

GOVERNING BOARD MEETING AGENDA

Thursday, April 4, 2019

5:45 pm

Location:

26316 Hesperian Blvd
Hayward, CA 94545

Website:

www.edenrop.org

Phone Numbers:

(510) 293-2971
Fax (510) 293-8225



Governing Board Members

Peter Oshinski, President
Marilyn Stewart, Vice President
Jo A.S. Loss, Member
Dr. Robert Carlson, Member

San Leandro Unified School District
San Lorenzo Unified School District
Castro Valley Unified School District
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, April 4, 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.

Page 2 – Agenda for the April 4, 2019 Regular Meeting of the ROP Governing Board

- A. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of March 7, 2019 (pages 4-9)
- B. Request the Governing Board to approve the Bill Warrants (pages 10-14)
- C. Request the Governing Board to approve the Personnel Action Items (pages 15-16)
- D. Request the Governing Board to approve the Listed Donations- Janice Wexner (page 17)
- E. Request the Governing Board to approve the Listed Donations- Richard Espinoza (page 18)
- F. Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions (pages 19-20)
- G. Request the Governing Board to approve the Receipt of the Workability I Program Funds (pages 21-22)
- H. Request the Governing Board to approve the Advisory Committee Members (pages 23-44)
- I. Request the Governing Board to approve the Agreement with the California School Boards Association (CSBA) for a Policy Development Workshop for the 2018-2019 School Year (pages 45-50)

VIII. Information Items

- A. DECA State Conference (page 51)

IX. Superintendent's Report

X. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

XI. Recess to Closed Session

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

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

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

XIII. Adjournment



DATE: April 4, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, 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 April:

Alvaro Prieto	Castro Valley High	Automotive Technology
Keawe Moe	Mt. Eden High	Construction Technology
Andy Cruz	San Lorenzo High	Merchandising
Osase Edogun	Mt. Eden High	Entrepreneurship
Eridany Itzel Guzman Ramos	San Lorenzo High	Criminal Justice

RECOMMENDATION

Information only

Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board
March 7, 2019**

I. Call to Order

Mr. Peter Oshinski, President, called the meeting to order at 5:46 p.m. on Thursday, March 7, 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
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
Marites Fermin	Business Manager
Evan Goldberg	Grant Coordinator

ROP Staff in Attendance:

Christina Charlton	Marketing Program Instructor
Laura Jagroop	Entrepreneurship/Computer Applications Instructor
Gabriela Juarez	Superintendent's Executive Assistant
Deborah Maynard	Teacher on Special Assignment
Terri Penn	Culinary Science Program Instructor
Lameisha Sherri	Graphics Program Instructor
Romy Shivers-Adeyemi	Marketing Program Instructor
Michelle Stephens	Marketing Program Instructor

Others Present:

Students of the month and their families	
Jim Bombaci	School Sites Solutions

III. Pledge of Allegiance

Erin Alvarez led the Pledge of Allegiance.

IV. Mission Statement

Shawn Reyes read the Eden Area ROP mission statement.

V. Approval of Agenda

Trustee Robert Carlson moved to approve the agenda. Trustee Marilyn Stewart 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 March 2019:

Erin Alvarez	Mt. Eden High	Graphics
Jasmine Morfin	Castro Valley High	Business Economics
Juliann Kalama Bodmer	San Leandro High	Marketing Economics
Shawn Reyes	Tennyson High	Computer Applications
Benita Ng	Arroyo High	Business Economics

Lauren Kelly, Assistant Director of Educational Services, 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 written.

- A. Approve the Minutes of the Regular Governing Board Meeting of February 7, 2019
- B. Approve the Bill Warrants
- C. Approve the Listed Donations-Sally Sanchez
- D. Approve the Listed Donations-Well Made Tools
- E. Approve the Statement of Facts Roster of Public Agencies Filing
- F. Approve the California ProStart Cup Overnight Field Trip for the 2018-2019 School Year
- G. Approve the Lease Agreement with Pitney Bowes for Postal Meter Rental and Postal Services for the 2018-2023 School Years

Trustee Robert Carlson seconded the motion.

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

VIII. Information Items

A. ROP Pathway Review-Food Service and Hospitality

Bernie Phelan, Director of Educational Services, introduced the pathway review. There are three pathways under the Hospitality, Tourism and Recreation sector. Of the three pathways, the Eden Area ROP offers the Food Service and Hospitality pathway. Last year, this pathway served 265 students at the Eden Area ROP Center, Castro Valley and Tennyson High Schools. Mr. Phelan highlighted that Culinary Science is our capstone program in the pathway. Culinary Science is a-g approved and has an articulation with community colleges. He introduced instructor Terri Penn, to review information about the program she offers in this pathway.

