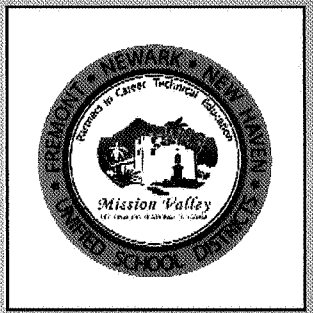
# Mission Valley ROP

## Wednesday, February 18, 2009

## 3:30 p.m. Governing Council Meeting

## ROP Board Room

(510) 657-1865 Ext. 15141


FREMONT • NEWARK • NEW HAVEN
UNIFIED SCHOOL DISTRICT
Pathway to Career Technical Education
Mission Valley

# Agenda

**Regular Meeting of the Governing Council**
**Mission Valley Regional Occupational Program/Center**
**ROP Board Room**
**Wednesday, February 18, 2009**

**Call to order _____p.m.**

**Pledge of Allegiance**

**Roll Call:**

_____ Ray Rodriguez, President
_____ Kevin Harper, Vice President
_____ Larry Sweeney, Clerk
_____ Alternate Board Members

**Approval of Agenda:**

Motion: _____
Second: _____
Vote: _____

**Communication:**

a. Items from the Staff
b. Oral Communication
*Presentation by Fire Science Instructor Sal Jacquez and EMT Instructor Scott Snyder*
c. Written Communication
- *"Practice Makes Perfect" MVROP Press Release, February 3, 2009*
- *"Fourth Annual Multimedia Fest" MVROP Press Release, February 4, 2009*

d. Items from the Board
e. Public Comment
- Blue Speaker Card – Items on the agenda
- Green Speaker Card – Items not on the agenda

**Consent Calendar:**

**a. Minutes:**
Approve minutes from Governing Council Meeting on January 28, 2009

**b. Business and Finance:**

| | |
|---|---|
| B&F#1 | Approve Purchase Orders over $5,000 |
| B&F#2 | Approve Warrants $5,000 and above |
| B&F#3 | Adopt Resolution Number 14-0809<br>Decrease to Income General Fund |

**d. Employment and Personnel:**

| | |
|---|---|
| E&P#1 | Approve Report of Certificated Personnel Actions |

E&P#2 Approve Report of Classified Personnel Actions

**End of Consent Calendar:**

Motion: _____
Second: _____
Vote: _____

Board comments on Consent Calendar:

_____
_____
_____
_____

**Business and Finance #1** **Information/ Action**

Budget Plan for 2009-2010 School Year

Motion: _____
Second: _____
Vote: _____

**Business and Finance #2** **Information/ Action**

Approve Audit Agreement with Vavrinek, Trine & Day Co., LLP to provide audit services for years ending June 30, 2009, 2010, and 2011

Motion: _____
Second: _____
Vote: _____

**Board of Education #1** **Information**

Review Mission Valley ROP Enrollment Data

Motion: _____
Second: _____
Vote: _____

**Board Requests**

**Meeting adjourned _____pm**




# Communication

Mission Valley
Regional Occupational Program
5019 Stevenson Blvd. • Fremont, CA 94538-2449
www.mvrop.org

PRESS RELEASE

**FOR IMMEDIATE RELEASE**

Date: February 3, 2009

## PRACTICE MAKES PERFECT

**FREMONT, CA-** Mission Valley ROP is teaming up with the Fremont Fire Department, U.S. Forest Service, and Adin Fire Protection District to train students in an all-day exercise which will demonstrate the life of a wildland firefighter and the basic skills necessary to fight wildland fires.

On Friday, February 6th from 7:20am to 2:30pm, the three fire agencies will be on the Kennedy High School track, located off of Farwell Drive, doing simulated wildland fire suppression skills, such as handline construction, hose lays and mobile attacks. "These are some of the basic skills of wildland firefighting that all the students will be exposed to at a young age," stated Tom Marovich, a firefighter with the U.S. Forest Service.

This collaborative training will serve as valuable hands-on experience for students, which is an integral part of Career Technical Education within all Mission Valley ROP classes. Combined with the skills that are taught in the classroom, students are able to leave Mission Valley ROP with real life experience that can benefit them for a lifetime.

**Where: Kennedy High School Track**
**Farwell Drive, Fremont, CA**

**When: Friday, February 6th, 7:20am to 2:30pm**

**Who: Mission Valley ROP Fire Science Students, Fremont Fire Department, U.S. Forest Service and Adin Fire Protection District**

**About Mission Valley ROP**
Mission Valley ROP (MVROP) is the regional occupational program for the tri-city area. Established in 1969, MVROP has been instrumental in preparing students for successful business, medical, and technical careers. Through a partnership with Fremont, New Haven, and Newark Unified School Districts, career technical education is provided to over 5,000 students (high school and adult) each year. Our new 45,000 sq. ft. Mission Valley ROP Career Technical Training Center is located in the heart of Fremont. For the latest news and information about MVROP, visit us on the web at www.mvrop.org.

###

**Press Contact:**
Allison Aldinger, PR Administrator
Mission Valley ROP
(510) 492-5141
aaldinger@mvrop.org

Mission Valley
Regional Occupational Program
5019 Stevenson Blvd. • Fremont, CA 94538-2449
www.mvrop.org

**FOR IMMEDIATE RELEASE**

PRESS RELEASE

Date: February 4, 2009

## FOURTH ANNUAL MULTIMEDIA FEST SHOWCASES STUDENT TALENT AND CREATIVITY IN VIDEO PRODUCTION, DIGITAL PHOTOGRAPHY AND GRAPHIC ARTS

**FREMONT, CA** – Mission Valley ROP (MVROP) is pleased to announce the Multimedia Festival 2009. This event is planned by MVROP students as a way to showcase their art while raising funds to support the multimedia programs. The festival will showcase student projects in animation, graphic design, digital photography, video production, and website design.

"I look forward to this event every year and am amazed every festival by the level of talent that the students demonstrate through all media forms. I welcome the community to come out and view this impressive collection of work," said Superintendent Charles Brown. Entrants will have an opportunity to win audience choice awards. The festival is open to high school students presently enrolled in MVROP Arts, Media and Entertainment Technology program courses in the tri-city area.

MVROP is also seeking sponsors. Entry, sponsor and donation forms are available for download on www.multimediafest.com.

**Event Details**

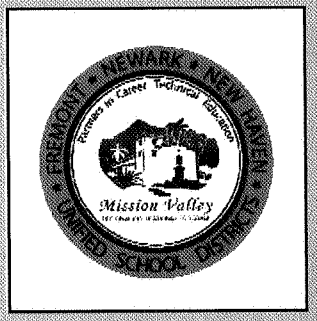
| | |
|---|---|
| Event: | Multimedia Fest 2009 |
| Date: | February 26, 2009 |
| Time: | 6pm for gallery opening, 7pm for video screening |
| Location: | James Logan High School's Little Theatre<br>1800 H Street, Union City, CA 94587 |
| Websites: | www.multimediafest.com |
| E-mail: | festival@mvrop.org |
| Tickets: | $5 in advance (on sale now) |

**About Mission Valley ROP**

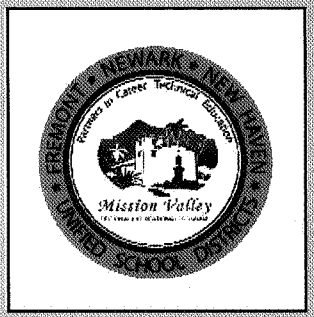
Mission Valley ROP (MVROP) is the regional occupational program for the tri-city area. Established in 1969, MVROP has been instrumental in preparing students for successful business, medical, and technical careers. Through a partnership with Fremont, New Haven, and Newark Unified School Districts, career technical education is provided to over 5,000 students (high school and adult) each year. Our new 45,000 sq. ft. Mission Valley ROP Career Technical Training Center is located in the heart of Fremont. For the latest news and information about MVROP, visit us on the web at www.mvrop.org.

