in Dental Assisting* course. EA may email or mail invoices to Dorit Leavitt, JVS, 225 Bush St., Suite 400, San Francisco, CA 94104.

7) Period of MOU

This MOU becomes effective 9/01/19 and ends 9/01/20.

8) Authorized Representatives

Both parties understand and agree that this document contains the entire understanding of the parties relating to the subject matter and that this agreement cannot be waived or altered except in writing and signed by representatives of both parties.

Accepted and agreed to by:

_____ Abby Snay CEO, JVS 415.782.6244	_____ Date
_____ Craig Lang Director of Adult Education, Eden Area ROP 510.293.2905	_____ Date

COMMUNICATION



September 11, 2019

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

RE: 2019-20 Adopted Budget

Dear President Oshinski:

In accordance with Education Code (EC) Sections 33129, 41023, and 42127 the Alameda County Office of Education (ACOE) has reviewed the 2019-20 Adopted Budget of Eden Area ROP. By statute, the Adopted Budget review must be completed by September 15 of each year. Based on our review, the Adopted Budget of Eden Area ROP has been **approved**.

Education Code requires the County Superintendent of Schools to approve, conditionally approve, or disapprove the Adopted Budget for each school district after a review that includes the following:

- Examine the Adopted Budget to determine whether it complies with the standards and criteria established pursuant to EC Section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the Adopted Budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.

Based on our review of the District's 2019-20 Adopted Budget and Multi-Year Budget Projection (MYP), we have determined that Eden Area ROP is in compliance with the above criteria.

We understand that Eden Area ROP's 2019-20 Adopted Budget and related MYP did not include the fiscal impact of the Collective Bargaining Agreement (CBA) between Eden Area ROP and all employees. The CBA includes a 3% ongoing salary increase for all employees. According to the public disclosure documents, the fiscal impact for the current and subsequent two (2) years is \$513,234. Based on the updated MYP prepared by ACOE, with the 3% increase, Eden Area ROP appears to be able to meet the minimum reserve requirement of 5% for the current and subsequent two (2) years.

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

Sincerely,



L. Karen Monroe
Alameda County Superintendent of Schools

cc: Board of Education, Eden Area ROP
Linda Granger, Superintendent, Eden Area ROP
Ariel Owen, Business Manager, Eden Area ROP
Raul A. Parungao, Associate Superintendent, ACOE
Teresa Santamaria, Chief of District Business & Advisory Services, ACOE
Ingrid Roberson, Chief of Learning & Accountability, ACOE