Ms. Penn reported that her program is a two year-long course that is designed to inspire students to explore the exciting world of culinary arts including restaurants, hotels, cruise ships, airlines and big companies like Apple and Google. Students learn about career opportunities and the fundamentals of food preparation and presentation. Students also learn kitchen safety and sanitation and are Serv Safe certified. They also are taught nutrition, menu development, event planning, customer service and entrepreneurship. Ms. Penn was excited to report that for the first time students will be participating in CRAF's ProStart Cup competition where winners are awarded substantial scholarships. Looking to the future, Ms. Penn would like to work with local businesses to secure paid internships for her students.

B. DECA Northern California Conference

Mr. Bernie Phelan, Director of Educational Services, updated the Governing Board on the DECA competition. The DECA Northern California Conference was held January 18-20, 2019 at the San Ramon Marriott. One hundred nine students participated from Arroyo, San Leandro and Castro Valley High Schools. Arroyo had 42 students participate and 8 students placed in top 10. Eleven students participated from San Leandro and 5 placed in top ten. Castro Valley had 56 participants and 42 placed in the top 10.

C. Adult Programs Update

Craig Lang, Director of Adult Programs, gave an update on Adult Programs. He began by sharing the courses we are currently offering which are Accelerated Electrical, Clinical Medical Assisting, Dental Assisting, Direct Support Provider (DSP), Electrical (continuing education courses), Registered Dental Assistant and Welding (MIG and TIG). There were 569 unduplicated students and 829 duplicated students.

For apprenticeship programs to be eligible to receive funding from the state for Related Supplemental Instruction (RSI) hours, they have to partner with a Local Education Agency (LEA). As an LEA, the ROP provides educational support and training for teachers, reviews curriculum, observes teachers, attends apprenticeship meetings, and monitors Related Supplemental Instruction (RSI) hours. The ROP has a longstanding partnership with the Associated Builders and Contractors, Northern California Chapter (ABC) for 47,000 RSI hours and has started a new partnership with Northern California Elevator Industry Joint Apprenticeship and Training Committee for 16,261 RSI hours.

Mr. Lang also stated that although the Eden Area ROP does not offer financial aid to adult students, there are some opportunities for students to earn scholarships or financial support

via Koshland Fellows Scholarship, HPN Scholarship, Department of Rehabilitation or EDD/Unemployment.

He also discussed employment opportunities that students were able to secure upon course completion. He mentioned businesses that hired students such as TESLA, Helix, Hayward Electric, Nelson Electric, Gott Watts, Kaiser, Sutter Health, St. Rose, Tiburcio Vasquez Health Center, ConXtech, Gillig, Inland, SF Tube and several dentist offices.

Mr. Lang reviewed areas he would like to improve such as refining the new student information system (STARS) and school webmaster website to allow program enrollment, instructor and student communication, grading and billing. As a partner he attends HPN (Hayward Promise Neighborhood) and C2CERN (Cradle to Career Education Reform Network) meetings and events to promote adult and high school programs. He would also like to create more promotional pieces to inform adults of programs and certifications that can lead to employment and promoting programs for students just graduating high school to adults looking for a career change.

Looking to the future, he would like to expand the Medical program to offer an externship, create several standalone classes for dental, create an intro to Auto Collision and enrichment courses for HPN.

D. New Grant Applications

Evan Goldberg, Grant Coordinator, reported on the new grant opportunities for the Eden Area ROP. He began by reviewing the grants in which we are currently applying. The ROP is negotiating a contract with the Alameda County Workforce Development Board for the WIOA grant to serve economically deprived youth for \$114,000. We have an LOI with the Kaiser Foundation to provide stipends for youth for summer internships. The Auto Collision Repair Education Foundation has awarded the ROP with \$10,000. Lastly, ROP has received a \$500 grant from ACSA Region 6 for a business recognition program.

Superintendent Linda Granger reviewed the two statewide career technical education grants in which the ROP has submitted applications. The first one is the CTE Incentive Grant (CTEIG). The grant provides \$150 million ongoing funding, which is important to note because most other grants have been one time money. The California Department of Education (CDE) administers this grant and the goal is to maintain and improve CTE programs. The funds have to be spent on CTE credentialed programs and it is a \$2 to \$1 annual match requirement with a 3-year maintenance of effort. The central focus for accountability is meeting or progressing towards meeting the 11 elements of a high quality CTE program.

Superintendent Granger then reviewed the Strong Workforce Program grant that is due March 15. This grant also offers \$150 million ongoing funding statewide. This grant is administered by the Chancellor's office and the funds are allocated throughout eight community college regions. The allocation for each region is based on three factors. The three factors are ADA, unemployment rates and job openings in the region. The Eden Area ROP falls into the Bay Area region that is from Napa to Monterey and \$29 million is allocated to that region. It is a competitive grant which requires the funds be spent in 30 months. It is a \$1 to \$1 match for ROPs and \$2 to \$1 for other LEAs. You must have a community college partner to apply, you must align to the community college region strong workforce plan and input student data in CalPASS Plus.

