

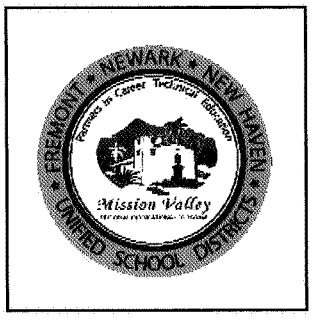
Mission Valley ROP

Wednesday, September 19, 2007

3:30 p.m. Governing Council Meeting

MVROP Board Room

(510) 657-1865 Ext. 15141


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

Agenda

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/Program
MVROP Board Room
Wednesday, September 19, 2007, 3:30 p.m.

Call to Order _____ p.m.

Pledge of Allegiance

Roll Call:

_____ Larry Sweeney, President
_____ Jan Crocker, Vice President
_____ Jenn Stringer, Clerk
_____ Alternate Board Members

Approval of Agenda

Motion: _____
Second: _____
Vote: _____

Communication:

a. Items from the Board

b. Items from the Staff

c. Oral Communication

d. Written Communication

- Sept. 6, 2007 – The Argus, *"Fremont student get high-tech ROP facility"*
- Sept. 5, 2007 – MVROP Press Release, *"MVROP Ribbon Cutting Ceremony"*
- Aug. 21, 2007 – The Argus, *"School is back in: New rules, schedules, facilities"*
- Aug. 7, 2007 – Tri-City Voice, *"MVROP receives generous donation"*
- Aug. 2, 2007 – MVROP Press Release, *"City of Fremont's Environmental Services Makes Generous Donation to MVROP"*
- August 2007 – Fremont Bulletin, *"Campuses preparing for 2007-08 school year"*
- Aug. 31, 2007 – Letter from Alameda County Office of Education regarding fiscal year '07-'08.

e. **Public Comment**
- Blue Speaker Card: Items on the agenda
- Green Speaker Card: Items not on agenda

Consent Calendar:

a. **Minutes:**
Approve minutes from Governing Council Regular Meetings on June 20, 2007.

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 No. 1-0708
Increase to Income and Expenditure Plan
Quick Start Partnership in Biotechnologies/Biosciences

c. **Curriculum and Instruction:**

C&I #1 Report from Summer School 2007

C&I #2 Approve Course Outlines for New Courses
EKG Technician, On-Line Business, Pharmacy Clerk, Pharmacy Tech and Sports/Physical Therapy

C&I #3 Approve Textbook List for 2007 - 2008

End of Consent Calendar:

Motion: _____
Second: _____
Vote: _____

Board comments on Consent Calendar:

_____
_____
_____

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

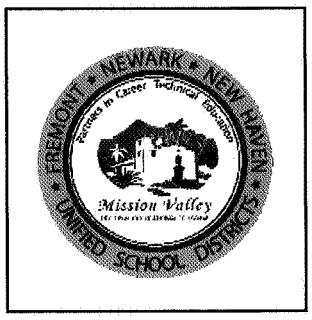
Review and accept Unaudited Actuals for 2006 - 2007.

Motion: _____
Second: _____
Vote: _____

Board Requests

_____
_____
_____

Meeting Adjourn: _____p.m.



Communication

Prep football 2007 kickoff

Special section complete with league previews, team schedules and more

INSIDE

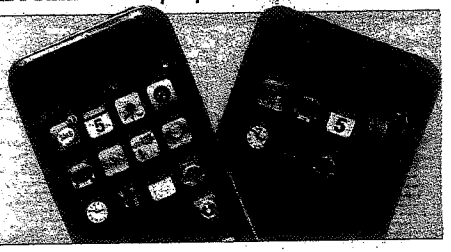


Happy heartbreak: Berkeley Rep celebrates its 40th LIVING

Attention, shoppers

Apple slashes iPhone prices, unveils new media players

BUSINESS



THURSDAY
September 6, 2007

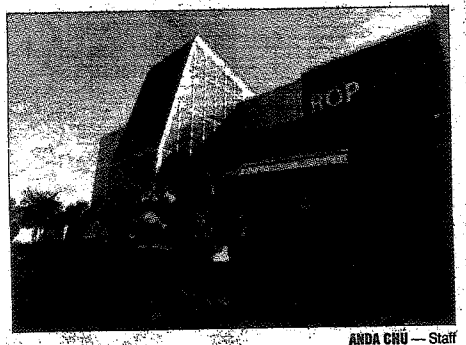
The Argus

of FREMONT, NEWARK AND UNION CITY CALIFORNIA

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Fremont students get high-tech ROP facility



ANDA CHU — Staff

STUDENTS EXIT the newly built Mission Valley Regional Occupational Center in Fremont on Wednesday, the first day of school.

Occupational training programs housed on Kennedy High campus

By Linh Tat
STAFF WRITER

FREMONT — The midmorning rays shone through the windows, bathing the building's interior in a pool of light. A blast of cool air greeted visitors as they entered the lobby. Down the hall was a lounge, which students wasted no time in making use of while waiting for classes to begin.

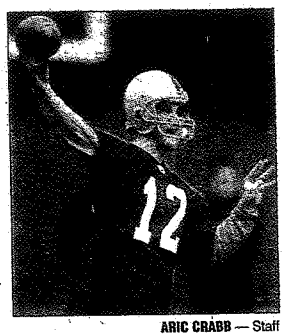
As Fremont students headed back to school Wednesday, those enrolled in the Mission Valley Regional Occupational Program finally got to check out their new home, at the southeast corner of Kennedy High.

Construction of the approximately $14 million building began in April 2006.

The 45,000-square-foot, two-story facility features 19 classrooms, including two state-of-the-art science labs and six computer labs, a career center and the student lounge.

The forensics lab, for example, features 30 individual work stations. Each microscope is connected to a laptop, which in turn is connected to an over-

Please see **ROP,** News 7



ARIC CRABB — Staff

McCown's the man

The Raiders have named Josh McCown as their starting quarterback, surprising many who thought the nod would go to Daunte Culpepper. **Sports**

INSIDE

Comics ..... Living 3
Legals ..... Class 4, 5
Obituaries ..... Local 3
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Wonderword ..... Living 2

Forecast

Sunny
Highs: mid-80s
Lows: upper 50s

Details on **Living 10**



Fremont students get high-tech new ROP site

ROP, from News 1

head projector so that students can view one another's projects on a big screen. The room also is stocked with a bacteria incubator and a freezer.

Additionally, the ROP building is more energy-efficient than the old campus, and officials expect to receive several rebates from PG&E.

Students who took classes at the old campus — a former elementary school on Laiolo Road — said the new facility is not only larger, but also has a corporate environment that helps affirm the notion that ROP is a place for professional development.

"It feels a little more like a work space," said William Johnson, a 2006 Washington High School graduate who is taking three computer classes through ROP.

ROP offers career classes in areas such as health sciences, computers, business and automotive technology for high school students and adults. High school students in the Fremont, New Haven or Newark school districts attend for free, and adults pay. The students often are placed in internships or jobs during or upon completion of their courses.

The instructors hold teaching credentials and have three or more years of work experience in the field they teach, ROP spokeswoman Karen Mangon said.

Charles Brown, ROP superintendent, said the new building was designed to resemble a high-tech office.

"Students are taking courses with the idea that someday they will be in the corporate world. We should start adopting some of those behaviors now," he said.

The school is scheduled to hold an official grand-opening ceremony in late October.

Staff writer Linh Tat covers education for The Argus. She can be reached at 510-353-7010 or ltat@bayareanewsgroup.com.

on violent video gam

GAMES, from News 1

interest to protect our children from these games."

The 2005 law, which never went into effect, would have prevented anyone younger than 18 from buying or renting games depicting serious injury to people "in a manner that is especially heinous, atrocious, or cruel" — a standard that would have been determined by courts. A label stating "18" would have been placed on the case. Retailers would have been fined up to $1,000 per violation.

In his Aug. 6 ruling, San Jose U.S. District Court Judge Ronald Whyte said he found insufficient evidence of a connection between violent videos and

cially because he feel is a tool of the indust might not always rate a way that gives pare other consumers the formation.

He points to the re boards' flip-flop on "T 2," which is schedule lease next month. Yet game, which allows p saw skulls, bash heac electrical boxes and c men with pliers, "the lent game ever releas

The ESRB initially game "Adults Only," b graded the rating to " after the game-maker a modified version. Y ticularly disappointec he said the board refi

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

PRESS RELEASE

FOR IMMEDIATE RELEASE

A SUCCESSFUL RIBBON-CUTTING CEREMONY OF THE NEW MISSION VALLEY ROP CENTER

FREMONT, CA – (September 5, 2007) – Yesterday, September 4th, was a day of celebration for the teachers, staff and school administration of Mission Valley ROP. The official ribbon-cutting ceremony took place to open the brand new state-of-the-art ROP Center located on Stevenson and Blacow in Fremont. The Fremont Chamber of Commerce, along with MVROP Superintendent Charles Brown hosted city officials, board members and superintendents and officially unveiled the new building.

"There are several people who worked countless hours to keep the construction of our new building on track in order to open in time for the new school year," stated Charles Brown, MVROP Superintendent. "We especially thank Fremont Unified School District for their support and assistance with turning the dream into a reality. So it is with great pleasure to say to our ROP teachers and students, 'Welcome to your new home.'"

Ceremony attendees included Fremont Vice Mayor Bob Wieckowski, Fremont Council Member Steve Cho, FUSD Board President Nina Moore, FUSD Board Member Lara York, MVROP Governing Council Member and FUSD Board Member Larry Sweeney, Newark Board President Ray Rodriguez, FUSD Superintendent Doug Gephart, Newark Superintendent John Bernard, FUSD Business Services Assistant Superintendent Bill Stephens and FUSD Facilities Director Therese Gain.

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. Keeping current with today's standards is critical and we develop solid business and industry partnerships. The 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.

