

GOVERNING BOARD MEETING AGENDA Thursday, October 4, 2018 5:00 pm

<mark>Location</mark>: 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 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, October 4, 2018 Time: 5:00 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. 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 September 6, 2018 (pages 3-9)
- 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-Mathews Mechanical (page 17)
- E. Request the Governing Board to approve the Quarterly Report on Williams Act Complaints and Resolutions (pages 18-19)

VII. Information Items

- A. ROP Pathway Review-Public Services (pages 20-21)
- B. Back to School Night (page 22)
- C. Principals' Breakfast (page 23)

VIII. Superintendent's Report

IX. Other Business/ Governing Board Reports

- A. Public
- B. ROP Governing Board

X. Adjournment

Consent Calendar





Minutes of the Regular Meeting of the ROP Governing Board September 6, 2018

I. Call to Order

Trustee Peter Oshinski, President, called the meeting to order at 5:45 p.m. on Thursday, September 6, 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, Superintendent's Executive Assistant.

Eden Area ROP Governing Board Pr	<u>esent:</u>	
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:Kent DoanCybeDr. Erika EmeryCareGabriela JuarezSupe

Cybersecurity/Programming Instructor Careers in Education Instructor Superintendent's Executive Assistant

III. Pledge of Allegiance

Linda Granger led the Pledge of Allegiance.

IV. Mission Statement

Craig Lang read the Eden Area ROP mission statement.

V. Approval of Agenda

Trustee Dot Theodore moved to approve the agenda and 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. 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 June 8, 2018
- B. Approve the Bill Warrants Items
- C. Approve the Personnel Action Items
- D. Approve the Quarterly Report on Williams Act Complaints and Resolutions
- E. Approve the Declaration of Obsolete or Surplus Items
- F. Approve the DECA Overnight Field Trips for the 2018-2019 School Year
- G. Approve the SkillsUSA Overnight Field Trips for the 2018-2019 School Year
- H. Approve the Attendance of Staff at the NFTE National Competition
- I. Approve the List of Charter Bus Companies for Transportation
- J. Approve the Agreement with the Alameda County Office of Education (ACOE) for Delivery Services for the 2018-2019 School Year
- K. Approve the Agreement with Atkinson, Andelson, Loya, Ruud and Romo (AALRR) for Legal Services for the 2018-2019 School Year
- L. Approve the Agreement with Chris Floethe for Consulting for the Electrical Trainee Program for the 2018-2019 School Year
- M. Approve the Agreement with Del Conte Landscaping, Inc for Landscaping for the 2018-2019 School Year
- N. Approve the Agreement with Elearning Experts for Moodle Services for the 2018-2019 School Year
- O. Approve the Agreements with the JPA Member Districts for CTE Programs for the 2018-2019 School Year
- P. Approve the Agreement with Michael's Transportation Service, Inc for San Lorenzo Unified School District Student Transportation for the 2018-2019 School Year
- Q. Approve the Agreement with the National Center for Executive Leadership and School Board Development to Provide Support for the Administrative Team for the 2018-2019 School Year
- R. Approve the Agreement with Tim DeGrano as a Criminal Justice Program Teacher Consultant for the 2018-2019 School Year
- S. Approve the Contract with Chabot College for College Credit and Dual Enrollment Services for the 2018-2019 School Year
- T. Approve the Contract with Chabot College for Work Based Learning Services for the 2018-2019 School Year
- U. Approve the Lease Agreement with L&M Investments for the Use of Facilities for the Electrical Trainee Program that is Operated in Turlock, CA from October 2018 through September 2019
- V. Approve the MOU with the Alameda County Office of Education (ACOE) for Payroll Services for the 2018-2019 School Year
- W. Approve the MOU with the Associated Builders and Contractors of Northern California (ABC NorCal) for the 2018-2019 School Year
- X. Approve the MOU with the CRY-ROP for CTE TEACH for the 2018-2019 School Year
- Y. Approve the MOU with the Hayward Unified School District for the Independent Study Teacher to Support the Hayward Promise Neighborhoods Program for the 2018-2019 School Year
- Z. Approve the MOU with the Hayward Unified School District for Student Transportation for the 2018-2019 School Year

AA. Approve the MOU with the San Lorenzo Unified School District for Student Transportation for the 2018-2019 School Year

Trustee Dot Theodore seconded the motion.

