

# GOVERNING BOARD MEETING AGENDA

Thursday, December 6, 2018

5:45 pm

**Location:**

26316 Hesperian Blvd  
Hayward, CA 94545

**Website:**

[www.edenrop.org](http://www.edenrop.org)

**Phone Numbers:**

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



## Governing Board Members

Peter Oshinski, President  
Dot Theodore, Vice-President  
Marilyn Stewart, Member  
Dr. Robert Carlson, Member

San Leandro Unified School District  
Castro Valley Unified School District  
San Lorenzo 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, December 6, 2018  
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 November 1, 2018 (pages 4-9)
- B. Request the Governing Board to approve the Bill Warrants (pages 10-15)
- C. Request the Governing Board to approve the Personnel Action Items (pages 16-17)
- D. Request the Governing Board to approve the Agreement with Sonia Elgar for Purchasing and Accounts Receivable Services for the 2018-2019 School Year (pages 18-24)

**VIII. Information Items**

- A. ROP Pathway Review-System Diagnostics & Service (pages 25-26)
- B. ROP Pathway Review-Structural Repair & Refinishing (pages 27-28)
- C. Fall Advisory Committee Meetings (page 29)

**IX. Action Items**

- A. Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2018 (page 30)
- B. Request the Governing Board to approve the 2018-2019 First Interim Budget Report (page 31)

**X. Superintendent's Report**

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

- A. Public
- B. ROP Governing Board

**XII. Adjournment**



**DATE:** December 6, 2018  
**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 December:

Suzanna Herrera	Arroyo High	First Responders
Leland Thomas	Castro Valley High	Automotive Technology
Germaine Martinez	Hayward High	Cybersecurity
Alex Rosales	San Leandro High	Medical Careers
Logan Heckman	East Bay Arts	Culinary Science

## RECOMMENDATION

Information only

# Consent Calendar





**Minutes of the Regular Meeting of the ROP Governing Board  
November 1, 2018**

**I. Call to Order**

Board President, Peter Oshinski, called the meeting to order at 5:45 p.m. on Thursday, November 1, 2018 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	
Dot Theodore, Vice President	Castro Valley USD	
Marilyn Stewart, Member	San Lorenzo USD	arrived at 5:52
Dr. Robert Carlson, Member	Hayward 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:

Heather Bystrom	Medical Careers Program Instructor
Rick Charles	Entrepreneurship Program Instructor
Mikel Jackson	Sports Medicine Program Instructor
Gabriela Juarez	Superintendent's Executive Assistant
Sarah Lawrence	Career Counselor
Deborah Maynard	Teacher on Special Assignment
Kathy O'Brien	Dental Assisting Program Instructor

Others Present:

Students of the Month and their families

**III. Pledge of Allegiance**

Axol Muñoz led the Pledge of Allegiance.

**IV. Mission Statement**

Bella Fragoso read the Eden Area ROP mission statement.

**V. Approval of Agenda**

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

AYES: 3 (Carlson, Oshinski, Theodore)  
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 November 2018:

Axol Muñoz	Mt. Eden High	Dental Assisting
Frances Castro	San Lorenzo High	Medical Careers
Bella Fragoso	Hayward High	Medical Careers
Noumaan Faiz	Hayward High	Entrepreneurship
Yahya Al Gazawy	Mt. Eden High	Sports Medicine

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

## VII. Consent Calendar

Trustee Robert Carlson moved to approve the Consent Calendar items as follows:

- A. Approve the Minutes of the Regular Governing Board Meeting of October 4, 2018
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Contracts with Castro Valley/Eden Area and San Leandro Chambers of Commerce for the California Career Pathways Trust Grant for the 2018-2019 School Year
- E. Approve the Revised Contract with American Stage Tours for Sophomore Tour Transportation for the 2018-2019 School Year

Trustee Dot Theodore seconded the motion.

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

## VIII. Information Items

### A. Recognition of the Eden Area ROP Teacher of the Year

Linda Granger, Superintendent, reported Mrs. Michelle Stephens, Marketing Program Instructor, is the Eden Area ROP Teacher of the Year for 2018.