IX. Action Items

A. Request the Governing Board to approve the Bid with State Roofing Systems, Inc. and Garland Company, Inc for the Roofing Replacement for the 2018-2019 and 2019-2020 School Years

Upon review of and a motion by Trustee Marilyn Stewart and a second by Trustee Jo A.S. Loss, the Governing Board approved the bid with State Roofing Systems, Inc. and Garland Company, Inc for the roofing replacement for the 2018-2019 and 2019-2020 school years.

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

B. Request the Governing Board to approve the 2018-2019 Second 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 2018-2019 second interim budget report.

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

C. Request the Governing Board to approve the adoption of Resolution 5-18/19: Signature Card-Board Members, Resolution 6-18/19: Signature Card-Authorized Agents: Payroll Warrants and Disbursements, Resolution 7-18/19: Signature Card-Authorized Agents: Official Documents and Reports

Upon review of and a motion by Trustee Robert Carlson and a second by Trustee Marilyn Stewart, the Governing Board approved the adoption Resolution 5-18/19: Signature Card-Board Members, Resolution 6-18/19: Signature Card-Authorized Agents: Payroll Warrants and Disbursements, Resolution 7-18/19: Signature Card-Authorized Agents: Official Documents and Reports.

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

X. Superintendent's Report

Linda Granger wanted to highlight that this is the time of year that she is scheduled to present at each districts' board meeting to discuss CTE programs. She has presented to Hayward and Castro Valley. She was excited to report one change to the presentation this year has been to present in partnership with the point person at each district that supports CTE.

XI. Recess to Closed Session

The meeting was called into closed session at 7:45 pm.

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

XII. Reconvene to Open Session and Report any Action taken in Closed Session

The meeting resumed to open session at 7:48 p.m.

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

No action was taken in closed session.

XIII. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

Jo A.S. Loss, Castro Valley USD representative, wanted to thank Linda for her presentation at the CVUSD board meeting.

Peter Oshinski, San Leandro USD representative, welcomed Jo A.S. Loss to the ROP Governing Board.

XIV. Adjournment

Upon a motion by Trustee Robert Carlson and a second by Trustee Marilyn Stewart, the Governing Board adjourned the meeting at 7:49 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: April 4, 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 February 25, 2019 through March 15, 2019 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: April 4, 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: April 4, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Lauren Kelly, Assistant Director of Educational Services
SUBJECT: Request the Governing Board to approve the Listed Donations-Janice Wexner

CURRENT SITUATION

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

On March 20, 2019, Janice Wexner donated a 1997 Honda Civic LX (VIN#: 2HGEJ6571VH510549) for use in the Automotive Technology program.

A letter of acceptance will be sent to the donor.

CONSENT CALENDAR



DATE: April 4, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Lauren Kelly, Assistant Director of Educational Services
SUBJECT: Request the Governing Board to approve the Listed Donations-Richard Espinoza

CURRENT SITUATION

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

Mr. Richard Espinoza donated a 2005 Nissan (VIN#: 3N1CB51D75L537810) for use in the Automotive Technology program.

A letter of acceptance will be sent to the donor.

CONSENT CALENDAR



DATE: April 4, 2019
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 of the complaints and resolutions through April 1, 2019 as specified by Education Code 35186 (d).

CONSENT CALENDAR

Quarterly Report on Williams Act Complaints

[Education Code 35186 (d)]

Report through: April 1, 2019

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

Quarterly Report Submission (check one)→

Date: April 1, 2019

- ☐ January 2019
☒ April 2019
☐ July 2019
☐ October 2019

Date for information to be reported publicly at the Governing Board meeting: April 4, 2019

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: April 4, 2019

Linda Granger, Superintendent



DATE: April 4, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Craig Lang, Director
SUBJECT: Request the Governing Board to approve the Receipt of the Workability I Program Funds

BACKGROUND

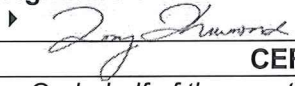

The California Department of Education has approved the EAROP's reapplication to the Workability I Program for the 2018-2019 school year. The money from this grant directly pays the salary, benefits and operating costs associated with the Community Access Training for Transition (CATT) Program and the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

CURRENT SITUATION

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

CONSENT CALENDAR

Grant Award Notification

GRANTEE NAME AND ADDRESS Eden Area Regional Occupational Program 26316 Hesperian Boulevard Hayward, CA 94545				CDE GRANT NUMBER			
				FY	PCA	Vendor Number	Suffix
				18	23011	74013	W0
Attention Linda Granger, Superintendent				STANDARDIZED ACCOUNT CODE STRUCTURE			COUNTY
Program Office WorkAbility I Site 025				Resource Code	Revenue Object Code		01
Telephone 510-293-2900				6520	8590		INDEX
Name of Grant Program 2018-19 WorkAbility I Program							0663
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date	
	\$82,440		\$82,440		7/01/2018	6/30/2019	
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency		
<p>I am pleased to inform you that you have been funded for the WorkAbility I Program.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Penny Cobb, Associate Governmental Program Analyst Teaching and Learning Support Branch Special Education Division, Programs and Partnerships Unit California Department of Education 1430 N Street, Room 2401 Sacramento, CA 95814-5901</p>							
California Department of Education Contact				Job Title			
Nicolas Wavrin				Education Programs Consultant			
Email Address					Telephone		
NWavrin@cde.ca.gov					916-327-3932		
Signature of the State Superintendent of Public Instruction or Designee					Date		
					March 27, 2019		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
Printed Name of Authorized Agent				Title			
Email Address					Telephone		
Signature					Date		
							