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

VII. Information Items

A. ROP Pathway Review-Education

Bernie Phelan, Director of Educational Services, shared that we have two pathway reviews tonight. He noted that these reviews were formally called course reviews and will now be called pathway reviews to align with the current terminology used by the state. Mr. Phelan introduced Dr. Erika Emery, Instructor, to report on the Careers in Education program. Dr. Emery shared that students enrolled in this class qualify for a child development permit, meet the requirements for the U.C. g credit, earn community college credits through articulation agreements and job placement assistance. Dr. Emery also places students in internships throughout the community to build their skills. Many participating sites hire Careers in Education program. She highlighted that she has different curriculum for her 1st year so that when they become 2nd year students they are not repeating the course. Dr. Emery concluded her report by sharing photos of the students in action.

B. ROP Pathway Review-Networking

Bernie Phelan, Director of Educational Services, introduced Kent Doan, Instructor, to report on the Cybersecurity program. He stated that Mr. Doan teaches in the morning at Hayward High and in the afternoon at the ROP Center. Mr. Doan shared that Cybersecurity was a new program in its second year. Cybersecurity covers essential job skills for people who want to work with computers such as support services from basic to advanced. The course curriculum starts with taking apart a computer and then rebuilding it. He also covers making computers work together as a network which is how computers are used for businesses. Then students learn how to administer and secure networks. Students also get hands on experience in ethical hacking which teaches students how to secure a network by finding a weak point and how to secure against an attack. The Cybersecurity course aligns with A+ certifications and Cisco's Certified Network Associate (CCNA) exam which are both industry standards. Mr. Doan highlighted that Cybersecurity is one of the leading employment opportunities for people. Students enrolled in the program and who complete it successfully are prepared with the skill set to obtain employment anywhere in the Silicon Valley.

C. Opening of School for the 2018-2019 School Year

Bernie Phelan, Director of Educational Services, reported on the opening of school. He shared that it had been a staggered start this year as the districts had multiple start dates. Students were here for the first day of ROP, regardless of their first day of school at the home high school. Strong collaboration has been established between school sites and the ROP to make

sure students not only enroll in ROP, but into their desired class. This year we have 722 students enrolled at the Center which is up by over 100 students from last year. He shared the breakdown of students by district.

D. Dates for Sophomore Tours and the Student Award Ceremony

Linda Granger, Superintendent, presented to the Governing Board the projected dates for the sophomore tours. She also shared the date of the student award ceremony. It will be held on Wednesday, May 8, 2019 at the Castro Valley Center for the Arts. Ms. Granger then extended an invitation to the Governing Board to attend the award ceremony. She also welcomed the Board members to attend their respective high schools sophomore tours dates.

E. Eden Area ROP Service Awards

Linda Granger, Superintendent, highlighted the employees that were recognized and honored for their commitment and service to the ROP. She shared that annually service awards are presented to staff for their years of experience and dedication to the organization. These awards were presented to staff at the August 13, 2018 staff development day. Service awards were given to Phyllis Trieu (5 years), Romy Shivers (10 years), Rick Charles (15 years), Mercedes Henderson (20 years) and Sabrina Ubhoff (30 years).

VIII. Action Items

A. Request the Governing Board to approve the 2017-2018 Unaudited Actual Income and Expenditure Report

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Robert Carlson, the Governing Board approved the 2017-2018 unaudited actual income and expenditure report.

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

B. Request the Governing Board to approve the MOU with Envision Education to Enroll Students at the Eden Area ROP Center for the 2018-2019 School Year

Upon review of and a motion by Trustee Robert Carlson and a second by Trustee Marilyn Stewart, the Governing Board approved the MOU with Envision Education to enroll students at the Eden Area ROP Center for the 2018-2019 school year.

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

C. Request the Governing Board to approve the adoption of Resolution 1-18/19: Mid-Year Revision: Signature Card-Authorized Agents for Payroll Warrants and Disbursements and Resolution 2-18/19: Mid-Year Revision: Signature Card-Authorized Agents for Official Documents and Reports

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 1-18/19: Mid-Year Revision: Signature Card-Authorized Agents for Payroll Warrants and Disbursements and Resolution 2-18/19: Mid-Year Revision: Signature Card-Authorized Agents for Official Documents and Reports.

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

D. Request the Governing Board to approve the Administrative Personnel as Competent to Evaluate Certificated Staff and Review Policy 4315.1

Upon review of and a motion by Trustee Marilyn Stewart and a second by Trustee Robert Carlson, the Governing Board approved the administrative personnel as competent to evaluate certificated staff and they reviewed Policy 4315.1.