The Governing Board and Superintendent recognized Mrs. Stephens, for being named an Alameda County Teacher of the Year. ACOE provided the Eden Area ROP with a short video clip

that was shown during the Teacher of the Year event. The ROP staff shared the video clip with the Board.

**B. Business Partner Breakfast and Business Partners of the Year**

Evan Goldberg, Grant Coordinator, shared that he organized the annual Business Partner Breakfast. It was held on October 12, 2018 at the Marina Community Center in San Leandro. The purpose of the Business Partner Breakfast is to honor all of our business partners and all the ways they work with our districts, pathways and with CTE.

As part of the Business Partners Breakfast, the Business Partners of the Year are also honored. This year, the Eden Area ROP, the four school districts and the three chambers of commerce nominated a total of 16 Business Partners of the Year. The following were honored as the Eden Area ROP's Business Partners of the Year:

Jonnie Banks	Eden Township Health District
Deidra Daniels	Lots of Love Child Care
Adrienne De Ponte	HARD/Hayward Shoreline
Lisha Fabris	1st United Credit Union
Andrew Ghali	Hayward Firefighters Union 1909
Frank Gouveia	RDO Vermeer
Joilah James	Alameda Health Systems
Alvin Jeong	Baxter International
Mohini Lata	Redwood Convalescent Hospital
Megan Livernoche	High Scores Arcade
Shawn Livernoche	High Scores Arcade
Mary Marquez	Hayward Police Department
Richard Nield	City of Hayward
Bill Owen	Arborwell
Kim Thomason	VCA Lewelling Animal Hospital
Bruce Udelf	Baywood Court Retirement Community

**IX. Action Items**

**A. Request the Governing Board to approve the Adoption of Resolution 3-18/19: In Support of the "Bay Area United Against Hate Week"**

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Marilyn Stewart, the Governing Board approved the adoption of Resolution 3-18/19: In Support of the "Bay Area United Against Hate Week."

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



**B. Request the Governing Board to approve the MOU with Got Watts? for the Use of Facilities for the Electrical Trainee Program that is Operated in Concord, CA from September 2018 through September 2019**

Upon review of and a motion by Trustee Robert Carlson and a second by Trustee Marilyn Stewart, the Governing Board approved the MOU with Got Watts? for the use of facilities for the Electrical Trainee Program that is operated in Concord, CA from September 2018 through September 2019.

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

**C. Request the Governing Board to approve the Agreement with Bishop Building Care for Ongoing Cleaning Services for the Concord Electrical Training Program Campus**

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Robert Carlson, the Governing Board approved the agreement with Bishop Building Care for ongoing cleaning services for the Concord Electrical Training Program campus.

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

**D. Request the Governing Board to approve the Agreement with Dannis Woliver Kelley (DWK) for Professional Services for the 2018-2019 School Year**

Upon review of and a motion by Trustee Marilyn Stewart and a second by Trustee Robert Carlson, the Governing Board approved the agreement with Dannis Woliver Kelley (DWK) for professional services for the 2018-2019 school year.

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

**E. Request the Governing Board to approve the Agreement with Swing Education for Ongoing Substitute Teacher Services**

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Robert Carlson, the Governing Board approved the agreement with Swing Education for ongoing substitute teacher services.

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

**F. Request the Governing Board to approve the Proposal from School Site Solutions, Inc. (SSS) for Project Management and Construction Management Services for the Roofing and HVAC Replacement for the 2018-2019 School Year**

Upon review of and a motion by Trustee Robert Carlson and a second by Trustee Dot Theodore, the Governing Board approved the proposal from School Site Solutions, Inc. (SSS) for project management and construction management services for the roofing and HVAC replacement for the 2018-2019 school year.