DATE: April 4, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: Request the Governing Board to approve the Advisory Committee Members

BACKGROUND

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

CURRENT SITUATION

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

Program	Location
Auto Refinishing	Center
Auto Technology	Center, Castro Valley & San Leandro High Schools
Biotechnology	Castro Valley & Tennyson High Schools
Careers in Education / Child Development	Center & Arroyo High School
Construction Technology/ Industrial Technology	Center , Hayward & San Leandro High Schools
Criminal Justice & Forensic Science	Center & San Lorenzo High School
Culinary Science, Food & Nutrition	Center & Castro Valley High School

Cyber Security	Center, Castro Valley & Arroyo High Schools
Dental Assisting	Center
Engineering	Castro Valley High School
Entrepreneurship, Business Programs	Hayward, Mt. Eden & Tennyson High Schools
First Responder	Center
Graphics	Center, Tennyson, Mt. Eden, San Lorenzo, Castro Valley & San Leandro High Schools
Marketing Programs	Arroyo, Castro Valley & San Leandro High Schools
Medical Careers	Center & Royal Sunset High School
Photography/Advanced Photography	Castro Valley, Hayward, Mt. Eden, Arroyo, & San Lorenzo High Schools
Sports Medicine	Mt. Eden, Hayward & Arroyo High Schools
Theater	Hayward & Eastbay Arts/Royal Sunset High Schools
Video Production	San Leandro & San Lorenzo High Schools
Welding Technology	Center, Brenkwitz & San Leandro High Schools

CONSENT CALENDAR

ADVISORY MEMBERS**Sector:** Transportation**Pathway:** Structural Repair & Refinishing (220)**Instructor:** Daniel Pareja (ROP)**Advisory Members**

Name	Company
Edgar Juarez	Cook-Abra Auto
Michael McKinney	McKinney Collison
Ben Shell	PPG

ADVISORY MEMBERS

Sector: Transportation
Pathway: System Diagnostics, Service, and Repair (221)
Instructor: David Espinoza (ROP), Jose Sanchez (ROP), Darren Rees (CV),
Andy Shyers (SLE)

Advisory Members

Name	Company
Israel Lopez	BART, Transit Vehicle Mechanic
Jim Baum	Chabot College Mechanics Instructor
Nick Grucza	BART, Transit Vehicle Mechanic
Mace Gjerman	Peterson CAT
Eric Aguado	World PAC
Dino Fry	Putnam Cadillac
Manuel Pereira	Putnam Cadillac
Vicente Padilla	Fremont Mercedes

Parent Representative: Norma Hernandez

Student Representative: Justin Hernandez



ADVISORY MEMBERS

Sector: Health Science and Medical Technology
Pathway: Biotechnology (196)
Instructor: Laura O'Brien (CV), Karen Kelly (TEN)

Advisory Members

Name	Company
Gary Howard	Gladstone Institute
Matthew Kaser	Bell & Associates
Gordon Janaway	Roche

Parent Representative: Ian Fisher
Student Representative: Alicia Fisher

Parent Representative: Dainela DeSousa
Student Representative: Catherine DeSousa



ADVISORY MEMBERS

Sector: Education, Child Development and Family Services
Pathway: Education (132),
Instructor: Dr. Erika Emery (ROP), Brian Fredin (ARR)

Advisory Members

Name	Company
Deidra Daniels	Lots of Love Childcare Center
Denise Williams-West	Jefferson Elementary
Ajei Oveliencia	Lots of Love Childcare Center

Parent Representative: Monica Avila

Student Representative: Claire Ramos

ADVISORY MEMBERS

Sector: Building & Construction and Trades

Pathway: Residential & Commercial Construction (123),
Cabinetry, Millwork & Woodworking (120)

Instructor: Bill Deslaurier (ROP), Hunter Lower (HAY), Michael Raytis (SLE)

Advisory Members

Name	Company
Chris Floethe	Construction Craft Training
Jack Wilding	Local Carpenters 713
Ken Hugen	RDO Vermeer Equipment
Mike Christian	Red Point Builders
Phil Johnson	ACCO Engineered Systems
Nicolas Harvey	Bay Area Redwood
John Rogers	John Rogers Construction

Parent Representative: Taylor Christel

Student Representative: Daniel Christel



ADVISORY MEMBERS

Sector: Public Services
Pathway: Public Safety (232)
Instructor: Lance Bohn (ROP), Michael O'Connell (SLZ)