###

**Press Contact:**
Allison Aldinger, PR Administrator
Mission Valley ROP
(510) 492-5141
aaldinger@mvrop.org




# Consent Calendar


FREMONT • NEWARK • NEW HAVEN •
UNIFIED SCHOOL DISTRICT
Mission Valley

# Minutes

**Regular meeting of the Governing Council**
**Mission Valley Regional Occupation Center/ Program**
**Wednesday, January 28, 2009**

**President Ray Rodriguez called the meeting to order at 3:04pm.**

Present: Ray Rodriguez, President
Larry Sweeney, Clerk
Kevin Harper, Member
Lily Mei, Alternate

**Board of Education #1** **Election of Officers**

Member Ray Rodriguez stated that New Haven Unified School District was in line for the presidency. However, it has been board practice to delay the rotation when a brand new member is next in line for the presidency. Member Larry Sweeney wanted the minutes to document that if the rotation was altered, it would be three years until FUSD would take the presidency. All members agreed that it would be best for Kevin Harper, NHUSD, to resume occupying the Vice President role until next year, when he will take the Presidency. It was unanimously agreed that this was the best option to pursue.

Kevin Harper made a motion to elect Ray Rodriguez, Newark Unified School District, to the office of President of the MVROP Governing Council. Larry Sweeney made a second to the motion. Members voted 3-0 to elect Ray Rodriguez as President of the MVROP Governing Council. Mr. Rodriguez will serve in that office for the remainder of the school year through December of 2009.

Larry Sweeney made a motion to elect Kevin Harper, New Haven Unified School District, to the office of Vice President of the MVROP Governing Council. Ray Rodriguez made a second to the motion. Members voted 3-0 to elect Kevin Harper to the office of Vice President of the MVROP Governing Council. Mr. Harper will serve in that office for the remainder of the school year through December of 2009.

Ray Rodriguez made a motion to elect Larry Sweeney to serve as clerk of the MVROP Governing Council. Kevin Harper made a second to the motion. Members voted 3-0 to elect Larry Sweeney as clerk of the MVROP Governing Council. Mr. Sweeney will serve in that office for the remainder of the school year through December of 2009.

**Approval of Agenda:**

*Member Ray Rodriguez made a motion to approve all items on the January agenda. Member Larry Sweeney made a second to approve the motion. Members voted 3-0 to approve all items on the agenda.*

**Communication:**

**a. Items from Staff:**

*Report from Superintendent Charles Brown:*
*State Budget*
Superintendent Brown stated that until the State reaches an agreement on the budget ROPs will not know what will happen. In order for a clear picture of the future to be made, the issue of categorical flexibility issue must be decided. What we presently know at this point is that there will be no COLA and .55% negative growth for the 08/09 school year. We also know that there will be no COLA and .63% negative growth for the 09/10 school year.

There are two proposals for categorical flexibility. The first proposal is the Governor's proposal for complete and permanent flexibility, including ROPs. The second proposal is from the LAO's Office and the Democrats. Their plan specifies targeted cuts for categoricals. This would include limited flexibility (for two years) including ROPs. Until an agreement is made, ROPs must follow the Governor's proposal.

ACSA holds a strong position as an Education Coalition member. They recently announced their recommendation for broad flexibility. Their position is to protect revenue funded programs, including ROPs and Adult Education. They also recommended for state lawmakers to pursue other cuts and not categorical flexibility for ROPs.

CCSESA handles oversight responsibilities for school districts. Their recent talking points on the issue of categorical flexibility shared their concerns over utilizing categorical flexibility. They advised school districts to not depend on those funds and to pursue other methods of funding. Overall, Superintendent Brown felt that this was good news on how the education community views categorical flexibility.

*Call to Action*
Superintendent Brown shared that he, along with, staff, students, and various industry partners had commenced a call to action contacting our state legislators. From what he has heard thus far, our efforts, in conjunction with the other ROPs, have been effective in reaching the legislators. The efforts will continue until a budget is approved.

*Budget Committee Meeting*
Superintendent Brown announced that administrators would be meeting with the MVROP Budget Committee in the following week. The committee is made up of instructors, and classified employees. It will be difficult to give the committee members hard numbers due to the State not passing a budget.

*Prop 1D Projects*
All projects are on hold until the State budget is approved. Therefore, no construction contracts can be given out until the funds are released from the State.

*Upcoming MVROP Events*
The MVROP Arts, Media, and Entertainment Technology Program will be putting on its Fourth Annual Multimedia Festival on Thursday, February 26th starting at 6pm in the James Logan High School Little Theatre. Superintendent Brown shared that the work that these high school students do is very impressive. He went on to say that the students do college-level work even though they are in high school.

Another event that is coming up quickly is the MVROP Annual Educators' Brunch taking place on Friday, February 13th at 8am here at the ROP Center. All Board Members received their invitations in their Governing Council packets for this meeting. Allison Aldinger shared that invitations had also been extended to all district Superintendents, high school vice principals and counselors, all junior high school counselors and staff, college partners, and other valuable industry partners.

Ray Rodriguez commented that he had some people in mind that he would like to invite. Allison Aldinger asked Ray Rodriguez to send her the contact information so that she could add these individuals to the invite list. She also added that if any of the other Board Members had someone they would like invited to send her the information.

Larry Sweeney felt that it was great that MVROP was reaching out to the middle schools in the local school districts. It will ensure as many advocates of ROP will be present the day of the event.

**d. Items from the Board:**
Lily Mei congratulated the MVROP staff on a clean audit. She also mentioned that several elementary schools have green eco clubs and that MVROP might want to consider reaching out to them as they pursue developing green curriculum.

Kevin Harper shared that NHUSD had yet to break ground on the performing arts center due to the State freezing all educational construction projects. Although once it is completed it will serve as an excellent collaboration between local "green" companies and schools. Tri-Ced, a local business in Union City, has had a history of collaborating with Chabot. In fact, it is the only non-profit of its kind that will take on troubled youth in its programs.

Larry Sweeney commended the MVROP staff for always being very responsive to any inquiries or support that has been needed. It is very impressive and greatly appreciated.

Ray Rodriguez mentioned that he wanted to go to a NHUSD Board of Education meeting and present Jenn Stringer with something for her years of service. Kevin Harper said that she would have to come back and attend the meeting since she is no longer on the board but that it could be done. Mr. Rodriguez went on to say that there might be some relief in sight with Federal dollars. Superintendent Brown responded that school districts had been cautioned that until there is approval of Federal monies for Education and there is an approved stimulus package, that those funds should not be depended on. Mr. Rodriguez responded that some of the money would go to the State and that it is not clear where it will go from there. He had spoken with both Senator Corbett and Assemblymember Torrico about both NUSD's and MVROP's budgets.