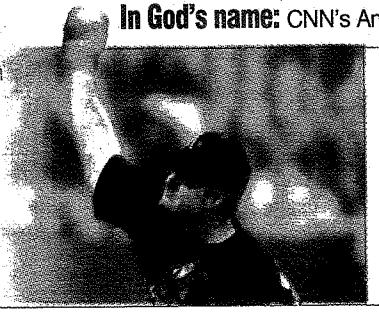
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Press Contact:
Karen Mangon, PR Administrator
Mission Valley ROP
(510) 492-5141

A's hold off Jays

Blanton makes good with early runs

SPORTS

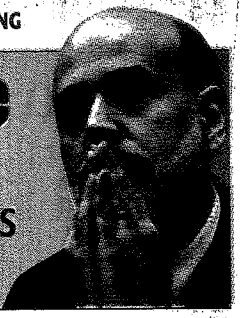


In God's name: CNN's Amanpour reports on fundamentalism in 'God's Warriors' LIVING

Rookie mistake

Economists critical of Fed chairman's about-face on rates

BUSINESS



TUESDAY
August 21, 2007

The Argus

of FREMONT, NEWARK AND UNION CITY CALIFORNIA

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School is back in: New rules, schedules, facilities

By Linh Tat
STAFF WRITER

THE NEW SCHOOL YEAR is just around the corner for Tri-City area students.

Students return to school Wednesday in Newark, on Aug. 29 in New Haven and on Sept. 5 in Fremont. The first day of class for Ohlone College students is Monday.

The start of each school year often brings with it a mixture of excitement and anxiety. To help students and parents prepare for a successful first day, they should make note of some of the new policies and schedules that could directly affect them, as well as learn who the new administrators are.

Here's a sampling of changes that the community can expect.

Newark

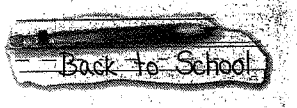
Students and staff at Schilling Elementary will find that the pod — the main building containing the principal's office — has been completely redone and expanded to include more classrooms, Superintendent John Bernard said.

And at Newark Memorial High School, students will be greeted by new Vice Principal John McMorris and new Activities Director Patty Charron, previously a Spanish teacher at the school. McMorris and Charron replaced the husband-and-wife team of Tom and Jan Breen, who retired in June.

While many districts in the county anticipate declining enrollment, there's now a chance that in Newark the number of students remains the same as last year, Bernard said.

"We're looking forward to all the kids coming back," he said. "Our enrollment numbers are coming in

Please see **SCHOOL,** News 13



District starting dates

NEWARK	Wednesday
NEW HAVEN	Aug. 29
FREMONT	Sept. 5
OHLONE COLLEGE	Sept. 5



BOB PEPPING — Staff

SURROUNDED by piles of school supplies, Pat Boggs fills classroom orders for textbooks Monday at the Newark school district warehouse in Newark. The new school year starts Wednesday in the district.

Schools starts soon in Tri-City

▶ **SCHOOL,** from News 1

stronger than we (initially projected). We're grudgingly optimistic."

New Haven

The first thing New Haven students should keep in mind is the new bell schedule. School will be in session from 8 a.m. to 2:05 p.m. for elementary students, from 8:20 a.m. to 2:35 p.m. for middle school students and from 8:40 a.m. to 3:25 p.m. for high school students.

District officials said they changed the schedule because research has shown that younger children learn better earlier in the day, while the opposite is true for older children.

While classes will start earlier for some kids, the school day will be longer for others.

Pioneer Elementary School's all-day kindergarten pilot program is just about full, even with seven sections of 20 students each, Principal Joanne Stanley said. Kindergartners will receive 295 minutes of instruction each day — 95 minutes more than last year.

"I think children are ready for an all-day program, parents want an all-day program, and it's exciting that . . . teachers want to try this," Stanley said.

As some kindergartners stretch their school day, middle school students will lose one class period and have six classes per day. Each period, however, will be eight minutes longer, so that pupils can receive 24 hours of additional instruction in subjects such as math and science during the course of the academic year.

Another change that students may notice is a new principal leading their school. Those include Tracie Noriega at Alvarado Elementary, Beth Davies at Hillview Crest Elementary, Karen Saucedo at Barnard-White Middle, Alberto Solorzano at Cesar Chavez Middle, and Mireya Casarez at Conley-Caraballo High School.

Besides facility upgrades at a number of the campuses, the district also reported that James Logan High School will open with a new building containing 15 classrooms, three of which are science labs. Eleven more classrooms, including four labs, will open later this year, said Enrique Palacios, executive director of operations.

Fremont

Individuals prone to forgetfulness should circle Sept. 5 on their calendar.

That's the first day of school in Fremont, and, for the first time, the district is rolling out a new policy stating that, unless a student is ill, anyone who doesn't report to class by the third day of school will risk losing his or her seat to another student on a waiting list. The student whose seat was lost will be transferred to another classroom or school.

Students failing to show up the first three days has been a problem in previous years, when school started the week before Labor Day. However, because school starts after Labor Day this year, officials said they expect there to be less of an issue with families returning from vacation late.

Other changes in Fremont include new facilities at some sites.

For example, work on Irvington High School's new dining hall is wrapping up, district Facilities Director Therese Gain said.

And the Mission Valley Regional Occupational Program staff, which serves students throughout the Tri-City area, moved into their new digs at Kennedy High School earlier this summer.

The two-story, 45,000-square-foot center features 19 classrooms, two state-of-the-art science labs and six computer labs, a student services center, and both a staff and a student lounge.

"When students walk into our main lobby, they'll notice that professional, corporate look of our new career technical training center. . . . They'll get a sense of the primary purpose of ROP — we train students for employable skills and train them for exploration (of careers)," ROP spokeswoman Karen Mangon said.

In Fremont, the following schools will have new principals: Annette Le Trourneau at Durham Elementary, Genevieve Johnson at Weibel Elementary, Greg Bailey at Horner Junior High (interim), Phyllis Hamilton at Thornton Junior High (interim), Tom Hanson at Kennedy High (interim) and Sal Herrera at Robertson High (interim).

Staff writer Linh Tat covers education for The Argus. She can be reached at 510-353-7010 or

hurricane intensifies

▶ **DEAN,** from News 1

and the Cayman Islands.

By 8:35 p.m. EDT, it had sustained winds of 160 mph and was centered about 210 miles south-southeast of Tulum, according to the U.S. National Hurricane Center. Category 5 storms — capable of catastrophic damage — are rare with only three having hit the U.S. since record-keeping began.

The eye was expected to make landfall early Tuesday morning near Chetumal, about 80 miles south of Tulum.

Cancun seemed likely to be spared a direct hit, but visitors abandoned its swank hotels to swarm outbound flights. Officials evacuated more rustic lodgings farther south, where Dean — which has killed at least 12 people across the Caribbean — was expected to smash ashore early Tuesday.

Eric Morovich of Orange County, waited outside Cancun's airport after trying unsuccessfully to book a ferry, rent a boat and charter an airplane. "The next option is swimming, I guess," he joked.

A hurricane warning was in affect from Cancun all the way south through Belize. All hospitals were closed in Belize City, the country's biggest, and authorities urged residents to leave, saying Dean is too strong for their shelters. Meteorologists said a storm surge of 12 to 18 feet was possible at the storm's center.

The storm was expected to slash across the Yucatan and emerge in the Gulf of Campeche, where Petroleos de Mexico decided Monday to shut down production on the offshore rigs that extract most of the nation's oil.

President Felipe Calderon said he would cut short a trip to Canada where he is meeting with President Bush and Canadian Prime Minister Stephen Harper.

"Given (the hurricane's) progression and dangerousness, I have decided to return to Mexico soon," Calderon said in Ottawa. "I'll personally oversee the aid effort in case of a disaster."

Shutting the 407 oil wells in the Campeche Sound will result in a production loss of 2.7 million barrels of oil and 2.6 billion cubic feet of natural gas a day, Pemex said. Of that, about 1.7 million barrels of oil a day is exported from three Gulf ports, where Pemex was loading the final tankers before shutting them as well.

Red Cross campaigns for quake readiness

▶ **CRACK,** from News 1

And if you do a double-take while walking through San Francisco's Union Square this week, emergency preparedness officials will be pleased. They hope you and other shocked shoppers will wake up, stockpile some food and water and, while you're at it, take some courses in first aid and CPR.

No, it isn't real, this 60-foot gash on the landmark square's patterned pavement, revealing chunks of concrete, twisted wires and mangled cars in the parking garage below. But it certainly seems like it is, this glimpse of the ground ravaged by a devastating temblor.

"It looks like Union Square has been broken," said Steve Moore, a spokesman for the agency. "It's pretty wild."

Of course, the American Red Cross isn't known for being wild. The 126-year-old institution has maintained a rather

generations while quietly providing disaster relief and collecting blood.

But after one Red Cross survey found only 6 percent of Bay Area residents had taken steps to prepare for an earthquake, the group decided it would shake things up first. After consulting with the advertising firm Publicis & Hal Riney, the "What Do We Have to Do to Get Your Attention?" campaign was born.

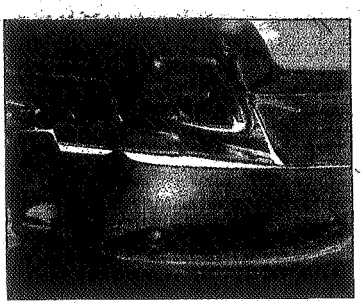
It's part viral marketing, part public service announcement, part guerrilla advertising. And already, it has started to work, the Red Cross says, with 17 percent of Bay Area residents now considered prepared for a major disaster, up from the 6 percent just one year before.