Advisory Members

Name	Company
Captain Luis Torres	San Leandro P.D.
Mary Marquez	Hayward P.D.
Jeffrey Lewis	Farmers Insurance
William Grangoff	East Bay Regional Parks Police, Retired

Parent Representative: Guilia Bodas

Student Representative: Edward Pieters

Parent Representative: Angelica Naranjo

Student Representative: Jazmine Padilla



ADVISORY MEMBERS

Sector: Hospitality, Tourism & Recreation

Pathway: Food Science, Dietetics & Nutrition (200)

Instructor: Terri Penn (ROP), Vicki Gilmour (CV)

Advisory Members

Name	Company
Dr. Tom Padron	CSUEB
Gary Freund	CSUEB
Mark Duesler	Frontier Energy
Bryan Roy	Erik's Deli Café

Parent Representative: Sonia Evans

Student Representative: Chloe Evans



ADVISORY MEMBERS

Sector: Information & Communication Technologies
Pathway: Networking (172), Information Support & Services (170)
Instructor: Kent Doan (ROP), Andy Doolittle (ARR), Louis Stanley (CV)

Advisory Members

Name	Company
Gary Dylina	Panthon System
Todd O'Bryan	Ed Tech in SF
Robert Remley	EAROP Tech

Parent Representative: Jill Guiomar

Student Representative: Anthony Guiomar

ADVISORY MEMBERS**Sector:** Health Science and Medical Technology**Pathway:** Patient Care (198)**Instructor:** Kathy O'Brien (ROP)**Advisory Members**

Name	Company
Dr. Steven Rothi	General Dentistry
Helena Martins	Moy Dental
Nydia Tadeo	Dr. Rothi, DDS
Dr. Susan So	Castro Valley Orthodontics
Denise Bailey	Retired Instructor
Candace Niccolson	Barniv Dental
Mayra H. Apodaca	Uptown Pediatric



ADVISORY MEMBERS

Sector: Engineering and Architecture
Pathway: Engineering Technology (153)
Instructor: Jessica Porter (CV), Lisa Holmes (CV)

Advisory Members

Name	Company
Allison Wright	Soc. of Women Engineers
Omsri Bharat	OSI Soft
Andrew Roberts	Scandic Springs
Linda Renteria	Casa Sanchez Foods
Dawania Quiett	RPM Masters
Chris Berilla	AECOM

Parent Representative: Megan Mahoney

Student Representative: John Mahoney



ADVISORY MEMBERS

Sector: Marketing, Sales & Service
Pathway: Entrepreneurship/Self-Employment (241)
Instructor: Kathrina Miranda (MTE), Rick Charles (HAY), Laura Jagroop (TEN)

Advisory Members

Name	Company
Surina Piyadasa	Dynamically Speaking
Carole Wright	Mima LLC
Derrell Pratt-Blackburn	Life Chiropractic College West
Elaine Faxon	Forensic Analytical Consulting Services

Parent Representative: Collings Edogun

Student Representative: Osase Edogun

ADVISORY MEMBERS**Sector:** Public Services**Pathway:** Public Safety (232)**Instructor:** Marlene McDowell (ROP), Captain John Peters (ROP)**Advisory Members**

Name	Company
Deputy Chief Eric Vollmer	City of Hayward Fire Department
Bob Negri	City of Hayward Fire Department



ADVISORY MEMBERS

Sector: Arts, Media, and Entertainment
Pathway: Design, Visual, and Media Arts (111)
Instructor: Lameisha Sherri (ROP), Deborah Reinerio (SLE), Judy Okolie (TEN), Denise Beeson (MTE), Larry Lavendel (MTE), TK Pryor (MTE), Robert Jackson (SLZ), Cameron Greenfield (CV)

Advisory Members

Name	Company
Shannon Hackley	Shannon Leigh
Steve Jones	Plantain Studios
Damon Johnson	Born and Raised Marketing
Alison Stripling	Sparq Marketing
Steve McKinley	Steve McKinley Graphic Design
Molly McCoy	Molly McCoy Graphic Design
Kevin Hoelscher	Thumbtack Studios

Parent Representative: Jorge Perez-Olmo

Student Representative: Johnathan Perez



ADVISORY MEMBERS

Sector: Marketing, Sales & Service

Pathway: Marketing (244)

Instructor: Michelle Stephens (CV), Romy Shivers (SLE),
Christina Charlton (ARR), Paul Ruma (SLE)

Advisory Members

Name	Company
Dawn Fregosa	CollaborativeEducationAdvisors.com
Kesha Taylor	Clean Harbors
Melanie Raumann	Square SF
Robert McManus	San Leandro P.D.
Elizabeth Williams	Social Security Administration
Monica Moore	Golden Gate Audubon Society
Juanita Paez	Men's Wearhouse
Michael Singer	Oracle
Justin Kent	Sony
Nancy McDonald	FIDM
Julie Glenn	A C N
Mary Glenn	M&J Consultants
Rei Nakamura	EverFi
Gautam Biswas	State Bank of India
Ruben Garza	Alpha Energy Management