Superintendent Brown mentioned that he had been in Sacramento on January 22nd. He held very productive meetings with both Assemblymember Torrico and Senator Corbett's staff members. It was clear that they understood the issue and he felt that they were able to understand his position. Mr. Brown will be returning to Sacramento in March for the CAROCP legislative visits.

Mr. Brown shared that from what he understood, legislators were working hard at a very focused pace trying to work with each other. The legislators have differing ideas of how to get the final numbers but are trying to reach an agreement. Larry Sweeney responded that the longer the budget is delayed, the less likely mid-year cuts will take place.

**e. Public Comment**
None

**Consent Calendar:**

Superintendent Brown drew attention to the fact that the Governing Council minutes were from both November and December.

Member Larry Sweeney commended Allison Aldinger on her minutes. They are always very clear and capture the tone of the meetings very well. The other governing board members agreed.

Member Ray Rodriguez questioned whether the DECA fieldtrip was only made up of FUSD student only. To which Allison Aldinger responded that the students from all three school districts will be in attendance.

*Member Larry Sweeney made a motion to approve all items, excluding the November minutes, in the Consent Calendar. Member Kevin Harper made a second to approve the motion. Members voted 3-0 to approve all items in the Consent Calendar.*

**Business and Finance #1** **Review and Accept Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2007/2008**

Marie dela Cruz reported that each year the District is required to have an independent audit by an outside auditor. This is conducted in accordance with Governing Auditing Standards issued by the Controller General of the United States and Standards and Procedures for Audits of California K-12 Local Educational Agencies 2007-08. The audit report for the fiscal year ending in June 30, 2008 was prepared by Vavrinek, Trine, Day & Co. Marie dela Cruz went on to introduce Ki Lam, a partner of the firm, who would be co-presenting the audit report to the Board.

Ms. Lam shared that the audit is performed to obtain reasonable assurance about whether the financial statements are free of material misstatement. Auditors examine evidence supporting the amounts disclosed in financial statements. The report reviews accounting principles and procedures used when evaluating overall financial statement presentation.

Ms. Lam went over the Management's Discussion and Analysis (MD&A) of the report with the board. This portion of the report includes Overview of Financials Statements, Financial Highlights, Asset Reports, and Significant Accomplishments in 2007-08.

Financial Highlights in the report consisted of a revenue of $9,283,212 (which is 2.4% more than last year). Expenditures consisted of $8,641,366 (2% less than last year). The final ending balance for the 2007-2008 school year was $4,508,610 (a $641,846 increase over the last school year). Marie dela Cruz shared that this increased amount was mainly due to the budget freeze which was implemented in January of 2008.

New Building contributions included the new MVROP building being completed in June 2008. The up front cost paid( in school years 2003-2005) came to $750,000. Technology infrastructure (paid in the 2006-2007 school year) totaled $500,000. The science labs (paid for in the 2007-2008 school year) came to $220,000. The grand total MVROP contribution for the new building came to $1,470,000.

Assets include: construction in progress, buildings and improvements, furniture and equipment. Assets are totaled after depreciation is factored into the final amounts. These figures also include the cost of new building K-6 construction which totaled $290,792.

MVROP's organizational structure can be found on page 35 of the audit report. It describes who we are and what we do at MVROP. Page 36 details ADA reported by the school district for year ended June 30, 2008. By reviewing the trends and analysis, there has been an increase in fund balance and an increase in ADA.

The overall finding of the Independent Auditor's report was that there were no deficiencies or material weaknesses found in Internal Control over Financial Reporting. They found that MVROP complied with State laws and regulations thus making the schedule of findings "None".

Mr. Rodriguez inquired how many days ROP provides for sick leave. Ms. dela Cruz responded that 12 days are provided and then additional emergency leave without pay can be taken. Two sick days can be used as special leave. This must be requested and approved in advance by program managers.

Kevin Harper responded that he liked the slide which stated "No Findings" for the MVROP Audit. He also liked the MVROP reserve balance and he wished that NHUSD were as strong. He inquired as to what makes up the balance. Marie dela Cruz responded that Equipment replacement, DSP carryover, retirement benefits, and lottery monies were some of the items that made up this amount. She also pointed out that a detailed breakdown of the amount was provided in the Unaudited Actuals. Mr. Harper went on to ask whether these particular funds were earmarked. He then went on to suggest creating a reserve policy. He felt that it helps sustainability and helps educate the public that there is a plan in place. He then went on to inquire if MVROP had an investment policy approved by the Board.

Mr. Brown stated that MVROP is required by Education Code to deposit money with Alameda County Treasury. Mr. Harper suggested that there be more clarification on the wording regarding investments in County Treasury (page 25 of the report) for next year's audit to make this clearer.

Kevin Harper questioned what was meant by "taxpayers paid $198,000" on page seven of the report. He also pointed out that there was a tax increase on the next page listed under governmental activities. The auditor replied that she would need to go back to her records and would get back to the Board regarding this inquiry. Kevin Harper then inquired about the tax increase monies totaling $582,000. Mr. Brown responded that property tax is considered one time monies. It is unknown what will be received, if anything, each year. Marie dela Cruz then stated that these monies are added to the general fund and are part of the local apportionment. This is an increase in the budget, not an increase in property tax. The $582,000 is the amount of excess property tax income that was received that year.

Larry Sweeney commented on Kevin Harper's question regarding the statement on page seven stating that "cost paid by those who benefited from the programs" could be related to adult fees. Charles Brown added that this could be in reference to adult students who take MVROP courses. The instructional budget is offset by these adult class fees. This amount also helps to cover the cosmetology courses. Larry Sweeney then shared that he thought it was amazing that once again there were no findings on an MVROP audit. With as many restrictions that are placed on educational dollars it is quite the challenge to remain so accountable and transparent.

*Member Larry Sweeney made a motion to approve the Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2007/2008. Member Ray Rodriguez made a second to the motion. Members voted 3-0 to approve the Audit Report from Vavrinek, Trine, Day & Co. for the Fiscal Year 2007/2008.*

Ray Rodriguez suggested that a section be added to the Governing Council agenda for Board suggestions. Superintendent Brown informed the Board would have to change the agenda by-laws to do this. Mr. Rodriguez said that this was acceptable. Ray Rodriguez inquired as to how Board Members receive binders. Charles Brown responded that they were passed down from member to member when someone leaves the board. Therefore, Kevin Harper would get Jenn Stringer's previous binder.