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

**X. Superintendent's Report**

Superintendent Granger reported that two ROP students, Simone and Joseph, qualified to compete at NFTE's national competition last month. Simone is a San Leandro High School student in the Business Academy. Simone quailed to compete in the NFTE's first Entrepreneurship 2 (E2) competition because the class she was enrolled in went from being a single course offering to a 2 year entrepreneurship pathway offering. We were among the few programs in the country that has piloted a 2 year program. Joseph is a Mt. Eden High School student who competed in the Entrepreneurship 1 competition. Both students went to New York City to compete. Joseph came in 2nd place and won \$5,000 towards his business. He developed the F Connect app, or FosterConnect, that brings a trusted network of mentors, resources, and tools to help Foster Youth in California. Simone created Color HerStory, which is an educational, interactive coloring book focused entirely on influential women of color. She placed 1<sup>st</sup> in the E2 competition and won \$10,000.

The superintendent also highlighted that ROP was selected to participate in a docushort, which is a 5-7 minute documentary. The topic of the series is the labor shortage and preparing students for careers. They are featuring ACCO metal in San Leandro and how they partner with CTE to prepare students for the next workforce.

She concluded her report by sharing that Manufacturing Day took place on October 25, 2018. Three hundred students across the 4 districts toured local manufacturing businesses and toured Chabot College and learned about the manufacturing programs.

**XI. Communications**

**A. Letter from Alameda County Office of Education regarding the Adopted Budget**

A letter from ACOE was received acknowledging they approved of the adopted budget.

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

**A. Public**

None

**B. Governing Board Reports**

Trustee Peter Oshinski, San Leandro USD representative, expressed that it was great to have students of the month again. He enjoys hearing the students' perspective about the programs.

Trustee Dot Theodore, Castro Valley USD representative, reported that in Castro Valley there will be 2 events for the United Against Hate week. There will be a poetry slam on November 14 from 6:00-8:00 pm at the Smalltown Society in Castro Valley. On November 15 from 6:30-8:30 pm, there will be a Unity Walk starting at the library.

Trustee Marilyn Stewart, San Lorenzo USD representative, reported that her district continues to search for an interim superintendent. She also noted that no one ran for the open Board member position so they will be appointing the new Board member.

**XIII. Adjournment**

Upon a motion by Trustee Dot Theodore and a second by Trustee Marilyn Stewart, the Governing Board adjourned the meeting at 6:40 p.m.

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

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

\_\_\_\_\_  
Linda Granger, Superintendent  
Clerk to the ROP Governing Board



**DATE:** December 6, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Sabrina Ubhoff, Accounting Technician  
**SUBJECT:** Request the Governing Board to approve the Bill Warrants

#### **CURRENT SITUATION**

The bill warrants submitted for approval are for the period of October 17, 2018 through November 7, 2018 and include test warrant numbers and voided warrants.

#### **CONSENT CALENDAR**



**DATE:** December 6, 2018  
**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:** December 6, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Marites Fermin, Business Manager  
**SUBJECT:** Request the Governing Board to approve the Agreement with Sonia Elgar for Purchasing and Accounts Receivable Services for the 2018-2019 School Year

## **BACKGROUND**

The business department has three positions: a Business Manager, 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 2018-2019 school year. Sonia has supported the business department in the past when we have had staff out on leave.

## **CONSENT CALENDAR**

## **AGREEMENT FOR SERVICE**

**THIS AGREEMENT FOR SERVICE** (this "Agreement")  
for the 2018-2019 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 Business Manager with daily tasks as needed
- Perform other duties as assigned
- 

### **Term of Agreement**

2. The term of this Agreement will be from November 13, 2018 and will remain in full force and effect until February 28, 2018 not to exceed 7.5 hours per day, subject to earlier termination as provided in this Agreement, with the said term being capable of extension by mutual written agreement of 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 \$40.00 per hour. This fee shall be payable monthly, no later than the last 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 13<sup>th</sup> day of November, 2018.