Parent Representative: Lethu Coleman

Student Representative: Katelyn Lance



ADVISORY MEMBERS

Sector:	Health Science and Medical Technology
Pathway:	Patient Care (198)
Instructor:	Heather Bystrom (ROP), Charles Bunbury (ROP), Alysa Machado (ROP), Jennifer Heath (RS)

Advisory Members

Name	Company
George Dib	St. Rose Volunteer/ Faces Alumni
Jaqueline Hernandez	St. Rose Volunteer/ Faces Alumni
Judi Kaufmann	Therapy Pet Team
Lisa Dianda	Gurnick Acad. of Medical Arts
Christina Nguyen	Stanford Medical Center (Cardiology)
Jovan Brown	Gurnick Acad. f Medical Arts
Roland Pabalate, RN	St. Rose Hospital
Verlita Hamilton	Kaiser Permanente



ADVISORY MEMBERS

Sector: Arts, Media & Entertainment
Pathway: Design, Visual & Media Arts (111)
Instructor: Jeff Vendsel (CV), Mark Koehler (HAY), David Gurley (MTE),
Jeff Baughman (ARR), Ken Gossett (SLZ)

Advisory Members

Name	Company
Billy Schmalfeldt	High Five
Leisl Burns	Studio One Photography
Scot Tucker	Photo Consultant, SF State
Steve Babuljak	Babuljak Photography
Franklin Avery	Laney Photo
Lauren Finch	Academy of Arts University of SF

Parent Representative: Laura O'Brien

Student Representative: Megan O'Brien



ADVISORY MEMBERS

Sector: Health Science and Medical Technology
Pathway: Patient Care (198)
Instructor: Mikel Jackson (MTE), Quiana Wilson (HAY), Kris Bernard (ARR)

Advisory Members

Name	Company
Chris Pearson	Sports Medicine Physician – Kaiser/Fremont
Elie Goldstein	Kraski's Nutrition
Greg Olberg	Olberg Chiropractic

Parent Representative: Veena Singh

Student Representative: Shivani Singh



ADVISORY MEMBERS

Sector: Arts, Media, and Entertainment
Pathway: Performing Arts (112)
Instructor: Tavis Kammet (HAY), Jennifer Dreyfus (EBA/RS)

Advisory Members

Name	Company
Linda Lau	Santa Rosa Junior College
Monica Dominguez	Dance Live Dream Center
Mary Jo Price	Douglas Morrison Theater
Dan Dillman	Bal Theater



ADVISORY MEMBERS

Sector: Arts, Media, and Entertainment
Pathway: Design, Visual & Media Arts (113)
Instructor: Lance McVay (SLZ), Kevin Johnson (SLZ), Tony Farley (SLE)

Advisory Members

Name	Company
Rey Godoy	Sea Glass Production
Roy Miles Jr.	Northstarr Media Group
Trinh Dinh	Google ASG (You Tube Specialist)
Scott Hancock	Plex (Vice President of Marketing)
Ron Satter	Freelance Engineer
Amanda Myrdal	Filmmaker

Parent Representative: Kevin Brizuela

Student Representative: Lizbeth Brizuela

ADVISORY MEMBERS

Sector: Manufacturing & Product Development
Pathway: Machining & Forming Technologies (212)
Instructor: Barbara Juarez (ROP), Eduardo Nava (SLE), Kevin Buckley (BRK)

Advisory Members

Name	Company
Ron Sharp	Alliance Gas Products
Chris Lueder	Alliance Gas Products
Kim Hong	Complete Engineered Solutions
Derick Lee	PilotCity

Parent Representative: Danielle Rios

Student Representative: Elsa Avila



DATE: April 4, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
SUBJECT: Request the Governing Board to approve the Agreement with the California School Boards Association (CSBA) for a Policy Development Workshop for the 2018-2019 School Year

BACKGROUND

The California School Boards Association (CSBA) is a nonprofit education association representing the elected officials who govern public school districts. CSBA provides policy resources and training to members, and represents the statewide interests of public education through legal, political legislative, community and media advocacy.

CURRENT SITUATION

CSBA last worked with the Eden Area ROP to update governing board policies during the 2012-2013 school year. The governing board policies have remained largely the same since this time. In order to ensure we are compliant with current educational code, CSBA will provide administration with a three day policy development workshop to guide us in updating board policies.

Fiscal Impact

One time cost of \$8,835 plus travel expenses

CONSENT CALENDAR

CALIFORNIA SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT WORKSHOP AGREEMENT

This Policy Development Workshop Agreement (Agreement) is entered into between the California School Boards Association (CSBA) and Eden Area Regional Occupational Program Center of Hayward, California (ROP) and shall be effective on the date executed by ROP.

WHEREAS CSBA is a statewide membership association for California school districts and county offices of education.