**The meeting was adjourned 4:17pm.**

_____

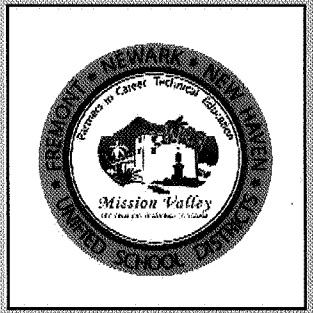
Ray Rodriguez, President

_____

Kevin Harper, Vice President

_____

Larry Sweeney, Clerk




# Business and Finance

# MISSION VALLEY ROP

**PO REPORT**
**BOARD MEETING**
**February 18, 2009**
**Period: 1/17/09-2/6/09**
**AGENDA ITEM - B&F #1**
**PO'S OVER $5000**

| PO NUMBER | VENDOR NAME & ACCOUNT CODE | DESCRIPTION | AMOUNT |
|---|---|---|---|

*NO PO'S OVER $5000*

**Mission Valley ROP**
**Warrants $5,000 and above**
**Fiscal Year 08-09**

B&F #2
February 18, 2009

| Date | Warrant # | Vendor | Purpose | Amount | PO number |
|---|---|---|---|---|---|
| 1/20/09 | 822795 | LCA Architects | Architect fees | $ 20,445.00 | 902940 |
| 1/22/09 | TF 900390 | FUSD | Busing - December 2009 | $ 11,586.96 | |

_____ Information
__X__ Action
_____ Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**
**BOARD OF EDUCATION**

**A G E N D A  I T E M**
**B&F #3**

**DATE OF BOARD MEETING:** February 18, 2009

**TITLE:** Adopt Resolution Number 14-0809
Decrease to Income
General Fund

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**Current Status:**

Resolution number 14-0809 reflects decrease to income to estimated actuals. Adjustments include a decrease in Interest Income of $50,000 and an increase to Local Revenue of $1,374.

**Recommendation:**

Staff recommends adoption of Resolution number 14-0809 authorizing the net decrease to income of $48,626.

| Marie dela Cruz, 657-1865 | ROP Center | Bus. Svcs. | Charles Brown |
|---|---|---|---|
| **Staff Contact Person** | **Department** | **Division** | **Superintendent** |

Based on Form J-62
State Department of Education

District Request No.14-0809
B&F #3

## FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

Sheila Jordan
County Superintendent of Schools
313 West Winton Avenue
Hayward, CA 94544-1198

Fremont, California

Date: February 18, 2009

Pursuant to the provision of the Education Code Section 42600, we, the undersigned, constituting a majority of the members of the governing board of the above-named district, do hereby transmit this resolution requesting a decrease in income of said school district for the following reasons:

Decrease Interest, Increase Local Income

| INCOME APPROPRIATION | ACCOUNT NO. | AMOUNT |
|---|---|---|
| Interest Income | 81-6350-0-0000-0000-8661-000-0000 | (50,000) |
| Local Income | 81-6350-0-0000-0000-8699-000-0000 | 1,374 |
| | | (48,626) |

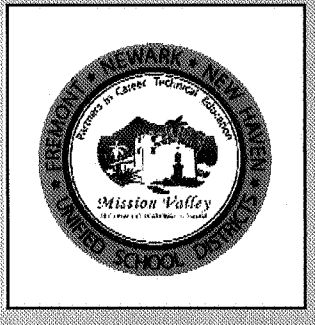
| EXPENDITURE APPROPRIATION | ACCOUNT NO. | AMOUNT |
|---|---|---|
| Property Insurance | 81-6350-0-0000-7601-5455-660-6013 | (30,761) |
| Misc Contracted Services | 81-6350-0-6999-1001-5830-660-6007 | (17,865) |
| | | (48,626) |

Respectfully submitted,

Clerk of the Governing Council
Mission Valley ROP
Alameda County, State of California

_____ Request Approved _____ Not Approved

Posted by:_____




# Employment and Personnel

**MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM**
**GOVERNING COUNCIL**

**AGENDA ITEM**

_____ Information

**Date: February 18, 2009** ___X___ Action

**Title: REPORT OF CERTIFICATED PERSONNEL ACTIONS**

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**Background:**

The Governing Council has delegated authority to the ROP staff to take certain actions on its behalf related to Certificated Personnel activities such as appointments, changes of status, resignations, requests for leaves, and retirements.

ROP staff are authorized to take personnel actions in the interest of operational necessity. Following those actions, staff reports to the Governing Council and recommends they approve prior actions.

**Current Status:**

A report of Certificated Personnel actions is submitted, recommending approval of prior actions taken by ROP staff.

**Recommendation:**

Approve Certificated Personnel recommendations for: *Employment and Termination.*

**Shelley Adams**
**(510) 657-1865**

**Certificated Personnel**
**Division**

**Charles Brown**
**Superintendent**

**ECL 1**

CONSENT ITEMS
MISSION VALLEY ROP

Certificated Personnel

## Hourly

| NAME | HOURS PER DAY | SUBJECT | EFFECTIVE DATE |
|---|---|---|---|
| Bonnie Borucki | Varies | Substitute | 1/22/09 |

## Termination

| NAME | HOURS PER DAY | SUBJECT | EFFECTIVE DATE |
|---|---|---|---|
| Arnold Bogosian | Varies | Substitute | 11/1/08 |

(con9feb0809)

**MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM**
**GOVERNING COUNCIL**

**AGENDA ITEM**

_____ Information

**Date: February 18, 2008** ___X___ Action

**Title: REPORT OF CLASSIFIED PERSONNEL ACTIONS**

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**Background:**

The Governing Council has delegated authority to the ROP staff to take certain actions on its behalf related to Classified Personnel activities such as appointments, changes of status, resignations, requests for leaves, and retirements.

ROP staff are authorized to take personnel actions in the interest of operational necessity. Following those actions, staff reports to the Governing Council and recommends they approve prior actions.

**Current Status:**

A report of Classified Personnel actions is submitted, recommending approval of prior actions taken by ROP staff.

**Recommendation:**

Approve classified Personnel recommendations for: *Terminations.*

**Marie dela Cruz**
**(510) 657-1865**

**Classified Personnel**
**Division**

**Charles Brown**
**Superintendent**

**ECL 1**

CONSENT ITEMS
MISSION VALLEY ROP

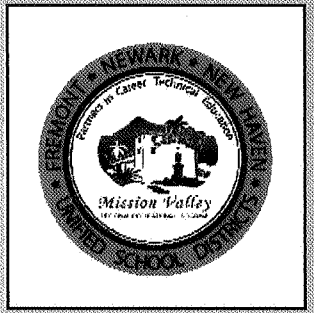
Classified Personnel

## Terminations

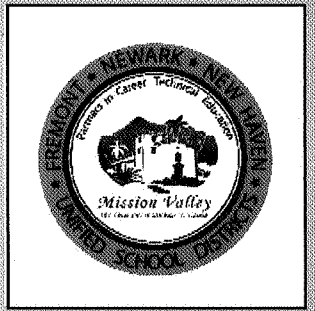
| NAME | POSITION | HOURS | SUPERVISOR | OTHER | EFFECTIVE DATE |
|---|---|---|---|---|---|
| Arnold Bogosian | Classified Substitute | 7 hours | Shelley Adams | Auto Technology Auto Body | 10/11/08 |
| David Kellman | Classroom Teacher Aide | 5 hrs/week | Irene Brucker | Nursing Assisting | 1/17/09 |
| Shawn Marsh | Technology Aide | 35 hrs/week | Shelley Adams | First Semester | 1/31/09 |

(con8feb0809)

# End of Consent




# Business and Finance




# Business and Finance #1

__X__ Information
__X__ Action
_____Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**
**BOARD OF EDUCATION**

**AGENDA ITEM**
**Business & Finance #1**

**DATE OF BOARD MEETING**: February 18, 2009

**TITLE**: Approve Plan to Balance 2009-10 Budget

---

**Background**:
On March 19, 2008, the Board approved a plan to balance the 2008-09 budget which included the implementation of a midyear budget freeze in 2007-08 to increase ending balances and budget cuts in 2008-09 to instructional materials, supplies and services. On January 10, 2009, Governor Schwarzenegger presented his 2009-10 Budget proposal. The Governor's budget includes no COLA for Regional Occupational Centers/Programs and 0.63% negative growth.