\_\_\_\_\_  
**Sonia Elgar, Service Provider**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Linda Granger, Superintendent**  
Eden Area ROP

\_\_\_\_\_  
Date

# Information Items





**DATE:** December 6, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Bernie Phelan, Director of Educational Services  
**SUBJECT:** ROP Pathway Review-System Diagnostics & Service

## **BACKGROUND**

Courses for regional occupational centers and programs (ROCPs) shall be developed with the cooperation of industry representatives from the occupation for which the courses are designed. The course outline will serve as the regional occupational center or program (ROCP) teacher's road map for providing learning experiences and opportunities for students to achieve career technical objectives effectively and efficiently. The outline helps the ROCP teacher ensure competency achievement.

## **CURRENT SITUATION**

Attached is the ROP Pathway Review for the following programs: Auto Technology (ROP), Advanced/Auto Mechanics (CV, SLE) and Auto 1-2 (CV). These classes fall under the System Diagnostics & Service Pathway which is in the Transportation Sector. The statistics provided are derived from the 2017-2018 C101 follow-up study completed June 2018.

## **RECOMMENDATION**

Information only

# EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

## Criteria for Course Approval and Expansion Annual Review For Class Offerings 2017-2018 School Year

<b>SCHOOL DISTRICT:</b>	EDEN AREA ROP	<b>LOCATION:</b>	ROP Center, Castro Valley, San Leandro			
<b>SECTOR/PATHWAY</b>	Transportation/ Systems Diagnostics & Service	<b>INSTRUCTOR:</b>	Sanchez (ROP), Espinoza (ROP), Rees (CV), Shyers (SLE)			
Course Name	Enrollment as of 17/18	Enrollment as of 16/17	Enrollment as of 15/16			
	Year to Date	Year to Date	Year to Date			
Auto Technology (ROP)	111	126	124			
ADV/ BEG Auto Mechanics (CV, SLE)	167	215	212			
Auto 1-2	136	N/A	N/A			
Comments: <ul style="list-style-type: none"> <li>Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing.  <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO </li> <li>Retention rate (Active Enrollment divided by Year-to-date Enrollment):</li> </ul>						
<b>Text Book: Modern Automotive Technology      Author: James E. Duffy      Edition: 7<sup>th</sup>/8<sup>th</sup></b>						
<b>NO.</b>	<b>YES</b>	<b>NO</b>				
1.	<b>x</b>		<b>ENROLLMENT</b> – Course meets current or future labor market news.			
			<b>CLASS SCHEDULE:</b> AM/PM	<b>SECTIONS PER YEAR:</b>	<b>MINS PER SECTION:</b>	<b>EXPECTED MINIMUM STUDENTS PER SECTION:</b>
			2 (Center)	Varies for each site	90 min Offsite 3hrs Center	25+
2.	<b>x</b>		<b>AVAILABILITY OF QUALIFIED INSTRUCTOR</b> – Qualified/ Credentialed Instructor teaching course.			
3.	<b>x</b>		<b>LEADERSHIP</b> – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.			
4.	<b>x</b>		<b>CURRICULUM and INSTRUCTION</b> – Students are provided with a strong experience in and understanding of all aspects of industry.			
5.	<b>x</b>		<b>SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT</b> – Course is designed as part of a sequence of courses, career pathways, etc.			
6.	<b>x</b>		<b>ADVISORY COMMITTEE</b> – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance. <b>Comments:</b>			
7.	<b>x</b>		<b>LABOR MARKET NEEDS</b> – Course meets current or future labor market needs.			
8.	<b>x</b>		<b>WORK BASED LEARNING</b> – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)			
9.	<b>x</b>		<b>COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION</b> – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing )			
10.	<b>x</b>		<b>JOB PLACEMENT/FURTHER EDUCATION OPTIONS</b> – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.			
11.	<b>x</b>		<b>FACILITIES AND EQUIPMENT ACCOMMODATION</b> <input checked="" type="checkbox"/> District will provide a facility which adequately accommodates the program. <input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.			
<b>OTHER CONSIDERATIONS:</b>						
<input type="checkbox"/> A-G Credit for UC:			<input type="checkbox"/> State and National Licensing or Certification			
<input checked="" type="checkbox"/> Community College Articulation: Chabot, Las Positas			<input checked="" type="checkbox"/> Strong Business or Industry Partnership			
<input type="checkbox"/> Dual Enrollment			<input type="checkbox"/> Emerging Technologies -			
<b>COMPLIANCE CATEGORIES</b>						
<input checked="" type="checkbox"/> <b>R – Retain Program:</b> Program meets all criteria.		<input type="checkbox"/> <b>W – Watch Program:</b> All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> <b>P – Probation:</b> Criteria is not being met. Program in danger of suspension.		
		<input type="checkbox"/> <b>R – Reduce Program:</b> Downsizing program.		<input type="checkbox"/> <b>S/T – Suspend/ Terminate program.</b>		