WHEREAS California local educational agencies, including ROP, are required by law to establish policies and procedures for the governance and operations of educational programs and other activities for which they are responsible.

WHEREAS CSBA has written or developed, and as necessary, updates, a reference policy manual, including sample policies, regulations, bylaws, and exhibits, based on applicable state and federal law.

WHEREAS subject to the terms and conditions of the GAMUT Online Service Agreement, CSBA grants local educational agencies which are CSBA members in good standing a nontransferable and nonassignable access to its reference policy manual.

WHEREAS subject to the terms and conditions of this Agreement, CSBA provides limited word processing and consulting services to assist local educational agencies with customizing a policy manual based on the CSBA reference policy manual.

NOW THEREFORE, CSBA and ROP in consideration of the covenants herein contained, and other good and valuable consideration, agree as follows:

I. CSBA RESPONSIBILITIES

CSBA agrees to assist ROP in developing a ROP Policy Manual by doing the following:

- a. Provide ROP with one (1) paper copy of CSBA's reference policy manual, including sample policies, regulations, bylaws, and exhibits which reflect requirements of state and federal law.¹
- b. Provide ROP one (1) policy manual consultant to facilitate a Policy Development Workshop at a ROP location and provide consultation during said workshop for up to three (3) days.

¹ The cases and laws cases interpreting the laws on which the policies and regulations are based are constantly changing and are frequently subject to more than one interpretation. Technical points of law and similar matters may receive only partial reference or may be omitted altogether for the sake of administrative convenience or for other reasons not appearing on the face of the CSBA policies and regulations. Since subtle variations in facts and underlying circumstances from case to case can produce divergent results under the law, the ROP is cautioned to seek the advice of its legal counsel when confronted with particular situations as this service is not intended to be a substitute for legal advice.

CALIFORNIA SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT WORKSHOP AGREEMENT

- c. Provide ROP with guidance in the selection of optional language in the CSBA reference policy manual and the incorporation of current ROP policies and practices into the CSBA reference policy manual for inclusion in a ROP Policy Manual that reflects the philosophy, goals, objectives and mandates of ROP.
- d. Provide ROP with consulting, typing, editing, proofreading required to produce one (1) draft copy of the ROP Policy Manual developed at the workshop.
- e. Provide ROP with one (1) paper copy and one (1) CD-Rom containing the draft ROP Policy Manual described in Section I.d., above.
- f. Provide ROP with consulting, typing, editing, proofreading required to produce required to produce one (1) CD-Rom containing a final draft of the ROP Policy Manual described in Section I.d. above, reflecting adoption date(s) and any edits and revisions made to the draft manual and as specified by ROP.

II. ROP RESPONSIBILITIES

ROP agrees to the following:

- a. Provide physical space to host the Policy Development Workshop for up to three (3) days.
- b. With the assistance of the CSBA policy consultant, review CSBA's reference policy manual and ROP's existing policy manual and, as appropriate, select, edit, and revise applicable policies, regulations, and bylaws to develop an up to date ROP policy manual that reflects ROP philosophy and practice.
- c. Identify policy statements contained in existing ROP documents and edit those policies for consistent language and compliance with current state and federal laws and regulations for inclusion in the ROP policy manual.
- d. Identify areas where ROP lacks policies and create new policy or select and revise applicable policies from CSBA's reference policy manual those policies for consistent language and compliance with current state and federal laws and regulations.
- e. Where necessary, revise ROP policy to conform to current state and federal laws and ROP's collective bargaining agreements.
- f. Review and modify or delete CSBA sample policies from the CSBA's reference policy manual and incorporate ROP policies when appropriate.
- g. Inform CSBA of edits, revisions, and adoption date(s) to incorporate into a final ROP manual.

CALIFORNIA SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT WORKSHOP AGREEMENT

- h. For the duration of this Agreement, enter into a GAMUT Online Service Agreement with CSBA for a nontransferable, nonassignable access to the CSBA reference policy manual.
- i. The CSBA samples policies, regulations, bylaws, and exhibits to which ROP is given access are CSBA's proprietary materials, they are provided for the ROP's sole use, and they may not be transmitted, reproduced, or distributed to others, in whole or in part, without CSBA's written consent.

III. FEES AND PAYMENT

- a. ROP agrees to pay CSBA the sum of \$8,835 for the services described under this Agreement.
- b. ROP agrees to reimburse CSBA for consultant's travel expenses associated with the Policy Development Workshop, including transportation, lodging, and food. Reimbursement for mileage and meals shall be at the IRS rates in effect on the date of travel. Lodging and other costs, excluding personal expenses, shall be reimbursed in their entirety. Lodging accommodation shall be selected and booked by CSBA.
- c. Any services performed by a CSBA consultant after the three (3) day Policy Development Workshop that are not described in this Agreement or a Manual Maintenance Service Agreement between CSBA and ROP will be charged separately at the rate of \$75 per hour.
- d. Payment for the services described in this Agreement shall be due in full upon completion of the three (3) day Policy Development Workshop.