**Current Status:**
The Budget Advisory Committee met on February 3, 2009 to review current year 2008-09 budget and the proposed 2009-10 budget. The projected revenue shortfall for 2009-10 is $879,791 based on the Governor's proposal. In order to balance the 2009-10 budget, the attached plan will be implemented. The plan may be revised depending upon the impact of the State's final budget.

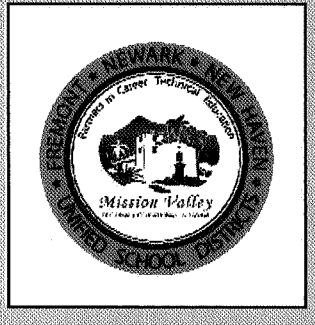
**Recommendation**:
Staff recommends approval of the budget plan for 2009-10 as described in Exhibit A including ongoing reductions implemented in the 2008-09 budget, projected increase in 2008-09 ending balance, and use of carryover reserves.

| Marie dela Cruz, 657-1865 X15145 | ROP Center | Business Services | Charles Brown |
|---|---|---|---|
| **Staff/Contact Person** | **Location** | **Division** | **Superintendent** |

**EXHIBIT A**
**Board Meeting - February 18, 2009**
**Business & Finance #1**

# MISSION VALLEY ROP
# 2009-10 PROPOSED BUDGET PLAN

| | | |
|---|---|---|
| **Revenues 2007-08 to 2009-10** | | |
| 2007-08 Revenues | 9,283,213 | |
| 2008-09 Revenues | 8,515,552 | |
| Difference between 07-08 and 08-09 | | (767,661) |
| 2009-10 Revenues | 8,403,422 | |
| Difference between 08-09 and 09-10 | | (112,130) |
| Total Change (Shortfall) | | (879,791) |
| | | |
| **Budget Plan for 2008-09** | | |
| 1. Budget Freeze 07-08/Save unspent budget balances to increase reserves | 250,000 | |
| 2. Reduce 3 Certificated FTE's | 210,000 | |
| 3. Reduce Books & Supplies (50%) | 253,561 | |
| 4. Support Books & Supplies budget with Reserves from Lottery Carryover (25%) | 126,781 | |
| 5. Reduce Travel & Conference (50%) | 35,808 | |
| 6. Reduce Equipment Rentals, Repairs & Maintenance (20%) | 15,576 | |
| 7. Reduce Printing Services (20%) | 10,770 | |
| 8. Reduce Transportation (20%) | 34,165 | |
| 9. Reduce Postage/Mailing (10%) | 5,086 | |
| Total savings and reductions for 2008-09 | 941,747 | |
| | | |
| **Budget Plan for 2009-10** | | |
| 1. Maintain 2008-09 Plan | 941,747 | |
| 2. Save 2008-09 6.5% restored funding to increase reserves | 346,516 | |
| 3. Transition Adult Medical/Health Technology and HVAC Programs to Fee Basis (potential savings of 3.88 FTE) | 271,600 | |
| 4. Staff addition for Biotechnology Program (1.2 FTE) | (84,000) | |
| Total savings and reductions for 2009-10 | | 1,475,863 |
| | | |
| Net Balance: Total savings and reductions less revenue shortfall | | 596,072 |
| | | |
| *Pending Budget Issues:* | | |
| 1. Categorical Program Flexibility | ? | |
| 2. Midyear Cuts | ? | |
| 3. Professional/Staff Development | (20,971) | |
| 4. Lottery | (318,168) | |




# Business and Finance #2

_____ Information
__X__ Action
_____ Presentation

**MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM**
**BOARD OF EDUCATION**

**A G E N D A  I T E M**

**Business and Finance #2**

**DATE OF BOARD MEETING:** February 18, 2009

**TITLE:** Approve Audit Agreement with Vavrinek, Trine, Day & Co., LLP to provide audit services for years ending June 30, 2009, 2010, and 2011.

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**Background:**

Education Code Section 41020 requires all school district governing boards to provide for an audit of the books and accounts of the district. Mission Valley ROP participated with other Alameda County School Districts in a request for proposal for audit services.

**Current Status:**

Vavrinek, Trine, Day & Co. was selected to perform the audits for years ended June 30, 2009, 2010, and 2011. The annual fees will not exceed $14,800, $15,500, and $16,200 respectively.

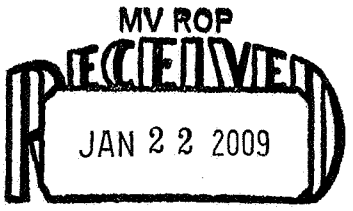
**Recommendation:**

Approve audit agreement with Vavrinek, Trine, Day & Co., LLP to provide audit services as of and for the years ending June 30, 2009, 2010, and 2011.

| Marie dela Cruz, 657-1865 | ROP Center | Bus. Svcs. | Charles Brown |
|---|---|---|---|
| **Staff Contact Person** | **Department** | **Division** | **Superintendent** |

Vavrinek, Trine, Day & Co., LLP
Certified Public Accountants

VALUE THE DIFFERENCE




January 21, 2009

Marie dela Cruz
Director of Business Services
Mission Valley Regional Occupational Program
5019 Stevenson Blvd.
Fremont, CA 94538

We are pleased to confirm our understanding of the services we are to provide Mission Valley Regional Occupational Program for the years ended June 30, 2009, 2010 and 2011. We will audit the financial statements of the governmental activities and the major fund information, which collectively comprise the basic financial statements of Mission Valley Regional Occupational Program as of and for the years ended June 30, 2009, 2010, and 2011.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany Mission Valley Regional Occupational Program's basic financial statements. As part of our engagement, we will apply certain limited procedures to Mission Valley Regional Occupational Program's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) Budgetary comparison schedule

Supplementary information other than RSI also accompanies Mission Valley Regional Occupational Program's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

1) Schedule of Expenditures of Federal Awards
2) Local Education Agency Structure
3) Schedule of Average Daily Attendance
4) Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
5) Schedule of Financial Trends and Analysis

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole.

Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Mission Valley Regional Occupational Program and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that Mission Valley Regional Occupational Program is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will prepare a draft of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities and the each major fund information of the Mission Valley Regional Occupational Program and the respective changes in financial position in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us, including identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts

could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

**Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if

performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mission Valley Regional Occupational Program's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Audit Administration and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Mission Valley Regional Occupational Program; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Vavrinek, Trine, Day & Co., LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to federal, state, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vavrinek, Trine, Day & Co., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the federal, state, or grantor agencies. If we are aware that a

federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on agree upon dates and to issue our reports in accordance with time requirements as specified in the *Standards and Procedures for Audit of California Office,* unless delayed by circumstances beyond the control of the Auditors. Ki Lam is the engagement partner and is responsible for supervising the engagement and signing the report.