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

E. Request the Governing Board to approve the Public Disclosure of the Eden Area ROP Employees' Agreement for the 2017-2018 and 2018-2019 Salary and Health & Welfare Increases

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Robert Carlson, the Governing Board approved the public disclosure of the Eden Area ROP employees' agreement for the 2017-2018 and 2018-2019 salary and health & welfare increases.

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

F. Request the Governing Board to approve the Revised Salary Schedules

Upon review of and a motion by Trustee Dot Theodore and a second by Trustee Robert Carlson, the Governing Board approved the revised salary schedules.

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

IX. Superintendent's Report

Linda Granger reported that Craig Lang, Director of Adult Programs, has been working tirelessly to get the Adult programs running. The demand for the evening Medical Program by adults is very high and is running 4 nights a week. The Electrical Program and Welding Program will start next week.

Ms. Granger concluded her report by introducing Lauren Kelly the new Assistant Director of Educational Services. Ms. Kelly shared a little bit about herself with the Board.

X. Communications

A. Letter from Alameda County Office of Education regarding the Second Interim

A letter from ACOE was received acknowledging the positive certification of the Second Interim.

XI. Other Business/Governing Board Reports

A. Public

None

B. Governing Board Reports

None.

IV. Recess to Closed Session

The meeting was called into closed session at 6:25 p.m.

A. Public Employee Performance Evaluation: Superintendent's Goals (Government Code Sec. 54957)

V. Reconvene to Open Session

The meeting resumed to open session at 6:48 p.m.

A. Public Employee Performance Evaluation: Superintendent's Goals (Government Code Sec. 54957)

Upon review of and a motion by Trustee Robert Carlson and a second by Trustee Marilyn Stewart, the Governing Board approved the Superintendent's goals as written with the understanding that some of the goals may take two years.

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

Page 7 - Minutes of the Regular ROP Governing Board Meeting September 6, 2018

ABSENT:

XII. Adjournment

Upon a motion by Trustee Dot Theodore and a second by Trustee Marilyn Stewart, the Governing Board adjourned the meeting at 6:49 p.m.

Approved by the Eden Area ROP Governing Board ______.

Linda Granger, Superintendent Clerk to the ROP Governing Board

0

DATE:	October 4, 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 August 21, 2018 through September 4, 2018 and include test warrant numbers and voided warrants.

DATE:	October 4, 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.

DATE:	October 4, 2018
TO:	ROP Governing Board
FROM:	Linda Granger, Superintendent
PREPARED BY:	Craig Lang, Director of Adult Programs
SUBJECT:	Request the Governing Board to approve the Listed
	Donations-Mathews Mechanical

BACKGROUND

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

CURRENT SITUATION

On August 28, 2018, Mathews Mechanical donated an angle iron, flat plates, tubing, aluminum tubing, stainless steel and various other scrap metal to the Eden Area ROP Welding Program.

A letter of acceptance will be sent to all donors.

DATE:	October 4, 2018
TO:	ROP Governing Board
FROM:	Linda Granger, Superintendent
SUBJECT:	Request the Governing Board to approve the Quarterly
	Report on Williams Act Complaints and Resolutions

BACKGROUND

Education Code 35186 (d) requires the following:

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

CURRENT SITUATION

Attached is a report for the complaints and resolutions through October 1, 2018 as specified by Education Code 35186 (d).



Quarterly Report on Williams Act Complaints

[Education Code 35186 (d)]

Report through: October 1, 2018

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

Quarterly Report Submission (check one)→ Date: October 1, 2018 January 2018
 April 2018
 July 2018
 X October 2018

Date for information to be reported publicly at the Governing Board meeting: October 4, 2018

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: October 4, 2018

Information Items



DATE:	October 4, 2018
TO:	ROP Governing Board
FROM:	Linda Granger, Superintendent
PREPARED BY:	Bernie Phelan, Director of Educational Services
SUBJECT:	ROP Pathway Review-Public Services

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. Annually, teachers complete a selfassessment of the 11 elements of a high quality CTE program. Based on this assessment, teachers identify areas of focus for the year. Pathway reviews provide an additional check in regarding implementing program elements.