IV. TIME FOR COMPLETION

- a. ROP shall schedule and complete the three (3) day Policy Development Workshop within one (1) calendar year of the execution of this agreement. If the Policy Development Workshop is not completed within that one-year period CSBA may, at its sole discretion and subject to any increase to the fee schedule for the services provided, honor the terms this Agreement.
- b. ROP shall provide CSBA with necessary edits, revisions, and adoption date(s) required to produce a final ROP manual within one (1) calendar year of completing the three (3) day Policy Development Workshop. In the event that ROP does not provide such information, CSBA may, at its sole discretion, elect to fulfill the remaining terms of this Agreement.

V. COPYRIGHT

CALIFORNIA SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT WORKSHOP AGREEMENT

- a. All copies of CSBA's sample policies, regulations, bylaws, and exhibits, including electronic, digital, or other data storage device containing such materials, as well as the materials made available through CSBA's GAMUT website, are for ROP's sole use and shall not be made available for use outside of ROP.
- b. ROP shall comply with the GAMUT End User License Agreement attached to the ROP's GAMUT Online Service Agreement with CSBA.

VI. DISCLAIMER OF WARRANTY

- a. ROP acknowledges that by providing the services described in this Agreement, CSBA, its employees, agents, representatives and consultants are neither acting as ROP's legal counsel nor providing legal advice or counsel to ROP.
- b. CSBA sample policies, administrative regulations, bylaws, and exhibits are provided as a resource for school districts and county offices of education in developing their local policy manual and are not intended for exact replication or as a substitute for legal advice.
- c. CSBA's samples are a reflection of current law and do not necessarily express the personal or political opinions or viewpoints of CSBA, its Board of Directors, or its employees.
- d. Although CSBA's sample policies, regulations, bylaws and exhibits have been carefully crafted and thoroughly reviewed, they contain no warranty as to their sufficiency for addressing ROP's specific situations. ROP is cautioned to seek the advice of its legal counsel when confronted with legal questions or situations requiring legal advice.

VII. MISCELLANEOUS

- a. This Agreement and any attachments hereto contain all of the terms and conditions agreed upon by CSBA and ROP relating to the matters covered by this Agreement, and supersede any and all prior and contemporaneous agreements, negotiations, correspondence, understandings, and communications between CSBA and ROP, whether oral or written, respecting the matters covered by this Agreement.
- b. This Agreement may be modified or amended only by a writing signed by the CSBA and ROP, or their authorized representatives.
- c. The language in all parts of this Agreement, unless otherwise stated, shall be construed according to its plain and ordinary meaning. This Agreement shall be construed pursuant to California law, without regard to conflict of law principles.
- d. This Agreement may be executed in one or more counterparts which, taken together, shall be deemed to constitute one and the same document. An executed copy of this

CALIFORNIA SCHOOL BOARDS ASSOCIATION POLICY DEVELOPMENT WORKSHOP AGREEMENT

Agreement shall be valid as an original. Signatures of the Parties transmitted by facsimile or email shall be deemed binding.

VIII. CANCELLATION

- a. Either CSBA or ROP may terminate this Agreement at any time by providing at least thirty (30) days notice in writing to the other party.
- b. CSBA may terminate this contact if ROP fails to maintain its membership in CSBA or to timely pay the annual fees described in Section III of this Agreement.
- c. ROP understands and acknowledges that no refunds of any fees described in Section III of this Agreement will be given by CSBA if ROP cancels this Agreement after the first day of the three (3) day Policy Development Workshop.

California School Boards Association

Eden Area ROP

Robert Tuerck

Name of Official

Assistant Executive Director

Policy & Governance Technology

Title of Official

Title of Official

Date

Date

Information Items





DATE: April 4, 2019
TO: ROP Governing Board
FROM: Linda Granger, Superintendent
PREPARED BY: Bernie Phelan, Director of Educational Services
SUBJECT: DECA State Conference

BACKGROUND

In 1951, DECA was founded as “Distributive Education Clubs of America.” Distributive Education was the traditional name for marketing and entrepreneurship education when DECA was first founded. In the modern era “distributive education” is no longer used and we have grown to be an international organization with thousands of members beyond the U.S. with a common mission statement: DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management. DECA is a Career and Technical Student Organization (CTSO) that integrates into Career and Technical Education (CTE) programs and courses across the country. CTSO’s extend teaching and learning through innovative programs, business and community partnerships and leadership experiences at the school, state and national levels.

CURRENT SITUATION

The 2019 DECA State Career Development Conference was held February 28-March 1, 2019 in Anaheim, California. Students who participated represented the Eden Area ROP through San Leandro, Castro Valley and Arroyo High Schools. Business clusters represented were: Marketing, Business Administration, Business Management & Admin, Entrepreneurship, Financial Literacy, and Finance. Qualifying students will now be preparing for the International Career Development Conference on April 27-30, 2019 in Orlando, Florida.

RECOMMENDATION

Information only