**DATE:** December 6, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Bernie Phelan, Director of Educational Services  
**SUBJECT:** ROP Pathway Review-Structural Repair & Refinishing

## **BACKGROUND**

Courses for regional occupational centers and programs (ROCPs) shall be developed with the cooperation of industry representatives from the occupation for which the courses are designed. The course outline will serve as the regional occupational center or program (ROCP) teacher's road map for providing learning experiences and opportunities for students to achieve career technical objectives effectively and efficiently. The outline helps the ROCP teacher ensure competency achievement.

## **CURRENT SITUATION**

Attached is the ROP Pathway Review for the Auto Refinishing program. This class falls under the Structural Repair & Refinishing Pathway which is in the Transportation Sector. The statistics provided are derived from the 2017-2018 C101 follow-up study completed June 2018.

## **RECOMMENDATION**

Information only



# EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

## Criteria for Course Approval and Expansion Annual Review For Class Offerings 2017-2018 School Year

<b>SCHOOL DISTRICT:</b>		<b>EDEN AREA ROP</b>		<b>LOCATION:</b>		<b>Eden Area ROP Center</b>	
<b>SECTOR/PATHWAY</b>		<b>Transportation/ Structural Repair &amp; Refinishing</b>			<b>INSTRUCTOR:</b>		<b>Daniel Pareja</b>
Course Name		Enrollment as of 17/18 Year to Date		Enrollment as of 16/17 Year to Date		Enrollment as of 15/16 Year to Date	
Auto Refinishing & Paint		54		61		60	
Comments: <ul style="list-style-type: none"> <li>Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing.  <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO </li> <li>Retention rate (Active Enrollment divided by Year-to-date Enrollment):</li> </ul>							
Text Book: N/A		Author: N/A		Edition:			
<b>NO.</b>	<b>YES</b>	<b>NO</b>					
1.	<b>✗</b>		<b>ENROLLMENT</b> – Course meets current or future labor market news.				
			<b>CLASS SCHEDULE:</b> AM/PM		<b>SECTIONS PER YEAR:</b>	<b>MINS PER SECTION:</b>	<b>EXPECTED MINIMUM STUDENTS PER SECTION:</b>
			2		2	3hrs.	25+
2.	<b>✗</b>		<b>AVAILABILITY OF QUALIFIED INSTRUCTOR</b> – Qualified/ Credentialed Instructor teaching course.				
3.	<b>✗</b>		<b>LEADERSHIP</b> – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	<b>✗</b>		<b>CURRICULUM and INSTRUCTION</b> – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	<b>✗</b>		<b>SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT</b> – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	<b>✗</b>		<b>ADVISORY COMMITTEE</b> – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at ROP <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by ROP personnel. Instructor MUST attend next advisory for program to meet compliance.				
			<b>Comments:</b>				
7.	<b>✗</b>		<b>LABOR MARKET NEEDS</b> – Course meets current or future labor market needs.				
8.	<b>✗</b>		<b>WORK BASED LEARNING</b> – Course incorporates work based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.		<b>✗</b>	<b>COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION</b> – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)				
10.	<b>✗</b>		<b>JOB PLACEMENT/FURTHER EDUCATION OPTIONS</b> – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.				
11.	<b>✗</b>		<b>FACILITIES AND EQUIPMENT ACCOMMODATION</b>				
			<input type="checkbox"/> District will provide a facility which adequately accommodates the program.				
			<input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program.				
			<input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
<b>OTHER CONSIDERATIONS:</b>							
<input type="checkbox"/> A-G Credit for UC:				<input type="checkbox"/> State and National Licensing or Certification			
<input type="checkbox"/> Community College Articulation:				<input checked="" type="checkbox"/> Strong Business or Industry Partnership			
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -			
<b>COMPLIANCE CATEGORIES</b>							
<input checked="" type="checkbox"/> <b>R – Retain Program:</b> Program meets all criteria.		<input type="checkbox"/> <b>W - Watch Program:</b> All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> <b>P - Probation:</b> Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> <b>R – Reduce Program:</b> Downsizing program.	
						<input type="checkbox"/> <b>S/T - Suspend/ Terminate program.</b>	