CURRENT SITUATION

Attached is the ROP Pathway Review for the First Responder program. This class falls under the Public Services 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

SCHOOL DISTRICT:		EDEN	AREA ROP		LOCATION:		Eden Area F	ROP Ce	nter	
		Public	Services / Pul	olic Safe			Marle	ne McDowell		
	Cour	rse		Enrollment as o	of 17/18	Enrollm	ent as	s of 16/17	E	Enrollment as of 15/16
	Nan	ne		Year to Dat	te	Y	ear to D	Date		Year to Date
	First Res	ponder		52			56			52
Comme	nts:									
	•		ed enrollme	ent: Class enrollme	nt maintai	ned to sustain agr	eed m	naster schedule fo	or onsite a	and staffing.
	N 🛛		🗌 NO							
				Ilment divided by Y						
			are and T	ransportation of t	he Sick a	nd Injured	Aut	hor: Andrew N.	Pollak	Edition:11th
NO.	YES	NO								
	×			LMENT – Course r						
1.			0	CLASS SCHEDUL	E:	SECTIONS		MINS PER		XPECTED MINIMUM
				AM/PM		PER YEAR:		SECTION:	STU	DENTS PER SECTION:
				2		2		3hrs.		25+
2.	×		AVAILA	BILITY OF QUAL	IFIED INS	TRUCTOR – Qua	lified/	Credentialed Inst	ructor tea	ching course.
3.	×		LEADE	RSHIP – Instruction	nal leaders	s have sufficient tir	ne an	d resources to im	plement	system improvements and
э.	•••			h their counterpart					-	· ·
4.	×				RUCTION	 Students are pro 	ovided	l with a strong exp	perience i	in and understanding of all
т.				of industry.						
5.	×					ER PATHWAY DE	EVELO	OPMENT – Cours	se is desig	gned as part of a sequence
				es, career pathway		<u> </u>	<u> </u>	<u> </u>		
	×									e-established committee.
6				s, instructor was pr						
6.				instructor was not						
				personnel. Instructor MUST attend next advisory for program to meet compliance. Comments:						
-	×				– Course	meets current or t	future	labor market nee	ds	
7.				LABOR MARKET NEEDS – Course meets current or future labor market needs. WORK BASED LEARNING – Course incorporates work based learning opportunities (i.e. guest speakers, field						
8.	×						K Das	eu learning oppo	ituriities (i.e. guest speakers, lielu
	×		trips, mock interviews, or student organizations) COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates				urse incorporates			
9.	~		community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)							
40	×		JOB PL	ACEMENT/FURT	HER EDU	CATION OPTION	S – Co	ourse has potentia	al for stud	lent job placement in entry-
10.										lesigned career pathway.
	×			TIES AND EQUIPM						
11.			Dis Dis	trict will provide a f	acility which	ch adequately acc	ommo	dates the program	m.	
			EAROP will provide a facility which adequately accommodates the program.							
District shares cost of equipment if program is cross utilized.										
OTHER	CONSIDE	RATION	S:							
A-G Credit for UC:						ensing or Certification				
Community College Articulation:							Strong Business or Industry Partnership			
Dual Enrollment Emerging Technologies -						s -				
COMPLIANCE CATEGORIES										
🛛 R –	Retain		W - V	Natch Program:	P -	Probation:		R – <u>Reduce</u>		S/T - Suspend/
	<u>n</u> : Program			a not met. See		s not being met.	Ρι	rogram: Downsiz	ing	Terminate program.
meets a	Il criteria.			t need to be		in danger of		ogram.		
			complied	with.	suspens	ion.				

DATE:	October 4, 2018
TO:	ROP Governing Board
FROM:	Linda Granger, Superintendent
PREPARED BY:	Bernie Phelan, Director of Educational Services
SUBJECT:	Back to School Night

BACKGROUND INFORMATION

The Eden Area ROP has held an annual back to school night for parents, family and friends to explore our programs at the Hayward Center Campus. Teachers have students demonstrate and explain what they are learning in their program.

CURRENT SITUATION

Back to school night was held on September 19, 2018.

RECOMMENDATION

Information only

DATE:	October 4, 2018
то:	ROP Governing Board
FROM:	Linda Granger, Superintendent
PREPARED BY:	Bernie Phelan, Director of Educational Services
SUBJECT:	Principals' Breakfast

BACKGROUND

It is the goal of the Eden Area ROP to continue to develop and implement Career Technical Education course offerings, throughout the four districts we serve. We are working to build capacity through establishing strong pathways that encourage all students to enroll, and stay enrolled in a rigorous course of study.

Eden Area ROP staff work with students, parents, counselors, district and school site administrators in designing a course of study to meet career, academic and employability standards.

CURRENT SITUATION

In a continuing effort, school site and ROP administrators meet to discuss goals, challenges and strategies for student success. On September 27, 2018, principals from 13 high schools were invited to collaborate around the College and Career Readiness Indicators, as well as the services the Eden Area ROP can provide for all school sites.

RECOMMENDATION

Information only