**Audit Fee**

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit, therefore, we have established the maximum annual fee listed below. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The fee listed below is based on anticipated cooperation from your personnel, the assumption that unexpected circumstances will not be encountered during the audit and there are no significant changes in reporting format and/or audit requirements or significant changes in the operations of the Agency.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

The annual fees for auditing services under the terms of this contract shall not exceed $14,800, $15,500, and $16,200 for the fiscal years ended June 30, 2009, 2010, and 2011, respectively. Additional audit fees may be assessed if additional auditing services are provided for (1) any changes in Agency reporting format and/or audit requirements as stated in *Standards and Procedures for Audits of California K-12 Local Educational Agencies,* issued by the California State Controller's Office or Governmental Accounting Standards Board, (2) any changes in the number of funds or accounts maintained by the Agency during the period under this contract, and (3) additional audit procedures required due to the lack of preparation for the audit on the part of the Agency. These fees shall be in addition to the above maximum fee for audit services.

Our invoices for these fees will be rendered in three installments throughout the year as work progresses for the annual amount. The final installment will represent the 10% withheld amount pursuant to Education code 14505 and will be presented for payment upon certification by the Controller that the audit report conforms to the reporting provisions of the Audit Guide. All billings for additional audit fees or services will be billed as these services are provided. In accordance with Education Code Section 14505 (b), the Agency shall withhold fifty percent (50%) of the audit fee for any subsequent year of multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the audit guide. This contract shall be null and void if a firm or individual is declared ineligible pursuant to subdivision (c) of Section 41020.5. The withheld amount shall not be payable unless payment is ordered by the State Board of Accountancy or the audit report for that subsequent year is certified by the Controller as conforming to reporting provisions of the audit guide.

If a dispute arise amount the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules

before resorting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The Agency and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

**Non-Licensee Owners**

Vavrinek, Trine, Day & Co., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It is not anticipated that any of the non-licensee owners will be performing audit services for the agency.

**Peer Review Report**

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2005 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Mission Valley Regional Occupational Program and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Ki Lam

Vavrinek, Trine, Day & Co., LLP

RESPONSE:

This letter correctly sets forth the understanding of Mission Valley Regional Occupational Program.

By_____

Title _____

Date _____

# YANARI WATSON MCGAUGHEY P.C.

DALE M. YANARI (1947-2004) ◆ RANDY S. WATSON ◆ G. LANCE MCGAUGHEY
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

June 9, 2006

To the Partners of
Vavrinek, Trine, Day & Co., LLP
and the Center for Public Company Audit Firms Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP (the firm) applicable to non-SEC issuers in effect for the year ended December 31, 2005. The firm's accounting and auditing practice applicable to SEC issuers was not reviewed by us since the Public Company Accounting Oversight Board (PCAOB) is responsible for inspecting that portion of the firm's accounting and auditing practice in accordance with PCAOB requirements. A system of quality control encompasses the firm's organizational structure, the policies adopted and procedures established to provide it with reasonable assurance of complying with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (the AICPA). The design of the system, and compliance with it, are the responsibilities of the firm. Our responsibility is to express an opinion on the design of the system, and the firm's compliance with that system based on our review.

Our review was conducted in accordance with standards established by the Peer Review Committee of the Center for Public Company Audit Firms and included procedures to plan and perform the review that are summarized in the attached description of the peer review process. Our review would not necessarily disclose all weaknesses in the system of quality control or all instances of lack of compliance with it since it was based on selective tests. Because there are inherent limitations in the effectiveness of any system of quality control, departures from the system may occur and not be detected. Also, projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice applicable to the non-SEC issuers of Vavrinek, Trine, Day & Co., LLP in effect for the year ended December 31, 2005, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA, and was complied with during the year then ended to provide the firm with reasonable assurance of complying with applicable professional standards.

Yanari Watson McGaughey P.C.

Yanari Watson McGaughey P.C.

9250 EAST COSTILLA AVENUE, SUITE 450
GREENWOOD VILLAGE, COLORADO 80112-3647
(303) 792-3020
FAX (303) 792-5153

web site: www.ywmcpa.com

email: info@ywmcpa.com

YANARI WATSON MCGAUGHEY P.C.

DALE M. YANARI (1947-2004) ◆ RANDY S. WATSON ◆ G. LANCE MCGAUGHEY
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

**Attachment to the Peer Review Report of Vavrinek, Trine, Day & Co., LLP**
**Description of the Peer Review Process**

**Overview**

Firms enrolled in the AICPA Center for Public Company Audit Firms (the Center) Peer Review Program have their system of quality control periodically reviewed by independent peers. These reviews are system and compliance oriented with the objective of evaluating whether:

> The reviewed firm's system of quality control for its accounting and auditing practice applicable to non-SEC issuers has been designed to meet the requirements of the Quality Control Standards established by the AICPA.
>
> The reviewed firm's quality control policies and procedures applicable to non-SEC issuers were being complied with to provide the firm with reasonable assurance of complying with professional standards.

A peer review is based on selective tests and directed at assessing whether the design of and compliance with the firm's system of quality control for its accounting and auditing practice applicable to non-SEC issuers provides the firm with reasonable, not absolute, assurance of complying with professional standards. Consequently, a peer review on the firm's system of quality control is not intended to, and does not, provide assurance with respect to any individual engagement conducted by the firm or that none of the financial statements audited by the firm should be restated.

The Center's Peer Review Committee (PRC) establishes and maintains peer review standards. At regular meetings and through report evaluation task forces, the PRC considers each peer review, evaluates the reviewer's competence and performance, and examines every report, letter of comments, and accompanying response from the reviewed firm that states its corrective action plan before the peer review is finalized. The Center's staff plays a key role in overseeing the performance of peer reviews working closely with the peer review teams and the PRC.

Once the PRC accepts the peer review reports, letter of comments, and reviewed firms' responses, these documents are maintained in a file available to the public. In some situations, the public file also includes a signed undertaking by the firm agreeing to specific follow-up action requested by the PRC.

Firms that perform audits or play a substantial role in the audit of one or more SEC issuers, as defined by the Public Company Accounting Oversight Board (PCAOB), are required to be registered with and have their accounting and auditing practice applicable to SEC issuers inspected by the PCAOB. Therefore, we did not review the firm's accounting and auditing practice applicable to SEC issuers.

9250 EAST COSTILLA AVENUE, SUITE 450
GREENWOOD VILLAGE, COLORADO 80112-3647
(303) 792-3020
FAX (303) 792-5153

web site: www.ywmcpa.com
email: info@ywmcpa.com

# Board of Education




# Board of Education #1

___x__ Information

_____ Action

# MISSION VALLEY REGIONAL PROGRAM
# BOARD OF EDUCATION

## AGENDA ITEM

Date of Board Meeting: February 18, 2009

TITLE: Mission Valley ROP Enrollment Data

---

**Background:**
In keeping board members informed on the status of enrollment with the district high schools, staff completes an enrollment report indicating changes in enrollment over a period of years. In the past, the board requested detailed information providing enrollment data by home school location. Additionally, an FTE (full time equivalent) report indicating District and Mission Valley ROP FTE for teachers on high school campuses is provided identifying District benefits received through Mission Valley ROP.

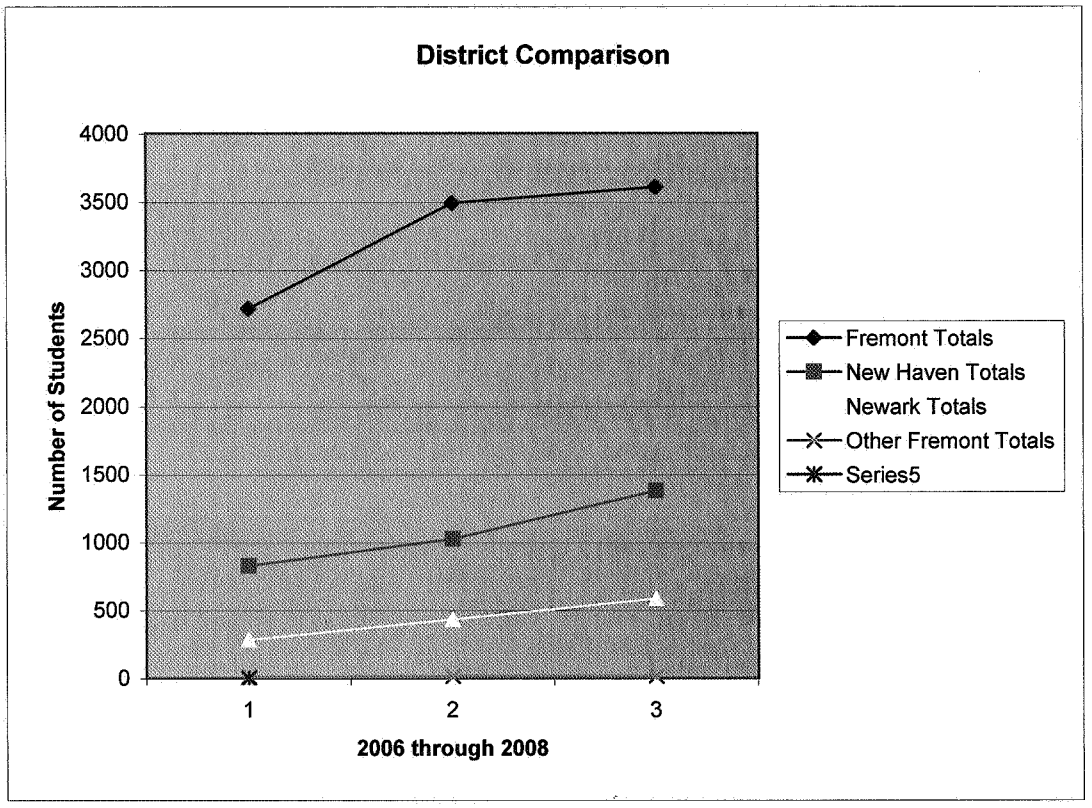
**Recommendation:**
Review the enrollment figures for the school years 2006-07 through 2008-2009 utilizing the enrollment report providing data by home school. Review FTE report identifying District savings provided by benefits received through MVROP.

| Shelley Adams | Instructional Services | Charles Brown |
|---|---|---|
| Staff Contact | Division | Superintendent, Mission Valley ROP |

## High School Students with Attendance by Home School

## (unduplicated count)

| | 06/07 Totals | 07/08 Totals | 08/09 Totals |
|---|---|---|---|
| **Fremont** | | | |
| American | 722 | 777 | 830 |
| Irvington | 628 | 967 | 949 |
| Kennedy | 405 | 643 | 699 |
| Mission | 303 | 432 | 460 |
| Robertson | 81 | 63 | 56 |
| Vista | 19 | 17 | 6 |
| Washington | 559 | 592 | 609 |
| **Fremont Totals** | **2717** | **3491** | **3609** |
| **New Haven** | | | |
| Conley-Caraballo | 46 | 67 | 32 |
| New Haven Ind. Study | 5 | 0 | 3 |
| Logan | 774 | 957 | 1342 |
| **New Haven Totals** | **825** | **1024** | **1377** |
| **Newark** | | | |
| Bridgepoint | 49 | 50 | 48 |
| Crossroads | 11 | 4 | 4 |
| Newark Memorial | 221 | 378 | 531 |
| **Newark Totals** | **281** | **432** | **583** |
| **Other (Fremont)** | | | |
| Fremont Adult | 6 | 3 | 3 |
| Fremont Christian | 2 | 3 | 3 |
| Fremont Ind. Study | 0 | 2 | 0 |
| C.O.I.L. Charter | 1 | 7 | 11 |
| **Other Fremont Totals** | **9** | **15** | **17** |
| **Grand Totals** | **3832** | **4962** | **5586** |


District Comparison
Number of Students
4000
3500
3000
2500
2000
1500
1000
500
0
1
2
3
2006 through 2008
Fremont Totals
New Haven Totals
Newark Totals
Other Fremont Totals
Series5

## High School Students with Attendance by Home School
## 7/1/06 through 10/13/06 (unduplicated count)

| | On Campus | ROP Center | Cosmetology | Totals |
|---|---|---|---|---|
| **Fremont** | | | | |
| American | 606 | 110 | 6 | 722 |
| Irvington | 566 | 54 | 8 | 628 |
| Kennedy | 150 | 254 | 1 | 405 |
| Mission | 254 | 47 | 2 | 303 |
| Robertson | 30 | 48 | 3 | 81 |
| Vista | 0 | 19 | 0 | 19 |
| Washington | 491 | 65 | 3 | 559 |
| Totals | 2097 | 597 | 23 | 2717 |
| **New Haven** | | | | |
| Conley-Caraballo | 36 | 7 | 3 | 46 |
| New Haven Ind. Study | 0 | 5 | 0 | 5 |
| Logan | 615 | 145 | 14 | 774 |
| Totals | 651 | 157 | 17 | 825 |
| **Newark** | | | | |
| Bridgepoint | 38 | 10 | 1 | 49 |
| Crossroads | 0 | 11 | 0 | 11 |
| Newark Memorial | 104 | 111 | 6 | 221 |
| Totals | 142 | 132 | 7 | 281 |
| **Other (Fremont)** | | | | |
| Fremont Adult | 0 | 6 | 0 | 6 |
| Fremont Christian | 0 | 2 | 0 | 2 |
| Fremont Ind. Study | 0 | 0 | 0 | 0 |
| C.O.I.L. Charter | 0 | 1 | 0 | 1 |
| Totals | 0 | 9 | 0 | 9 |
| Grand Totals | 2890 | 895 | 47 | 3832 |

ASAP Report 1.34B

## High School Students with Attendance by Home School
## 7/1/07 through 10/11/07 (unduplicated count)

| | On Campus | ROP Center | Cosmetology | Totals |
|---|---|---|---|---|
| **Fremont** | | | | |
| American | 637 | 135 | 5 | 777 |
| Irvington | 873 | 89 | 5 | 967 |
| Kennedy | 248 | 393 | 2 | 643 |
| Mission | 390 | 41 | 1 | 432 |
| Robertson | 0 | 61 | 2 | 63 |
| Vista | 0 | 17 | 0 | 17 |
| Washington | 494 | 95 | 3 | 592 |
| Totals | 2642 | 831 | 18 | 3491 |
| **New Haven** | | | | |
| Conley-Caraballo | 59 | 7 | 1 | 67 |
| New Haven Ind. Study | 0 | 0 | 0 | 0 |
| Logan | 848 | 93 | 16 | 957 |
| Totals | 907 | 100 | 17 | 1024 |
| **Newark** | | | | |
| Bridgepoint | 25 | 22 | 3 | 50 |
| Crossroads | 0 | 4 | 0 | 4 |
| Newark Memorial | 142 | 218 | 18 | 378 |
| Totals | 167 | 244 | 21 | 432 |
| **Other (Fremont)** | | | | |
| Fremont Adult | 0 | 3 | 0 | 3 |
| Fremont Christian | 0 | 1 | 2 | 3 |
| Fremont Ind. Study | 0 | 2 | 0 | 2 |
| C.O.I.L. Charter | 0 | 6 | 1 | 7 |
| Totals | 0 | 12 | 3 | 15 |
| Grand Totals | 3716 | 1187 | 59 | 4962 |

## High School Students with Attendance by Home School
## 7/1/08 through 10/12/08 (unduplicated count)

| | On Campus | ROP Center | Cosmetology | Totals |
|---|---|---|---|---|
| **Fremont** | | | | |
| American | 683 | 145 | 2 | 830 |
| Irvington | 870 | 78 | 1 | 949 |
| Kennedy | 403 | 288 | 8 | 699 |
| Mission | 424 | 35 | 1 | 460 |
| Robertson | 20 | 31 | 5 | 56 |
| Vista | 0 | 5 | 1 | 6 |
| Washington | 502 | 96 | 11 | 609 |
| Totals | 2902 | 678 | 29 | 3609 |
| **New Haven** | | | | |
| Conley-Caraballo | 22 | 9 | 1 | 32 |
| New Haven Ind. Study | 0 | 3 | 0 | 3 |
| Logan | 1242 | 90 | 10 | 1342 |
| Totals | 1264 | 102 | 11 | 1377 |
| **Newark** | | | | |
| Bridgepoint | 28 | 18 | 2 | 48 |
| Crossroads | 0 | 4 | 0 | 4 |
| Newark Memorial | 338 | 176 | 17 | 531 |
| Totals | 366 | 198 | 19 | 583 |
| **Other (Fremont)** | | | | |
| Fremont Adult | 0 | 3 | 0 | 3 |
| Fremont Christian | 0 | 0 | 3 | 3 |
| Fremont Ind. Study | 0 | 0 | 0 | 0 |
| C.O.I.L. Charter | 0 | 10 | 1 | 11 |
| Totals | 0 | 13 | 4 | 17 |
| Grand Totals | 4532 | 991 | 63 | 5586 |

ROP CLASSES TAUGHT BY ROP TEACHERS
2008/09 SCHOOL YEAR

| SCHOOL | PERIODS TAUGHT | TEACHER | # OF STUDENTS | AVERAGE PER PERIOD |
|---|---|---|---|---|
| American | 7 | Carey | 209 | |
| American | 1 | Crawford | 37 | |
| American | 6 | Marsh | 180 | |
| American | 2 | Rios | 25 | |
| AHS Totals | 16 | | 451 | 28.19 |
| Irvington | 3 | Albizo | 86 | |
| Irvington | 2 | Chase | 65 | |
| Irvington | 2 | Ketchum | 84 | |
| Irvington | 1 | Uppula | 27 | |
| Irvington | 2 | Lee | 62 | |
| IHS Totals | 10 | | 324 | 32.4 |
| Kennedy | 1 | Brookner | 17 | |
| Kennedy | 2 | Feist | 60 | |
| Kennedy | 2 | Moschetti | 64 | |
| KHS Totals | 5 | | 141 | 28.2 |
| Mission | 1 | Brookner | 31 | |
| Mission | 2 | McCormick | 40 | |
| Mission | 6 | Montano | 177 | |
| Mission | 3 | Moschetti | 95 | |
| MSJ Totals | 12 | | 343 | 28.58 |
| Robertson | 1 | Shepherd | 12 | |
| Robertson Totals | 1 | | 12 | 12 |
| Washington | 5 | Nahale | 153 | |
| WHS Totals | 5 | | 153 | 30.6 |

ROP CLASSES TAUGHT BY FUSD TEACHERS
2008/09 SCHOOL YEAR

| SCHOOL | PERIODS TAUGHT | TEACHER | # OF STUDENTS | AVERAGE PER PERIOD |
|---|---|---|---|---|
| American | 5 | Couts | 168 | |
| American | 1 | Holcomb | 28 | |
| AHS Totals | 6 | | 196 | 32.67 |
| Irvington | 5 | Burton | 122 | |
| Irvington | 2 | Mintey | 71 | |
| Irvington | 3 | Avina | 89 | |
| Irvington | 2 | Jackson | 61 | |
| Irvington | 2 | Strout | 58 | |
| IHS Totals | 14 | | 401 | 28.64 |
| Kennedy | 1 | Engle | 16 | |
| Kennedy | 3 | Murray | 77 | |
| Kennedy | 3 | Kamalnathan | 98 | |
| Kennedy | 1 | Clark | 20 | |
| KHS Totals | 8 | | 211 | 26.38 |
| Mission | 1 | Riley | 20 | |
| MSJ Totals | 1 | | 20 | 20.00 |
| Washington | 6 | Briano | 179 | |
| Washington | 4 | Garbarini | 135 | |
| WHS Totals | 10 | | 314 | 31.40 |

ROP CLASSES TAUGHT BY ROP TEACHERS
2008/09 SCHOOL YEAR

| SCHOOL | PERIODS TAUGHT | TEACHER | # OF STUDENTS | AVERAGE PER PERIOD |
|---|---|---|---|---|
| Logan | 1 | Laughlin/ Rodrigues | 29 | |
| Logan | 6 | LeBiavant | 160 | |
| Logan | 5 | Perez | 193 | |
| Logan | 4 | Rios | 111 | |
| Logan Totals | 16 | | 493 | 30.81 |

ROP CLASSES TAUGHT BY NHUSD TEACHERS
2008/09 SCHOOL YEAR

| SCHOOL | PERIODS TAUGHT | TEACHER | # OF STUDENTS | AVERAGE PER PERIOD |
|---|---|---|---|---|
| Conley-Caraballo | 1 | Simpson | 23 | |
| Logan | 1 | Kawaguchi | 25 | |
| Logan | 2 | Lawrence | 45 | |
| Logan | 2 | Panico | 74 | |
| Logan | 4 | Rardin | 115 | |
| Logan | 2 | Richberg | 66 | |
| Logan | 3 | Stapf | 95 | |
| Logan | 3 | Von Pinnon | 89 | |
| Logan Totals | 18 | | 532 | 29.56 |

ROP CLASSES TAUGHT BY ROP TEACHERS
2008/09 SCHOOL YEAR

| SCHOOL | PERIODS TAUGHT | TEACHER | # OF STUDENTS | AVERAGE PER PERIOD |
|---|---|---|---|---|
| Bridgepoint | 1 | Chase | 20 | |
| Newark | 5 | Chepourkova | 123 | |
| Newark | 5 | Voeltz | 134 | |
| Newark Totals | 11 | | 277 | 25.18 |