**DATE:** December 6, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Bernie Phelan, Director of Educational Services  
**SUBJECT:** Fall Advisory Committee Meetings

## **BACKGROUND**

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

## **CURRENT SITUATION**

Our fall Advisory Committee meeting was held on November 7, 2018 at 6:00 pm, at the San Leandro Senior Center. The committee was represented by faculty and business partners that serve four school districts (Hayward, San Leandro, San Lorenzo, Castro Valley) including the Eden Area ROP.

The group was given information on the current state of CTE, job market/hiring trends and building work based learning opportunities for students. Each group was broken out by pathway and as a result, discussed valuable topics that are industry specific.

A spring Advisory Committee meeting is scheduled for April 10, 2019 where Perkins funding/budget will be discussed.

## **RECOMMENDATION**

Information only

# Action Items





**DATE:** December 6, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Marites Fermin, Business Manager  
**SUBJECT:** Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2018

## BACKGROUND

Pursuant to the standards for financial and compliance audits, the Eden Area ROP is audited by an independent auditor in compliance with the Government Auditing Standards, issued by the Controller General of the United States, and Standards and Procedures for Audits of California K-12 Local Educational Agencies, as prescribed by the State Controller.

## CURRENT SITUATION

For the fiscal year ending June 30, 2018, the Eden Area ROP exhibits compliance with the Governmental Accounting Standards Board (GASB) Statement No. 34 – *“Basic Financial Statement – and Management’s Discussion and Analysis – for State and Local Governments”*. Included in the report is the Eden Area ROP management analysis of the Program’s overall financial position called the Management Discussion and Analysis (MD&A). Per GASB statement No. 34, Fund financial statements now focus on major funds and they are prepared using the full accrual accounting method, including the reporting of major classes of capital assets.

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

## RECOMMENDATION

It is recommended that the ROP Governing Board approve the Annual Independent Auditor’s Fiscal Report for the year ending June 30, 2018.



**DATE:** December 6, 2018  
**TO:** ROP Governing Board  
**FROM:** Linda Granger, Superintendent  
**PREPARED BY:** Marites Fermin, Business Manager  
**SUBJECT:** Request the Governing Board to approve the 2018-2019 First Interim Budget Report

### **CURRENT SITUATION**

The First Interim report reflects revenues and expenditures as of October 31, 2018. The report was prepared and reviewed in accordance with all federal, state and local adopted criteria and standards using Local Control Funding Formula (LCFF) and Local Control Action Plan (LCAP).

“The District Board of Education shall certify in writing whether or not Eden Area ROP is able to meet its financial obligations for the remainder of the 2018-2019 fiscal year and, based on current forecasts, for the next two subsequent fiscal years 2019-2020 and 2020-2021 respectively. The certifications shall be classified as either positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127)”. Eden Area ROP is certifying a positive certification, and that staff prepared the report, along with assumptions using the School Services of California (SSC) Inc. Dartboard as well as Alameda County Office of Education (ACOE) guidelines. In certifying the 2018-2019 First Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms the Eden Area ROP’s ability to meet all financial obligations for the current fiscal year 2018-2019 and two subsequent fiscal years 2019-2020 and 2020-2021. Finally, the Eden Area ROP continues to meet and exceed AB 1200 requirements.

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

### **RECOMMENDATION**

It is recommended that the Governing Board approve the 2018-2019 First Interim budget report.