"People say, 'You're scaring people.' We say, 'No, this is a reality check,' " said Bruce Burtch, director of marketing for the American Red Cross'



Mission Valley Barracudas reign as EBSL Champions

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Street Reflections

Page 12



The Bourne Ultimatum

Page 17

FREE

What's Happening

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Mission Valley ROP receives generous donation



SUBMITTED BY KAREN MANGON

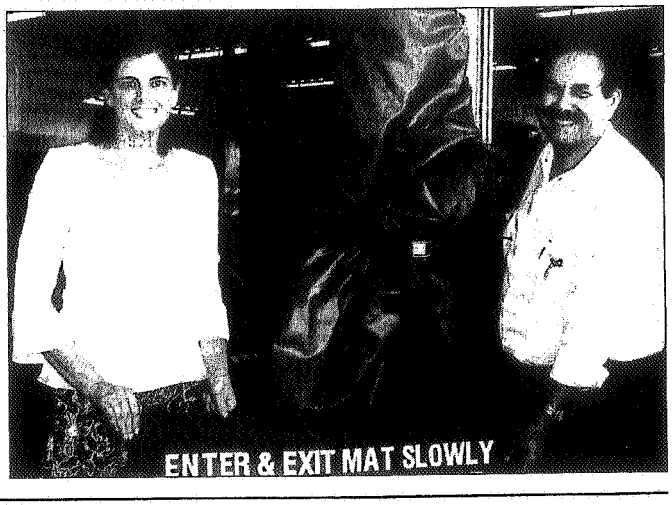
Mission Valley ROP (MVROP) received a generous donation of equipment and supplies from the City of Fremont's Environmental Services Division. The donations include new oil drain pans and a portable car wash station.

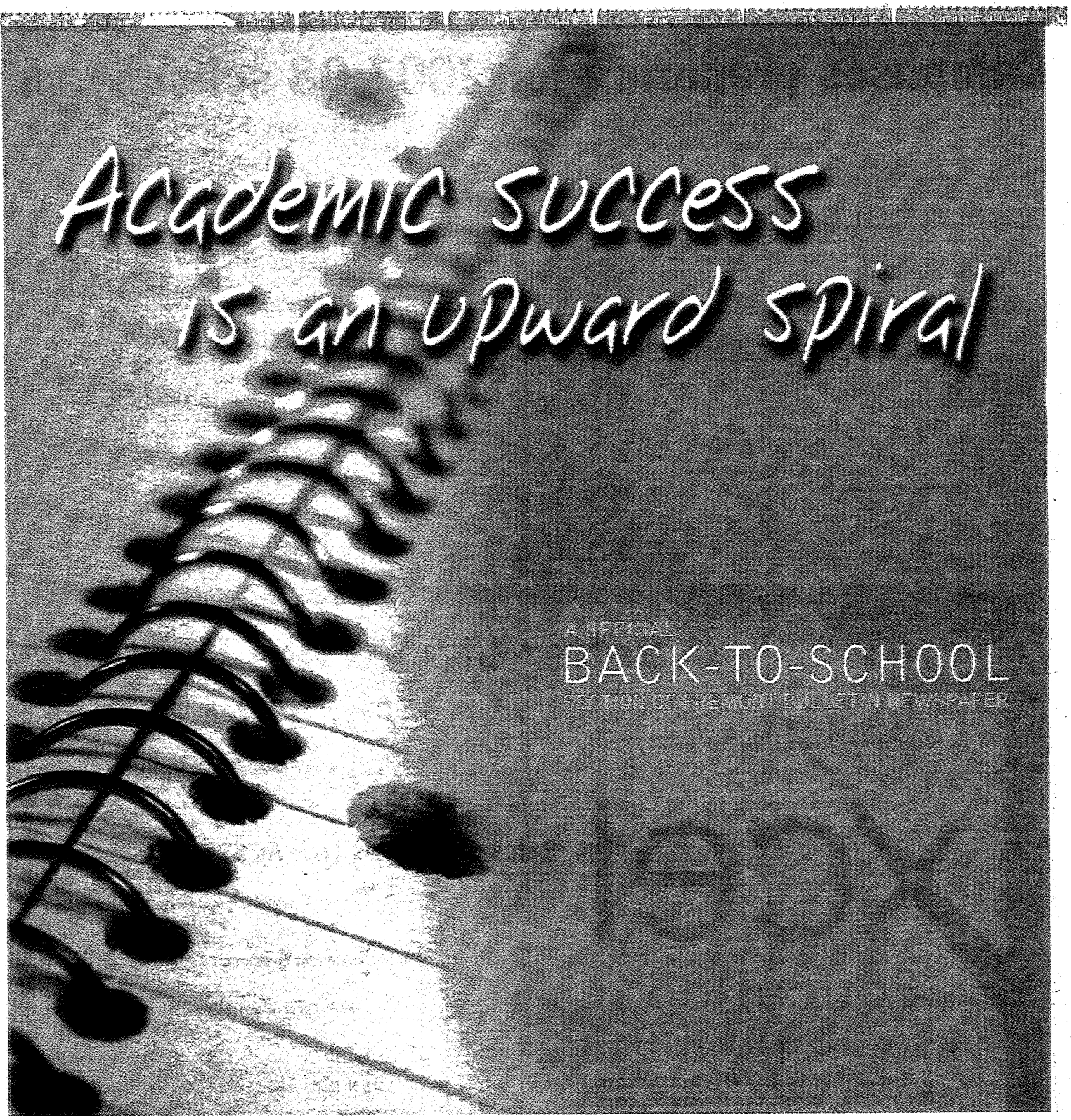
"We thank the City of Fremont for their generous donation that will directly benefit our Automotive Technology program," stated Charles Brown, MVROP Superintendent. "The supplies and equipment will reinforce the importance of proper recycling and disposal of hazardous waste products used in class."

"We are delighted to support Mission Valley ROP programs," added Michelle Pelayo, Environmental Specialist for the City of Fremont. "We hope to encourage students to demonstrate appropriate environment-safe methods and techniques learned in class."

Students use the oil drain pans to collect oil from cars during routine oil changes. The used oil is then disposed of at authorized recycling centers. The water collected in the portable car wash station can be recycled and reused for other purposes, as well.

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A SPECIAL
BACK-TO-SCHOOL
SECTION OF FREMONT BULLETIN NEWSPAPER

Campuses preparing for 2007-08 school year

First day of classes in Fremont Unified School District is Sept. 5

BY WES BOWERS

There are only three full weeks of summer vacation left for Fremont Unified School District students, and the district is preparing campuses to welcome them to the 2007-08 school year.

With school set to start Sept. 5, the school district has been hard at work completing several projects funded through the $157.2 million Health and Safety Bond passed in 2002.

One of the biggest projects, which began last May, is the district's new 42,000-square-foot Mission Valley Regional Occupation Program career training center, under construction on the Kennedy High School campus.

Expected to open in September, the center will serve 5,000 Tri-City teenagers and adults with technical and vocational classes each year.

The new center will add 19 new classrooms and 16,000 square feet of office space with the 10 existing rooms at Kennedy High.

Although not funded through the 2002 bond, the construction will be paid for via the sale of the current Regional Occupation Program site on Laiolo Road.

Budgeted at $17 million, the district will own the new site, but lease it to the occupation program.

For many Fremont Unified campuses, ongoing projects include alterations, modular classrooms and retrofits.

American High School is undergoing a seismic alteration that should be completed this summer.

The school is also in the process of having new modular classrooms built.

Washington High School also had modular classrooms installed.

Additionally, the school, much like several others, is undergoing ongoing alterations.

New locks for added security are being installed across campus, and restrooms are being remodeled.

Every room on the Washington campus will be air conditioned, and rewiring work will be done where electrical outlets have reached maximum capacities. Back-up emergency interior lights are also being installed.

Mission San Jose High School is having similar improvements made, including new locks and restrooms.

Also, louvered windows that are deemed insufficient will be replaced, as well as the roof. Mold or dry rot abatement will happen as needed.

Back-up interior emergency lighting will be installed, as well as exterior lighting for added security.

Robertson High School is having a new lunch shelter completed, and Irvington High School will have a new dining facility completed as well by the time school is in session.

Only two junior high schools have construction projects underway. Thornton Junior High is having seismic alterations done, and new turf is being installed. The turf should be ready for student use by September.

At Walters Junior High, various alterations are underway, including new locks, restrooms, air conditioning, wiring and back-up interior emergency lights.

Elementary schools will have the most work done this year.

Brookvale Elementary recently had one of its classroom converted into a fully operational science lab in the spring, complete with workstations and sinks to conduct classroom lab projects.

Cabrillo Elementary has a traffic separation project completed, which entailed construction of pick-up and drop-off zones for parents away from the flow of on-street traffic. The school will also have new turf this year.

Forest Park Elementary also had new locks, restrooms, a roof and back-up emergency lights installed, as well as new modular classrooms built.

Millard and Oliveira elementary schools also had new modular classrooms built.

Mission San Jose Elementary is undergoing similar alterations as other schools, and a new multi-use building is being built there.

At Niles Elementary, new turf has been installed and the school

Please see Page 12

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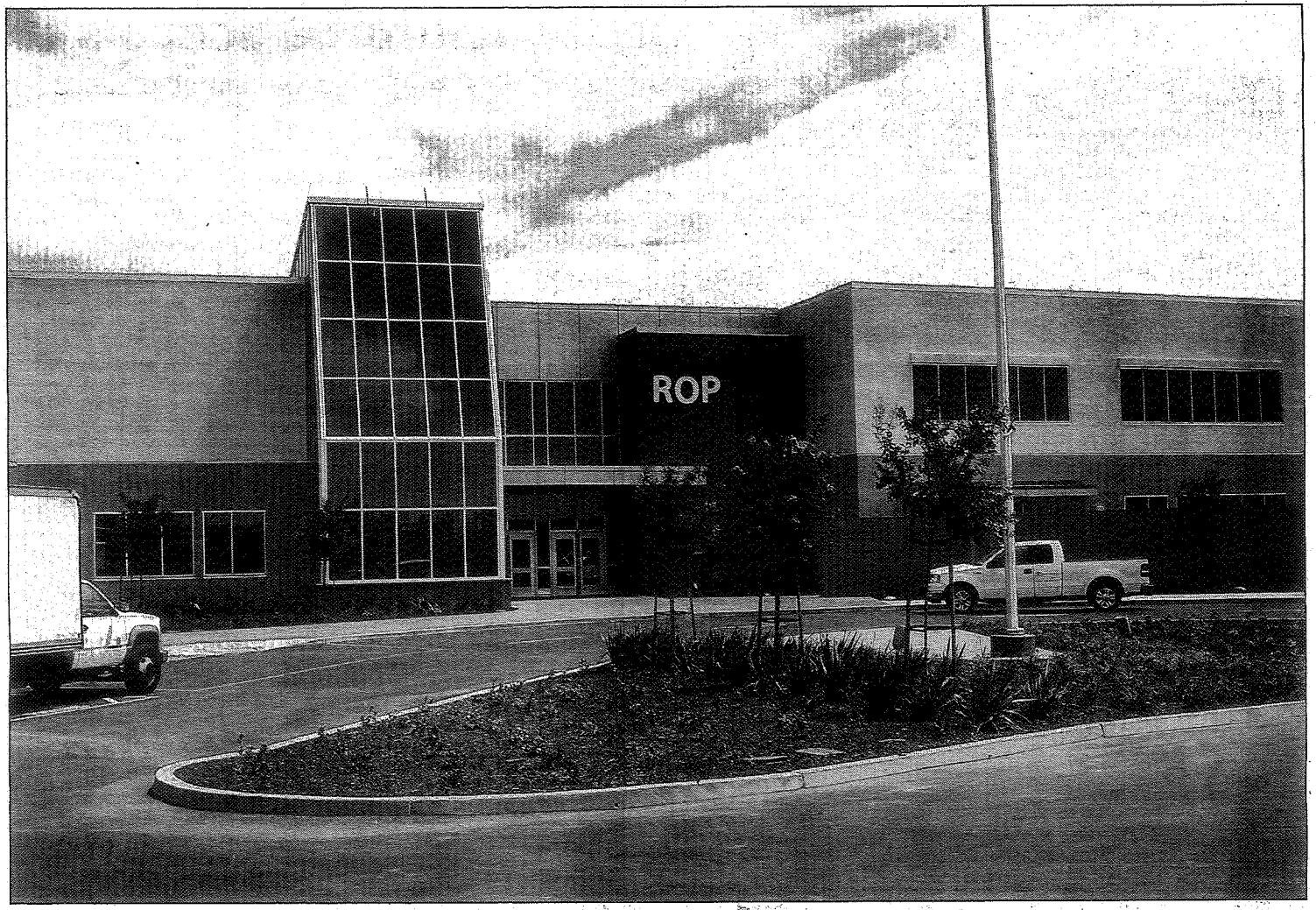
Rates Starting As Low As $25 per session
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(408) 945-8003

E-mail: info@xcelinmath.com
Web site: www.xcelinmath.com



One of the biggest construction projects this summer is Fremont Unified School District's new 42,000-square-foot Mission Valley Regional Occupation Program career training center on the Kennedy High School campus. It is slated to open next month.

Photo by Scott Hester

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Mission Valley
Regional Occupational Program
5019 Stevenson Blvd. • Fremont, CA 94538-2449
Leader in career technical education!

Contact:
Karen Mangon, PR Administrator
Mission Valley ROP
(510) 657-1865 ext. 3003

FOR IMMEDIATE RELEASE

CITY OF FREMONT'S ENVIRONMENTAL SERVICES MAKES GENEROUS DOATION TO MISSION VALLEY ROP

FREMONT, CA – (August 2, 2007) – Earlier this week, Mission Valley ROP (MVROP) received a generous donation of equipment and supplies from the City of Fremont's Environmental Services Division. The donations include new oil drain pans and a portable car wash station.

"We thank the City of Fremont for their generous donation that will directly benefit our Automotive Technology program," stated Charles Brown, MVROP Superintendent. "The supplies and equipment will reinforce the importance of proper recycling and disposal of hazardous waste products used in class."

"We are delighted to support Mission Valley ROP programs," added Michelle Pelayo, Environmental Specialist for the City of Fremont. "We hope to encourage students to demonstrate appropriate environment-safe methods and techniques learned in class."

Students use the oil drain pans to collect oil from cars during routine oil changes. The used oil is then disposed of at authorized recycling centers. The water collected in the portable car wash station can be recycled and reused for other purposes, as well.

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. Keeping current with today's standards is critical and we develop solid business and industry partnerships. The 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.

###

Alameda County Office of Education

RECEIVED
SEP 07 2007
MV ROP

Sheila Jordan
Superintendent

Carlene Naylor
Associate Superintendent
Business Services

Rick Minnis
Chief Human Resources Officer

Naomi Williams
Assistant Superintendent
Educational Services

John Flores
Assistant Superintendent
Student Programs and Services

2007-08
BOARD OF EDUCATION

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Member

Eileen McDonald
Member

August 31, 2007

Larry Sweeney, President
Board of Education
Mission Valley ROP/C
5019 Stevenson Blvd
Fremont, CA 94538

Dear President Sweeney:

In accordance with Education Code Section 42127, we have examined the adopted budget of Mission Valley ROP (the ROP) for fiscal year 2007/08 to determine if it complies with the Criteria and Standards adopted by the State Board of Education, allows the ROP to meet its financial obligations during the fiscal year and is consistent with a financial plan that will allow the ROP to meet its multiyear financial commitments. Based on our review, your adopted budget meets the specified criteria and is approved with the following comments.

Labor Negotiations

We have noted that salary and benefit negotiations have not been settled for this fiscal year. We would like to remind the ROP of the requirements of Government Code (GC) Section 3547.5 and Assembly Bill (AB) 1200 on public disclosure of collective bargaining agreements. At least ten working days prior to the date the ROP Governing Board will take action on the proposed bargaining agreement, please provide us with an analysis of the cost of the settlement and its impact on the operating budget. The original signed Certification of the Districts Ability to Meet the Costs of Collective Bargaining should be included with this document. Upon ratification, please provide us with the original signed Public Disclosure of Collective Bargaining Agreement Certification.

Post Employment Liability

In view of the growing concern with the unfunded liability of post employment benefits for school districts, we highly recommend that the ROP complete an actuarial study of all its post employment liability. Although the ROP has set aside funds in the reserve for a portion of their

313 W. Winton Ave.
Hayward, California
94544-1136

(510) 887-0152

www.acoe.org

post employment liability, we further encourage the ROP to begin discussions for long range plans for funding the liability to ensure its future fiscal stability.

Governor's 2007/08 Budget

We would like to remind the District of Education Code Section 42127 which specifies that school districts must, no later than 45 days after the Governor signs the Budget Act, make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the changes in funding by that Budget Act.

Conclusion

We would like to remind the District that the First Interim Report must be approved by the Governing Board on or before December 15, 2007, and submitted to the County Office within five days, but no later than December 15, 2007.

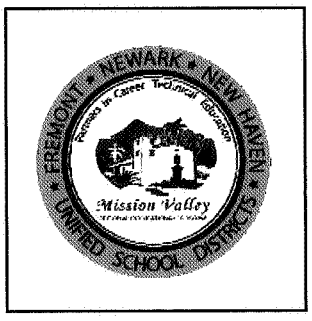
We appreciate the cooperation and assistance provided by Marie dela Cruz during the review process. If you have any questions or concerns regarding our review process, please feel free to call me at (510) 670-4140 or Carlene Naylor at (510) 670-4271.

Sincerely,

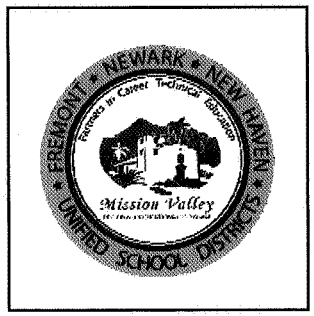
Sheila Jordan, Superintendent
Alameda County Office of Education

SJ:rt

Cc: Charles Brown, Superintendent, Mission Valley ROP/C
Marie dela Cruz, Director of Business Services, Mission Valley ROP/C
Carlene Naylor, Associate Superintendent, ACOE
Lou Highlander, Executive Director, ACOE
Roland Tom, Director, ACOE
DBAS Mission Valley ROP Perm File



Consent Calendar


FREMONT • NEWARK • NEW HAVEN
UNIFIED SCHOOL DISTRICT
Mission Valley

Minutes

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/Program
Wednesday, June 20, 2007

President Larry Sweeney called the meeting to order at 3:32 p.m.

Present: Larry Sweeney, President, FUSD
Jan Crocker, Vice President, NUSD
Jonas Dino, Alternate, NHUSD
Ray Rodriguez, Alternate, NUSD

Approval of Agenda:
Vice President Crocker made a motion to approve the agenda. Mr. Dino made a second to approve the motion. Members voted 3-0 to approve the agenda.

Communication:

a. **Items from the Board**
Mrs. Crocker expressed her excitement for being in the new building in June. Mr. Dino inquired about the Open House, to which Superintendent Brown stated it will occur sometime in October with the hopes of having the Governor attend.

b. **Items from the Staff**
New Building Update
Superintendent Brown reported that we are now in the building, but it has not officially been signed off to MVROP yet. There are still a number of outstanding items, such as coverings for the columns in the board room, being completed. Mr. Brown expressed his gratitude to the Fremont Unified staff members who worked diligently on the project: Mike Porbansky (Project Manger), Roy Moreno (Inspector), and Therese Gain (Facilities Director).

The MVROP staff has moved into the building. There are no students in the building yet, but we expect to allow students in the building on August 1st. However we will not hold any instruction in the new building until the fall. There are still a number of classroom items to complete. The new furniture has arrived and is now being installed. The actual move by Valley Movers began today and will continue until June 22nd. The movers will follow up with additional items on Monday, June 25. We expect to have an Open House in October. We set aside three dates for the Grand Opening: Oct. 11, 18 or 25th. Mr. Brown offered tours after the meeting today for anyone interested in seeing the building. President Sweeney informed the group that Newark Unified is holding a board meeting promptly at 5:00 pm tonight.

Summer School
Superintendent Brown stated that summer school will take place in the Kennedy High School campus, as well as the Kennedy Tech buildings. He explained that we have consolidated the two MVROP centers – the Laiolo campus and the Kennedy Tech buildings - into one center called the Mission Valley Career Technical Training Center. Shelley Adams will be the coordinator in charge of summer school. Phil Subasa and his team is working diligently to set up both the technical needs for the offices in the new building, as well as summer school.

ADA Projections
Mr. Brown stated that our ADA for this year will be very close. We have made our cap. However, to qualify for full funding which includes growth and Cal-Works, we will be really close. We do not have our June counts yet. We expect that we will come within at least 5 ADA of getting full funding, which makes our organization really efficient. President Sweeney inquired if we are in any danger of losing Cal-Works dollars this year. Superintendent Brown explained that Cal-Works is generated on over-cap ADA, as well as Cal-Works recipients getting funding on their own. In addition, we do not expect any Cal-Works dollars this year because of Los Angeles Unified excess we received. We are approved to have 39 Cal-Works recipients through Alameda County, however we do not have any this year. Mrs. Crocker asked what Cal-Works is based on. Mr. Brown responded by stating Cal-Works students are adults over 18 that receive AFDC payments and meet other Cal-Works criteria. The students must be designated as such by their case worker.

c. Oral Communications
None.

d. Written Communication
Karen Mangon gave a brief summary of the press release about the Forensic Investigation Challenge that involved several MVROP students. The event took place at the Central County Occupational Center in San Jose, however it was a joint collaboration with CCOC and MVROP. This year's event drew a large crowd. We hope to host this event at the MVROP Center next year. Ray Rodriguez added that his son at Newark had an opportunity to attend the event and enjoyed it very much. There were several media people and local new reporters covering the event. Mr. Rodriguez further commented that the event was very well done and was an eye-opening experience for his son, as well as many of the participating students. President Sweeney closed by complimenting Ms. Mangon on a job well done with the MVROP press releases.

e. Public Comment
None.

Consent Section:

President Sweeney made a brief comment that C&I # 1is a great one-page resource to use for anyone interested in seeing a list of all MVROP courses. Mrs. Crocker made a motion to approve all items in the Consent Section. Mr. Dino made a second to approve the motion. Members voted 3-0 to approve all items in the Consent Section. Mrs. Crocker complimented Ms. Mangon on the detailed minutes included in the MVROP board packets.

Business and Finance #1 **MVROP 2007/2008 Final Budget**

Before Superintendent Brown deferred the item to Mrs. Dela Cruz, he officially welcomed her back from leave. Mrs. Dela Cruz then began to summarize the final budget report for 2007 – 2008. Next year's revenue includes a COLA of 4.53%, a local revenue increase of 2.5%, which doesn't include excess property tax, Carl Perkins funds down 22.7%, Staff Development 4.53% increase and DSP funding down 54.2%. Interest Income has increased 59.2% because we have underestimated it in the past. Overall, MVROP's total revenue is $8,361,059, which is a decrease of 4.9%. Mrs. Dela Cruz continued to provide information about ADA projections for '07-'08, as well as '08-'09 and '09-'10. She also gave details about the ADA projections by each district – Fremont, New Haven and Newark. On the expenditures side, Certificated FTE is 50.75 and Classified FTE is 14.05. Our total salaries and benefits is 62% of total expenditures. At the last board meeting, we were approved for funding for two additional staff development days for teachers at $17,500. Contract employees at Newark and New Haven cost $148,835. Our new building lease cost is $70,000 more. FUSD Services agreement was increased by the 4.53% COLA, so it is $225,865. Mrs. Dela Cruz stated our reserves look healthy. We have a total fund balance of $3,769,674, where 6.5% are reserved for economic uncertainties and $965,000 for facilities. Also, we have $187,646 in pending excess growth from the Los Angeles Unified School District ADA. Once the excess growth is free and clear, we will move the funds back to the operating budget. It also includes the money for the technology infrastructure for the new building and the science labs. With the criteria and standards, there were areas that were "not met" due to one-time funds received in 06-07. She proceeded to explain that the multi-year projections include the 08-09 COLA at 3.7% and 09-10 COLA at 2.6%. Mrs. Crocker inquired if the 3.7% for the 08-09 COLA was what the state government projects. Mrs. Dela Cruz confirmed that the COLA information is what we receive from School Services of California. Mrs. Crocker also asked if we were locked into COLA, and Mrs. Dela Cruz said we were not.

Mrs. Crocker complimented Mrs. Dela Cruz on the great synopsis provided. Mrs. Crocker also recommended that MVROP create a wallet-sized ROC/P Fast Facts guide with pertinent information about the school's ADA, telephone numbers and number of students from each school district. The teachers would appreciate having the information, as well since they are sometimes the best advertisers for the ROP programs.

Mr. Dino asked if MVROP has a process for negotiations for teachers that affect the numbers. Mr. Brown stated there is an annual budget process we go through with all staff. Unfortunately, we never know our numbers until the state budget passes. Also, we

sometimes get extra funds from excess property tax, but we do not know that information until February. We start the process in October, then meet and confer with all staff to generate ideas about our goals and objectives this year. There is another meeting in February or March to review the budget. We have typically been able to give increases that were retroactive back to July.

Mr. Dino made a motion to approve the 2007 - 2008 final budget for Mission Valley ROP. Mrs. Crocker made a second to the motion. Members voted 3-0 for approving the 2007 -2007 MVROP final budget.

Business and Finance #2 Transfer of $720,000 from Reserves to '06/'07 Budget to pay FUSD for Technology Infrastructure and Science Labs

Superintendent Brown stated that there are obligations for the costs of the science labs $220,000 and $500,000 for technology infrastructure. Both were separate bids for the building. The technology bid went to CIBER, Inc. and we now need to pay them. Mrs. Dela Cruz stated we need to pull the funds from our savings account and put in the operating budget so we can list in the books as a formal transfer. Mr. Dino asked how long the infrastructure is good for. Mr. Brown stated that there will be individual servers that need to be replaced on an on-going basis. Mr. Subasa stated there is a 7-year maintenance agreement on the product and HP provides a lifetime warranty. Mrs. Crocker asked if we have a "free zone" for wi-fi access. Mr. Subasa confirmed there are 12 wireless access points throughout the building.

Mrs. Crocker made a motion to approve the transfer of $720,000 from reserves to pay for the technology infrastructure and science labs. Mr. Dino made a second to the motion. Members voted 3-0 for approving the transfer of $720,000 from reserves to pay for the technology infrastructure and science labs.

Board of Education #1 Approve Funding for Extended Teacher Work Year

Superintendent Brown stated that at the last board meeting, we voted to extend the teacher work year to two additional days for the purpose of staff development. August 30th will be the date of our first staff development. We were asked by the board to look at a method for paying for the additional days. Mrs. Dela Cruz explained the funding for the additional days will be taken out of the operating budget Local Revenue Limit using the non-instructional hourly rate of $31.34. We added the new per diem amount to the 6-hour and 7-hour certificated salary schedule. The estimated cost is $20,000 based on 45 FTE's. Mrs. Crocker asked if the cost triggers any other costs in salaries and Mrs. Dela Cruz replied that there may be an impact on benefits. In closing, Mrs. Crocker concurred that the per diem method is the most equitable way of funding the two days of staff development.

Mrs. Crocker made a motion to approve the funding for extended teacher work year. Mr. Dino made a second to the motion. Members voted 3-0 for approving the funding for extended teacher work year.

Board of Education #2 **Draft of Career Technical Education Plan and Submission of Prop 1D Applications**

Superintendent Brown distributed the color-coded diagrams of the site plan and proceeded to explain the plans for new construction projects (yellow) and modernization projects (pink). There are several parts of the Career Technical Education (CTE) application. The main CTE Plan, which was drafted by our instructional team (Rick Herrmann, Shelley Adams and Jim Omlid), is worth 50 points for the application. ROCP's are not eligible to participate directly for new construction funds, rather they must go through their districts. We are working with FUSD on the new construction projects (yellow) that will affect our Public Service sector programs on the Kennedy high school campus. For the modernization projects, ROCP's are eligible to apply directly. We have chosen to modernize our Automotive Technology programs (pink). Mr. Brown referenced the Prop 1D Project Summary page and explained each project in detail. He stated that a major focus for the Prop 1D funding is to provide facilities within an industry sector. MVROP is one of the few ROP's that provide programs and pathways in all 15 industry sectors.

There are four parts to Project 1 for new construction. Mr. Brown referred to the site maps and explained projects #1A to #1D in detail. Mr. Sweeney asked if MVROP had plans to get a 2nd fire truck. Rick Herrmann stated that we will have two bays in the garage to park another vehicle, but we are considering an ambulance.

There are two parts to Project 2 for modernization. There is a definite need to expand our Auto Body and Auto Tech programs. One reason is due to FUSD's upcoming plans to build dining commons for Kennedy High School. FUSD will need the space in K-7, currently occupied by our Auto Body Painting and Refinishing program, to make this happen. Therefore, we need to make room for the class to be consolidated to the main ROP Center area. Mr. Brown explained projects #2A and #2B in detail. He stated that we are in competition with many other schools since we are in a large region. His estimate is a 50% chance of getting the modernization funds and 30% of the new construction funds. Mrs. Crocker asked where the matching funds will come from. Mr. Brown stated we will take the money from reserve funds. Mrs. Dela Cruz added that we currently have $965,000 in facility reserves. Mr. Brown stated that we had three CTE Advisory Committee meetings to get industry input for our CTE plans.

Mr. Herrmann took some time to go over the draft of the CTE Plan. He referred the group to turn to page 5 of the CTE Plan, where the industry sector information begins. He explained that there are a variety of courses to choose from with electives. In addition, he mentioned that we worked closely with Irvington's S.H.A.P.E. (Science, Health and Physical Education) small learning community, and their requirements may be a bit different. This draft is a generic career pathway plan only. The plan will continue to evolve as our programs change over time. The plan also complies with the objectives of AB 2448. Mr. Herrmann encourages each school site to consider taking a CTE plan and making it specific to their school.

Mr. Sweeney stated he appreciates that this information is more than just a boilerplate of what ROP offers. Mr. Rodriguez inquired about $965,000 if it is part of the fund balance. Mrs. Dela Cruz stated that the economic uncertainty would not change, but it would come out of the $3.7M. Mr. Rodriguez also asked whether the new construction plans will change the lease agreement costs with FUSD. Mr. Brown confirmed there would be no change to the lease cost. Mr. Dino asked why we chose portable buildings over permanent. Mr. Brown replied that it was a cost consideration. Mr. Sweeney added that FUSD was able to lock in the portable building price for 5 years. Therefore MVROP can take advantage of the low cost. The improved materials on portable construction these days allow the buildings to last at least 20 years. Mr. Dino asked if the portables will have the same IT infrastructure as the new building. Mr. Subasa confirmed that the buildings are all on fiber networks. Mrs. Crocker asked what happens if we do not get the grant. Mr. Brown stated that we will have an update about the funding in September. If we are not funded, we will go back to the drawing board and assess the situation. There are some needs for upgrades that need to be done. For example, some roofing of our classrooms needs repairs. Mr. Rodriguez asked if we are looking to spend all $965,000. Mr. Brown stated we will leave some money in the facility reserves. To accumulate all the money in reserves plus the money to pay for the new building, we saved for 7 years. He reiterated that we will assess the whole situation and look at all the options. K6 must be demolished because it is not safe. We like the idea of the multi-purpose garage because it can meet a lot of our needs. We also need projects for our construction tech students.

Mrs. Crocker asked to describe the Hospitality, Tourism and Recreation included in the CTE plan. Mr. Herrmann explained the plan in detail, citing the joint collaboration with New Haven Unified. ROP will be the primary deliverer of the Culinary Arts instruction. The instructor we hired is a well-known chef named Herve LeBiavant, who has worked for Princess Cruiselines and several training restaurants in San Francisco. Mrs. Crocker asked how this will impact the culinary program at Bridgepoint. Mr. Hermann stated that we will have an instructor cover the Bridgepoint class and two sections at American High School. He also mentioned that there are issues with safety and carpeting at Bridgepoint that we have addressed to the administration. Mrs. Crocker concurred that MVROP has quality instructors on board, but we need the culinary facilities to teach the students properly. Mrs. Crocker stated that Dominic Machi, Director of Child Nutrition Services at Newark, is committed to improving the situation at Bridgepoint and can be helpful to MVROP in terms of advisory.

Mr. Dino made a motion to approve the draft of the Career Technical Education Plan and the submission of the Prop 1D applications. Mrs. Crocker made a second to the motion. Members voted 3-0 for approving the Career Technical Education Plan and submission of the Prop 1D applications.

Board of Education #3 **Memorandum of Understanding between Fremont Adult School and MVROP**

In an effort to pursue AB 2448, one of the areas that the bill encourages is the collaboration with the community colleges and adult education in the district. Mr. Brown stated we currently have joint projects with Fremont Adult Schools, such as Basic Skills and GED Prep classes. We have agreed to pilot a program with Fremont Adult School to offer ROP courses to adult school students. This is a win-win situation for both agencies since we will keep our MVROP instructors fully employed and Fremont Adult School can continue to generate ADA to meet their cap and growth to get funding this year.

Mr. Brown explained that neither agency makes money on the pilot program, the key is that the adults get served. Neither agency will lose money. The revenue limits remain the same. The revenue limit for adult education is lower than the revenue limit for ROP. Mr. Herrmann explained that the adult school will adopt the same fees as ROP. Mr. Sweeney said the year-to-year pilot program is the way to go. He reiterated that MVROP has a good track record for making good business decisions, despite the changing demands.

Mr. Dino made a motion to approve the MOU between Fremont Adult School and MVROP. Mrs. Crocker made a second to the motion. Members voted 3-0 for approving the Memorandum of Understanding between Fremont Adult and MVROP.

Board of Education #4 **Services Agreement between FUSD and MVROP**

Mr. Brown explained that the Services Agreement covers most things, as listed on page 2. The estimated value of services is $228,000 and FUSD is willing to perform services at $225,792. He referenced the second bullet point with regards to the use of district transportation. Because of the tremendous increase of $6.06 /mile, we will be looking to make changes to transportation. Mrs. Crocker asked what transportation issues are happening now. Mr. Brown stated we run two routes: northern and southern route. At the new building the busses only need to go to one building. Mr. Omlid explained that especially during spring quarter, bus ridership has been extremely low. Mr. Brown stated that in the past we provided AC Transit bus passes to Newark students to go to Bridgepoint, which worked out great. He stated that first semester in the new building, we will continue to provide bus transportation to all schools as normal. Also, AC Transit just cancelled the Blacow route (Union City Bart to Fremont Bart), which is unfortunate. However, the Stevenson route is still running. We are currently negotiating with AC Transit.

Mrs. Crocker made a motion to approve the Services Agreement with FUSD and MVROP. Mr. Dino made a second to the motion. Members voted 3-0 for approving the Services Agreement.

Board of Education #5 **Governing Council Meeting Dates for September through December 2007**

Mr. Brown stated that the November date will be a problem because of the CAROCP State Conference. November 28th is the recommended new date for the board meeting.

Mrs. Crocker made a motion to approve the dates as amended. Mr. Dino made a second to the motion. Members voted 3-0 for approving the dates for the Governing Council Meetings as amended.

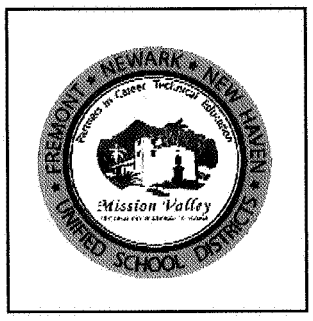
The meeting adjourned at 5:09 p.m.

_____

Larry Sweeney, President

_____

Jenn Stringer, Clerk



Business and Finance

MISSION VALLEY ROP

PO REPORT
BOARD MEETING
September 19, 2007
Period: 7/1/07-9/11/07
AGENDA ITEM - B&F #1

PO NUMBER	VENDOR NAME AND ACCOUNT CODE	DESCRIPTION		AMOUNT
800613	OFFICE DEPOT	OPEN PO- SUPPLIES	$	28,000.00
800890	FRYS ELECTRONICS	OPEN PO- SUPPLIES	$	10,000.00
800891	KEEP IT SIMPLE COMPUTER CENTER	NETWORK SERVICES	$	15,000.00
800894	COMPUTER PRO	OPEN PO- SUPPLIES	$	12,000.00
800942	US BANK	COPIER LEASE	$	8,187.00
801084	ADMINISTRATIVE SOFTWARE	ASAP MAINTENANCE ATTENDANCE SYSTEM	$	25,564.92
801111	SCHOOL SPECIALTY	NEW BLDG FURNITURE	$	9,184.27
801249	FOLGERGRAPHICS	PRINTING SERVICES	$	40,000.00
801448	SCHOOL SPECIALTY	NEW BLDG FURNITURE	$	18,166.36
801536	FOLGERGRAPHICS	SUPPLIES	$	5,000.00
801538	SONITROL	ALARM MONITORING KENNEDY TECH BLDGS	$	10,571.00
801645	SCHOOL SPECIALTY	FURNITURE IRVINGTON LAB RM 72	$	18,241.59
801729	VITAL COMMUNICATIONS INC	STAFF DEVELOPMENT	$	5,590.00
801730	SHARP BUSINESS SYSTEMS	COPIER CAREER CENTER	$	7,349.33

Mission Valley ROP
Warrants $5,000 and above
Fiscal Year 07-08

B&F #2
September 19, 2007

Date	Warrant #	Vendor	Purpose	Amount	PO number
7/24/07	529477	PG&E	Electricity - monthly bill	$ 10,684.71	
8/7/07	529955	US Postal Service	Postage for bulk mailings	$ 15,000.00	801252
8/14/07	530034	Folgergraphics	Class schedule	$ 13,130.33	801249
8/14/07	530071	PG&E	Electricity - monthly bill	$ 7,557.35	
9/4/07	562399	PG&E	Electricity - monthly bill	$ 7,468.08	

__X__ Information
__X__ Action
_____Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
B&F #3

DATE OF BOARD MEETING: September 19, 2007

TITLE: Resolution #1-0708
Increase to Income and Expenditure Plan
Quick Start Partnerships in Biotechnologies/Biosciences

Background:

Ohlone College received a SB70 Grant to develop Partnerships in Biotechnologies/Biosciences as part of the Career Technical Education/Economic and Workforce Development Pathways Quick Start Project. The main objective of the project is to develop partnerships with high schools and ROP to increase involvement of students in science, technology, engineering and math courses as part of career pathways. Mission Valley ROP was included in the grant as a partner and provided with a budget to support this project.

Current Status:

Mission Valley ROP received a purchase order from Ohlone College in the amount of $30,500 to implement the project. Funds are to be used for staff time, lab supplies, lab textbooks, travel & conferences, and lab equipment for Biotech/Bioscience programs.

Recommendation:

Staff recommends adoption of Resolution #1-0708 authorizing the increase to income and proposed use of funds.

Marie dela Cruz, 657-1865 x15145	ROP Center	Business Services	Charles Brown
Staff/Contact Person	**Location**	**Division**	**Superintendent**

Based on Form J-62
State Department of Education

District Request No.1-0708
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: September 19, 2007

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 an increase in income of said school district for the following reasons:

Biotech Grant with Ohlone College

INCOME APPROPRIATION	ACCOUNT NO.	AMOUNT
Ohlone Biotech grant	81-9654-0-0000-0000-8699-000-6054	30,500

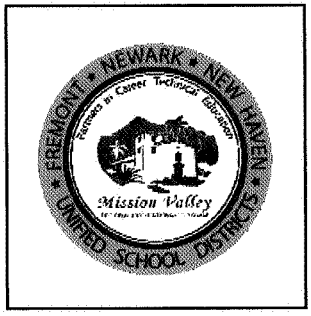
EXPENDITURE APPROPRIATION	ACCOUNT NO.	AMOUNT
Salary, Coordinator	81-9654-0-6999-2101-1305-000-6054	5,000
Textbooks	81-9654-0-6999-1001-4110-000-6054	3,000
Supplies	81-9654-0-6999-1001-4310-000-6054	6,000
Non Capitalized Equipment	81-9654-0-6999-1001-4410-000-6054	15,000
Conference	81-9654-0-6999-1001-5210-000-6054	1,500
		30,500

Respectfully submitted,

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

_____ Request Approved _____ Not Approved

Posted by:_____



Curriculum & Instruction

MISSION VALLEY ROP (510-656-0533)
Summer Class Schedule
June 25, 2007- August 16, 2007

Revised 06/25/07

					KENNEDY HS
7:30 AM - 10:00 AM $75.00					
615291	**TIBB**	**Auto Body Painting & Refinishing ($95.00)**	**Cardenas, Enrique**	**7:30 AM - 10:00 AM (M - Th)**	**K3**
615691	**TIBF**	**Auto Body Painting & Refinishing ($95.00)**	**Cardenas, Enrique**	**7:30 AM - 10:00 AM (M - Th)**	**K3**
~~602291~~	~~TITB~~	~~Automotive Technology 1 ($95.00)~~ CANCELLED	~~Shultz, Corey~~	~~7:30 AM - 10:00 AM (M - Th)~~	~~K2~~
~~602691~~	~~TITF~~	~~Automotive Technology 2 ($95.00)~~ CANCELLED	~~Shultz, Corey~~	~~7:30 AM - 10:00 AM (M - Th)~~	~~K2~~
708281		Basic Skills (English/Math)	**(Mr. J.)** Pickell, Bruce	7:30 AM - 10:00 AM (M - Th)	K6
118281	TACB	Digital Photography **($95.00)**	Scarborough, James	7:30 AM - 10:00 AM (M - Th)	358
808281	TPFB	Forensic Science	Sanford, Gordon	7:30 AM - 10:00 AM (M - Th)	316
512281	TFAB	Biotechnology **($95.00) *Receives Ohlone College Credit**	Sanford, Gordon	7:30 AM - 10:00 AM (M - Th)	316
507681	THTF	Medical Terminology 2	Chavez, Carolyn	7:30 AM - 10:00 AM (M - Th)	106
209281	TBMB	Office Skills/Medical	Trujillo, Margie	7:30 AM - 10:00 AM (M - Th)	118
208281	TBOB	Office Skills/Business	Trujillo, Margie	7:30 AM - 10:00 AM (M - Th)	118
7:30 AM - 1:00 PM $395.00 (Break 10 to 10:30) (ADULTS ONLY)					
~~624498~~	~~TIJD~~	~~HVAC (Heating/Air Conditioning Appliance Tech Repair)~~ CANCELLED	~~Perez, Roland~~	~~6-9 PM (M-Th) 8 AM-4:30 PM (Saturd~~	~~K2A~~
510481	THLD	Pharmacy Technician	Antipuesto, Henry	7:30 AM - 1:00 PM (M - Th)	356 A/B
Saturday June 30, 2007 - 8:00AM - 5:00PM (Break 12:00 to 1:00)					
514191	THGB	American Heart Association **CPR/AED - (Fee $75)**	Uppula, Dhana	8:00AM - 5:00PM	104
10:30 AM - 1:00 PM $75.00					
602293	**TITB**	**Automotive Technology 1 ($95.00)**	**Shultz, Corey**	**10:30 AM - 1:00 PM (M -Th)**	**K2**
602693	**TITF**	**Automotive Technology 2 ($95.00)**	**Shultz, Corey**	**10:30 AM - 1:00 PM (M -Th)**	**K2**
~~613283~~	~~TIKB~~	~~AutoCad 1 ($95.00)~~ CANCELLED	~~Fraynt, Faina~~	~~10:30 AM - 1:00 PM (M -Th)~~	~~502~~
~~613683~~	~~TIKF~~	~~AutoCad 2 ($95.00)~~ CANCELLED	~~Fraynt, Faina~~	~~10:30 AM - 1:00 PM (M -Th)~~	~~502~~
708283		Basic Skills (English/Math)	**(Mr. J.)** Pickell, Bruce	10:30 AM - 1:00 PM (M -Th)	K6
~~211283~~	~~TBHB~~	~~Business Math~~ CANCELED	~~Kay, James~~	~~10:30 AM - 1:00 PM (M -Th)~~	~~100~~
113283	TAFB	Flash Animation **($95.00)**	Scarborough, James	10:30 AM - 1:00 PM (M -Th)	358
505283	THCB	Medical Coding and Billing	Chavez, Carolyn	10:30 AM - 1:00 PM (M -Th)	106
507283	THTB	Medical Terminology 1	Uppula, Dhana	10:30 AM - 1:00 PM (M -Th)	104
~~506283~~	~~THMB~~	~~Medisoft~~ CANCELLED	~~Trujillo, Margie~~	~~10:30 AM - 1:00 PM (M -Th)~~	~~118~~
303283	TCWB	Web Design **($95.00)**	Scarborough, James	10:30 AM - 1:00 PM (M -Th)	358
405283	TZIB	MS Windows/Internet	Shepherd, Janay	10:30 AM - 1:00 PM (M -Th)	114
1:30 PM - 4:00 PM $75.00					
		Basic Skills/GED Preparation	**(Mr. J.)** Pickell, Bruce	1:30 PM - 4:00 PM (M-Th)	K6
~~202285~~	~~TBEB~~	~~Business English~~ CANCELLED	~~Kay, James~~	~~1:30 PM - 4:00 PM (M-Th)~~	~~114~~
714285	TMHB	Hire Image	Trujillo, Margie	1:30 PM - 4:00 PM (M-Th)	118
511285	THXB	MA Externship	Chavez, Carolyn	1:30 PM - 4:00 PM (M-Th)	106
407285	TZOB	MS Office 1	Kulkarni, Shubhangi	1:30 PM - 4:00 PM (M-Th)	310
407685	TZOF	MS Office 2	Kulkarni, Shubhangi	1:30 PM - 4:00 PM (M-Th)	310
3:00 PM - 7:00 PM $395.00 (CURRENT ADULT STUDENTS ONLY)					
518287	THPB	EKG Technician (EXTERNSHIP)	Uppula, Dhana	3:00 PM - 7:00 PM (M-Th) contact clas	104

Evening Program Available on Reverse ►

6:00 PM - 9:00 PM $75.00					
613389	TIKC	AutoCad 1 **($95.00)**	Fraynt, Faina	6:00 PM - 9:00 PM (M&W)	204
613689	TIKG	AutoCad 2 **($95.00)**	Fraynt, Faina	6:00 PM - 9:00 PM (T&Th)	204
101389	TAGC	Comp Graphic Design 1 (Photoshop, Flash and Dreamweaver) **$95**	Kay, James	6:00 PM - 9:00 PM (M&W)	358
101789	TAGG	Comp Graphic Design 2 (Photoshop, Flash and Dreamweaver) **$95**	Kay, James	6:00 PM - 9:00 PM (M&W)	358
~~400389~~	~~TZWC~~	~~MS Word~~ **(Cancelled)**	~~Kay. James~~	~~6:00 PM - 9:00 PM (M&W)~~	~~500~~
~~402389~~	~~TZEC~~	~~MS Excel~~ **(Cancelled)**	~~Kay. James~~	~~6:00 PM - 9:00 PM (M&W)~~	~~500~~
~~412389~~	~~TZUC~~	~~MS PowerPoint~~ **(Cancelled)**	~~Kay. James~~	~~6:00 PM - 9:00 PM (M&W)~~	~~500~~
~~411389~~	~~TZSC~~	~~MS Access~~ **(Cancelled)**	~~Kay. James~~	~~6:00 PM - 9:00 PM (M&W)~~	~~500~~
400388	TZWC	MS Word	Kay. James	6:00 PM - 9:00 PM (T&Th)	358
402388	TZEC	MS Excel	Kay. James	6:00 PM - 9:00 PM (T&Th)	358
412388	TZUC	MS Powerpoint	Kay. James	6:00 PM - 9:00 PM (T&Th)	358
411388	TZSC	MS Access	Kay. James	6:00 PM - 9:00 PM (T&Th)	358

Classes to be held at Kennedy High School Campus and **Kennedy Tech Center (Bungalows)** 39999 Blacow Road, Fremont
Cosmetology located at Fremont Beauty College, 4149 Peralta Blvd., Fremont, 510-797-7318

Select your classes carefully!
All class changes will require a $25.00 fee (No Waivers)
Priority Registration May 24, 2007
Public Registration May 31, 2007

Class Location Key:
Fremont Beauty College = 4149 Peralta Blvd., Fremont
Fremont Beauty College = 4149 Peralta Blvd., Fremont
K Classes = MVROP Technology Center (Bungalows), 39999 Blacow Rd., Fremont
Kennedy High School campus = 39999 Blacow Road., Fremont

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM

Date of Board Meeting: **September 19, 2007**

TITLE: **MVROP Course Outline Approvals**

Background:

Mission Valley ROP is required to get approval on the course outlines for new or newly updated programs offered.

Recommendation:

Mission Valley ROP administrative staff recommends approval of the proposed course outlines for EKG Technician, On-Line Business, Pharmacy Clerk, Pharmacy Tech and Sports/Physical Therapy.

Rick Herrmann	Administration	Charles Brown
Staff Contact	Department	Superintendent, Mission Valley ROP

MISSION VALLEY REGIONAL OCCUPATION PROGRAM
ELECTROCARDIOGRAPHY TECHNICIAN COURSE OUTLINE

1. Course Title:

Electrocardiography Technician

2. CBEDS Title:

Preparing to Work in Health Care Level 1

3. CBEDS Number:

4226

4. Job Titles:

Entry Level

Job Titles:	NHCSS Clusters	O*NET Codes
EKG/ECG Technician (Electrocardiogram Technician),	Diagnostic	31-9099.99
Electrocardiograph (ECG Technician)	Diagnostic	31-9099.99

Technical Level

Cardiovascular Technician	Diagnostic	29-2031.00
Cardiovascular Technologist (CVT)	Diagnostic	29-2031.00
Cardiology Technician	Therapeutic	29-2031.00
Cardiac Technician	Therapeutic	29-2031.00
Registered Cardiac Sonographer (RCS)	Diagnostic	29-2031.00

Professional Level

Cardiovascular Radiologic Technologist	Diagnostic	29-2031.00
Computed Tomography Technologist (CTT)	Diagnostic	29-2031.00
Cardiac Catherization Laboratory Technologist	Therapeutic	29-2031.00
Cardiovascular Invasive Specialist	Therapeutic	29-2031.00

5. Course Description:

This competency-based course prepares students for entry-level employment opportunities in a variety of Health Care facilities including specialties like cardiology and cardiothoracic units. Included in the course are CPR/FA, emergency service.

Classroom instruction includes role of the Electro cardiographer, the anatomy and physiology of cardiovascular system, the Electrocardiograph, equipment maintenance, EKG interpretation, ethics, terminology, vital signs, CPR, and special procedures like Stress electrocardiography, Ambulatory electrocardiography.

This is a four-quarter long program. First two quarters will cover basic concepts of cardiovascular system including anatomy, physiology, and essential skills needed to operate the equipment and perform an EKG. Third quarter offers advanced EKG performing skills including ambulatory monitoring, stress EKG, interpretation, and clinical significance. Fourth quarter includes internship at medical facilities to acquire on the job clinical training and employability skills.

Integrated throughout the course are career preparation standards, which include workplace basic skills and behaviors, career technical skills, and job employment skills.

6. Hours:

Those students enrolled in the **two-hour** course receive 240 hours of class instruction and 120 hours of work-based learning at community classroom sites, which allows **360 hours** maximum training.

7. Prerequisites:

Adult high school graduates interested to work in Health industry and Immunization status is required for working in the hospital community.
Completion of Medical Terminology I and Medical Terminology II is recommended

8. Date of revision:

May 25th, 2007

Abbreviations:

CC =	**Community Classroom** (unpaid, on-the-job, training experience at business sites)
NHS =	**National Health Care Skill Standards** (www.chste.org)

9. Course Outline:

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

CAREER PREPARATION STANDARDS	Class	CC	Standards
I. WORKPLACE BASIC SKILLS & BEHAVIORS ***(MVROP ESLR #1)*** *(NHS Oral Communication Skills-2.11, 2.12, 2.13, 2.14, 2.15; Key Employability Skills-4.17; Interpersonal Communications-4.21, 4.22, 4.23, 4.24; Personal Growth and Development-4.32, 4.33; Cultural, Social, & Ethnic Diversity-6.31, 6.32; Health Care Teams-8.11; Team Member Participation-8.21, 8.24, 8.26, 8.27, 8.29)*	Integrated throughout course		*2.1 4.1 4.2 4.3 6.3 8.1 8.2*
	Class	**CC**	**Standards**
A. Apply skills learned in class.			

B. Analyze information and make decisions.
C. Communicate verbally and in writing.
   1. Observe tone of voice, facial expressions, and how words are spoken.
   2. Recognize & explain commonly used defense mechanisms.
   3. Identify religious beliefs, values, traditions, practices, and rituals.
   4. Consistently use courtesy, cooperation, emotional control, & empathy.
   5. Demonstrate active listening skills, sensitivity, concern, and tactfulness with family members and health team
D. Work independently and as a team member in a diverse workplace.
E. Work reliably, responsibly, and ethically.
   1. Identify types of harassment and complaints
   2. Describe laws related to harassment
   3. Discuss confidentiality related to harassment

II. CAREER TECHNICAL SKILLS

Integrated throughout course

7.2 7.3 7.4 9.1 10.0 11.1

(MVROP ESLR #2)
(NHS Communication Technology-11.11; Personal Safety-7.21, 7.22; Environmental Safety-7.32, 7.33, 7.34; Common Safety Hazards-7.41, 7.42, 7.43, 7.44, 7.45, 7.46; Health Behaviors-9.13, 9.14; Occupational Safety-10.12)

A. Use appropriate technology.
   1. Identify major components of a computer system
   2. Compare computer capabilities and limitations
   3. Describe computer applications currently being used in today's health care computer systems
B. Understand and practice occupational safety standards.
   1. Use correct body mechanics while performing procedures in the laboratory or clinical area
   2. Observe all safety standards established by the Occupational Safety and Health Administration (OSHA), especially the Occupational Exposure to Hazardous Chemicals Standards & the Bloodborne Pathogen Standard
   3. Observe all regulations for patient safety while performing procedures in any area
   4. List the main classes of fire extinguishers
   5. Locate and describe the operation of the nearest fire alarm
   6. Describe the evacuation plan according to school policy
C. Demonstrate an awareness of how a business or industry functions.

III. JOB EMPLOYMENT SKILLS

Integrated throughout course

4.1 4.4

(MVROP ESLR #3)
(NHS Career Decision Making-4.41, 4.42; Key Employability Skills-4.12, 4.14, 4.17, 4.18, 4.19)

	Class	CC	Standards
A. Develop a plan to achieve career goals.	10		

1. Create a Career Portfolio
2. Choose a Medical Career
3. Identify educational requirements and skills
4. Develop a career brochure

B. Use effective job search strategies. 10
1. Write a letter of application
2. Prepare a resume' containing all necessary information
3. Complete a job application form
4. Practice job interviewing with proper dress
5. Determine income and budgeting

C. Demonstrate an awareness of the importance of lifelong learning.

PART 1	EKG—INTRODUCTORY CONTENT AREA SKILLS			
IV.	**ROLE OF THE ELECTROCARDIOGRAPHER** ***(MVROP ESLR #2)*** *(NHS Human Structure and Function-1.11, 1.12, 1.13, 1.14; Diseases and Disorders-1.21,1.24, 1.25)* *(NHS Health Care Delivery System-3.21, 3.22; Health Care Delivery System Results-3.31; Health Care Team-8.11, 8.12, 8.13; Team Member Participation-8.23)*	60	0	*1.1* *1.2* *3.2* *3.3* *8.1* *8.2*
V.	**THE ELECTROCARDIOGRAPH** *(MVROP ESLR #2)* *(NHS Career Decision Making 4.42)*	40	0	*4.4*

A. Identify the structures of the heart
B. Compare and contrast the pulmonary and systemic circulation
C. Trace the pathway of the blood.
D. Define the qualities of the heart and their relationship to the cardiac conduction system
E. Describe the parts and function of the conduction system
F. Explain the conduction system as it relates to the ECG
G. Discuss the electrical stimulation of the heart as it relates to the ECG waveform.
H. Identify each part of the ECG waveform
I. Describe the heart activity that produces the ECG waveform.
J. Describe coronary circulation.
K. Explain the cardiac cycle.
L. Identify what takes place during systole and diastole phases

A. Identify three types of leads..
B. Explain how each lead is recorded..
C. Understand differences between single and multi-channel ECG machines.
D. List the functions of common ECG machines.
E. Identify ECG machine controls and explain how each control is used.
F. Identify common electrodes and electrolyte products
G. Describe ECG graph paper.
H. Identify measurements of ECG waveforms on ECG graph paper

		Class	CC	Standards
VI.	**PERFORMING AN ECG** *(MVROP ESLR #2)* *(NHS Key Employability Skills-4.13)*	60	30	*4.1*

A. Prepare the patient, room, and equipment for an ECG.
B. Properly apply electrodes and lead wires for a 12-lead ECG.
C. Identify three ways to maintain infection control during an ECG.
D. Identify three ways to provide safety during an ECG.
E. Identify types of artifact and how to prevent/correct them.
F. Properly record and report a 12-lead ECG.
G. Mount a single lead ECG tracing correctly
H Clean and care for ECG equipment
I Compare and contrast the adult and pediatric ECG procedure
J Troubleshoot special patient circumstances when performing ECG.

PART 1I EKG—ADVANCED CONTENT AREA SKILLS

VII.	**ECG INTERPRETATION AND CLINICAL SIGNIFICANCE** *(MVROP ESLR #2)* *(NHS Legal Practices-5.22,5.25, 5.26; Ethical Practice-6.23,6.25)*	20	40	*5.2* *6.2*

A. Recognize ECG tracings and how to find dysrhythmias..
B. Identify criteria for classification of dysrhythmias.
C. Describe various rhythms and dysrhythmias.
D. Recognize dysrhythmias using criteria for classification.
E. Explain how dysrhythmias may affect the patient
F. Identify care and treatment of dysrhythmias.
G. Recognize ECG tracings and how to find dysrhythmias
H Identify criteria for classification of dysrhythmias
I Describe various rhythms and dysrhythmias
J Recognize dysrhythmias using criteria for classification
K Explain how dysrhythmias may affect the patient
J Identify care and treatment of dysrhythmias
K Describe electronic pacemaker, its function, and normal pacemaker rhythm characteristics
L Identify steps in evaluating electronic pacemaker function on ECG tracing

VIII.	**EXERCISE ELECTROCARDIOGRAPHY** *(MVROP ESLR #2)* *(NHS Written Communication Skills-2.26)*	10	20	*2.2*

A. Define exercise electrocardiography.

B. Identify at least three other names used for exercise electrocardiography.
C. List the different uses of exercise electrocardiography
D. Describe at least one variation of exercise electrocardiography
E. Prepare a patient for exercise electrocardiography
F. Perform patient teaching for exercise electrocardiography
G. Define steps in conducting exercise electrocardiography
F. List your patient care responsibilities for exercise electrocardiography
G. Understand and perform proper safety measures before, during and after exercise electrocardiography

IX.	**AMBULATORY MONITORING** ***(MVROP ESLR #2)*** *(NHS Communication Technology-11.11; Personal Safety-7.21, 7.22; Environmental Safety-7.32, 7.33, 7.34; Common Safety Hazards-7.41, 7.42, 7.43, 7.44, 7.45, 7.46; Health Behaviors-9.13, 9.14; Occupational Safety-10.12)*	10	30	*7.3* *7.4* *9.1* *10.0* *11.1*

A. Identify the different types of ambulatory monitors and their functions
B. Explain why ambulatory monitoring is used in addition to the 12-lead ECG.
C. List the common uses for ambulatory monitoring.
D. Identify variations of Holter monitoring
E. