Regular meeting of the Governing Council
Mission Valley Regional Occupation Center/ Program
Wednesday, September 17, 2008

Member Larry Sweeney called the meeting to order at 3:38pm.

Present: Ray Rodriguez, President
Larry Sweeney, Clerk

Jenn Stringer, Vice President, arrived at 3:40pm

Ray Rodriguez requested to approve the agenda when Jenn Stringer arrived. Superintendent Brown suggested that Items from Staff be moved to the beginning of the agenda until Jenn Stringer arrived. The Board agreed.

Communication:

a. **Items from Staff:**
Report from Superintendent Charles Brown:
Introduction of New Program Coordinator
Superintendent Brown introduced Margie Trujillo, former MVROP instructor, as the new Coordinator for Adult Programs. Margie has been with MVROP for quite some time and has done an excellent job as an instructor and Resource Teacher.

Update on State Budget
If the budget were to pass as is, it would restore cuts to categorical programs. This would allow MVROP to avoid the 6.5% cut. The budget would fund school districts .68% for COLA, while ROPs, which are classified as categorical, would not receive any COLA. CASBO, among many other organizations, are advising for school districts to budget very conservatively. We have also been advised to expect mid-year cuts.

Jenn Stringer, Vice President, arrived at 3:40pm

b. **Oral Communication:**
MVROP Website Presentation
Elba Rios, MVROP instructor and website designer, was introduced by Shelley Adams. Elba teaches at James Logan High School and American High School. She has been teaching at MVROP for ten years. She rises to every occasion and is truly a very valuable member of our staff. Elba worked on revamping the MVROP website and making it more user friendly.

Elba Rios presented the new MVROP website to the Governing Council. She guided the Governing Council through the vast amount of information

on the public page and staff page of the MVROP website. The website design came as a result of her students, who were asked to create their own version of the MVROP site and what they felt was important. There are over 100 pages of information and over 7000 assets in the website. Part of the challenge was to try and keep the information as simplified as possible. A search engine was added as well as drop down shadow boxes. MVROP would like to stay as transparent as possible which is why staff contact information, all Governing Council meetings, agendas, and minutes are available to download. School district information, high school information, such as bell schedules, attendance records, field trip forms, are available for reference. The staff page portion of the website has salary schedules, employee manuals, advisory meeting dates, and the MVROP school calendar for instructors' reference. For the future we are looking for our instructors to take ownership of various parts of the site.

Jenn Stringer stated that she constantly uses the MVROP website as a great example of a school website. She was very pleased with the previous version of the MVROP site, and is delighted to see the new improvements. It makes it easy to navigate and find the information one may be seeking. There is exploration regarding NHUSD having an online grading system to make tallying easier for instructors. This is not anywhere near being implemented, but one day will be very convenient.

Superintendent Brown shared in the future he would like to have every instructor create their own webpage where parents can not only check on their student's grades and assignments, but contact the instructor as well. He understands that it will take quite a bit of training, but it is well worth the time and effort. Obviously security is an important issue when dealing with sensitive information such as grades which Phil can attest to. It is an issue that administration is currently exploring. Phil Subasa, MVROP IT Supervisor, shared how various teacher sites are being discussed and whether it should be left to an instructor's decision as to what site they prefer to use. Phil stated that it is a catch-22 situation where we are encouraging our instructors to post information online, but at the same time, we ask them to edit the information that they do post. We don't want information to get into the wrong hands. It all has to be password protected because we must protect our student's personal information.

Member Larry Sweeney responded that FUSD has recognized these same important issues. We greatly appreciate that these issues are being taken seriously. He also brought up a recent article in the Argus last week that covered a drive by shooting. Five shots were sent into the home of an instructor that had broken up a student fight earlier in the day. These are the kinds of things that schools and districts need to avoid. It is apparent that we are not quite there yet. Larry stated he agreed with Jenn that the MVROP site is very interactive and is easy to navigate. Larry shared that

FUSD has been talking about redoing their website for many years, but it has not taken place yet. He is thrilled to see that MVROP has taken the initiative and recognized the website as a priority.

Elba Rios responded by saying that a project of this size takes support from all staff. It really is something that needs to be done at least once a year in small quantities. We have noticed that staff is using the website and we are also noticing a jump in the number of hits on the site. Phil Subasa added that the site is also used for online class registration.

a. **Items from Staff continued**

Teacher of the Year

Gordon Sanford is the MVROP nominee for 2008 Alameda County Teacher of the Year. The county's film crew was in the class today to film Gordon in action as well as his interview. All Governing Council members will be sent an announcement for the event. It will take place on October 16th at Cal State East Bay. Each teacher is taped and the film is shown the night of the event. Superintendent Brown loves this event because he feels everyone walks out of the event feeling motivated and proud to be a part of education.

Strategic Planning Recap

Superintendent Brown shared a handout specifying the goals that were identified during the strategic planning session on August 18th and 19th at the MVROP center. Frank Davis, America Works, formerly of Contra Costa County, acted as facilitator for the session. Goals identified during the strategic planning session are as follows:

- Improve and maintain effective professional development
- Promote awareness and visibility of ROP programs to all our stakeholders
- Be a leader in developing and implementing career pathways
- Provide effective communication among all stakeholders
- Implement technology that meets industry standards and provide tools for effective teaching and classroom management

Superintendent Brown also mentioned that a 90 day implementation plan is currently being worked on. MVROP wants to focus on giving instructors as many tools and support as possible. Also, the website that was presented earlier is a part of the plan to improve communication and to promote visibility of MVROP's programs. The current MVROP mission was not altered during this planning session, but will be revisited for WASC in the coming months.

Prop 1D Update

Superintendent Brown shared that MVROP had applied for 3 CTE facilities grants. As of present date, MVROP has received approval for two of the three grants. MVROP is currently waiting to hear back about the third grant. MVROP elected to cancel the loan, which matches funding for the grant, because we were able to designate funds within our reserves.

The original plan for the project was very bare and included only the necessary requirements. The architects (LCA) developed a much more complete and elaborate plan which was way over budget. Now, MVROP is currently finalizing the details for phase 1 of the master plan. The entire planning process has taken many hours of collaboration between LCA, MVROP Administrators, and several instructors. At this point, we feel that we have achieved what was needed within a realistic budget. The Governing Council will be shown the plans at the October Governing Council meeting. We expect to have the second phase drawings in January/ February. The goal is to have the first 2 phases of construction completed prior to the start of next school year. The construction will require demolition which will be partly done by Stan Hearne's construction technology classes.

High School Partnership Academy Grants
The MVROP Instructional Team has been very busy working with high schools on partnership academy grants. Presently, MVROP is assisting with 2 grants. Superintendent Brown signed letters for those today. These grants are for the Information Technology Academy (ITA) and the New Media Arts Academy (NMA). There is a new Green Technology Grant that would be excellent for Kennedy to pursue. These grants are an excellent way to establish career pathways.

Member Ray Rodriguez inquired why other schools didn't apply for these grants. Shelley Adams responded by stating that some schools have several other things going on. An example of this would be Logan and their culinary project with the theatre plans. Member Jenn Stringer questioned Ms. Adams on whether NHUSD had approached MVROP regarding small learning academies. This is something the district's Chief Academic Officer has been working on. Ms. Adams stated that in past years, MVROP had participated in 8 to 11 learning communities. However, Logan is still getting settled after the numerous staff changes that have taken place at the beginning of the school year.

b. **Oral Communication:**
Summer School Report
Margie Trujillo, MVROP Program Coordinator, provided a grid to the Governing Council detailing the classes that were offered in summer school. Only 7 sections of classes were offered this year. Last year's

summer school came to a total of 75.19 ADA while this summer ADA totaled 32.19 ADA. The reduced ADA came as a result of the smaller class schedule. This was done in an effort to adhere to AB 2448.

d. **Items from the Board:**
Member Jenn Stringer announced that she did not intend on running for school board again. November would be her last meeting.

Member Larry Sweeney indicated that he had no other comments other than to thank Superintendent Brown for his email updates. The only other comment would be to always continue to notify the board and the public of any important changes in policy to remain as transparent as possible.

Member Ray Rodriguez echoed these sentiments and added that he would like MVROP to seek his assistance should any cooperation issues occur with school administrators. He is happy to assist in any way he can. He also felt it was great to learn about things such as the various partnership academies, so that other schools can pursue any grants that can provide funding. Member Ray Rodriguez then inquired as to whether MVROP planned on doing any employee surveys in preparation for WASC. Superintendent Brown responded that this had been done about 5 years ago as a part of WASC. At the time, a number of things were done to address MVROP staff morale. Since then, issues have been resolved. Now, WASC focuses on student performance; specifically on what schools can do as a team to improve students' success in the classroom. Employee surveys will be completed as part of the WASC process.

c. **Written Communication:**
None

e. **Public Comment:**
None

Approval of Agenda:
Vice-President Jenn Stringer made a motion to approve all items on the September agenda. Member Larry Sweeney made a second to approve the motion. Members voted 3-0 to approve all items on the agenda.

Consent Calendar:

Member Jenn Stringer made a motion to approve all items in the Consent Section Part A. Larry Sweeney made a second to approve the motion. Members voted 2-0 to approve all items in Part A of the Consent Section. (Ray Rodriguez abstained from the June 2008 Board Minutes as he was not present for the meeting.)

Member Jenn Stringer made a motion to approve all items in the Consent Section Parts B and C. Larry Sweeney made a second to approve the motion. Members voted 3-0 to approve all items in Parts B and C of the Consent Section.

Business and Finance #1 **Review and Approve Unaudited Actuals for 2007-2008**

The books for 2007-2008 have been closed. These figures, put together by Marie dela Cruz, provide a financial summary of income and expenditures for the 2007-2008 school year.

The total revenue and income received for 2007-08 was $9,283,212. This is 2.4 % more than last year and 15.7% more than 2008-09. Mission Valley ROP received 88% of its revenues from the State Revenue Limit. Funded COLA was 4.53%. Other sources of revenue included Lottery, DSP, Professional Development, Carl Perkins, Interest Income and Registration Fees.

MVROP reached CAP and full funding with a reported annual ADA of 2,517.56. MVROP was actually over their CAP of 2125 by 392 ADA. Allowed growth was 13.05 and Cal WORKS was 40, making the total ADA needed for full funding 2,178. Fremont generated 66% of the total ADA, Newark 15%, and New Haven 20%. Cosmetology generated 457 ADA.

Superintendent Brown added that he has been advised by the state ROP association that negative growth can be expected in the following two years. CAROCP will be voting on how to deal with legislation on this matter. Negative growth is something that ROCPS have not dealt with. This is new territory that will affect everyone. Mission Valley ROP is a high participating ROP, so we will definitely be hurt by negative growth.

Ms. dela Cruz then went on to share that the 2007-08 budget supported various programs in career technical education and training. Total expenditures for the year were $8,641,143 ($141,908 or 2% less than last year). Mission Valley ROP spent 75% of its budget on instructional programs and instruction related services. Salaries and benefits represented 78% of total expenditures including the cosmetology contract and contracted payroll reimbursements with Fremont, Newark, and New Haven.

The ending balance for 2007-08 was $4,508,609. This represents an increase of $641,846 over last year. The increase was significantly due to the budget freeze implemented in January 2008. As a result of the freeze, Mission Valley ROP was able to save and reduce expenditures in materials, supplies, travel, conferences, postage and other services. The savings will help offset the projected budget shortfall in the fiscal year 2008-09.

Reserves for Capital Outlay include $2,066,936 for Proposition 1D CTEFP projects (Career Technical Education Facilities Program). MVROP submitted three applications

for a total of $4,213,875 and two have been approved for $2,818,875. The third application is in process with OPSC pending approval by SAB. CTEFP is a 50/50 funding program. Under the 50/50 program, 50% of the grant award will be funded by the State and the other 50% must be funded (matched) by MVROP. The match for the 3rd application was going to be funded through a loan from the State; however, after reviewing our actual ending balance, MVROP will be able to designate the match from reserves. Consequently, the loan request will be cancelled.

The Reserve for Economic Uncertainty is 9.3% of expenditures which is above the minimum required amount of 3%.

Member Ray Rodriguez inquired about how the 50/50 match works for MVROP and whether it is located in a separate fund. Ms. dela Cruz responded that $1.4 million is funded by the State and the matching $1.4 million from MVROP is designated in reserves listed under facilities. Page 76 of the report breaks this down. MVROP has already started to spend some of the funding for testing, inspections, etc.

Business and Finance #2 **Annual Certification of MVROP's Ending Balance for 2007-2008**

AB 2448 amended Ed Code 52321 to include certification of ROCPs ending balances beginning in the fiscal year 2007-08. At the June 25, 2008 Board meeting, the Board approved a resolution based on a projected ending balance of $3,748,161 and designated $2,818,000 in the Capital Outlay and equipment replacement reserve account.

To implement the new requirement CDE has developed an "ROCP Annual Certification" form. The form is due October 15, 2008. The actual ending balance as of June 30, 2008 was $4,090,818. The amount designated for Capital Outlay and equipment replacement reserves has been revised to $3,131,936, an increase of $313,936.

Member Larry Sweeney commended on MVROP's decision to adjust their budget mid-year. Marie dela Cruz commented that it took a lot of staff support to make the mid-year adjustment successful.

Member Jenn Stringer made a motion to approve the Annual Certification of MVROP's Ending Balance for 2007-2008. Member Larry Sweeney made a second to the motion. Members voted 3-0 to approve the Annual Certification of MVROP's Ending Balance for 2007-2008.

Board of Education #1 **Dates for September through December 2008 Governing Council Meetings**

The dates for the 2008-2009 Governing Council meetings taking place in September, October, November, and December were listed. Member Jenn Stringer commented that she would no longer be an elected representative of NHUSD. Her alternate will have to stand in for the November and December meetings.

Member Jenn Stringer made a motion to approve the Dates for September through December 2008 Governing Council Meetings. Member Larry Sweeney made a second to the motion. Members voted 3-0 to approve the Dates for September through December 2008 Governing Council Meetings.

The meeting was adjourned 5:04pm.

_____

Ray Rodriguez, President

_____

Jenn Stringer, Vice President

_____

Larry Sweeney, Clerk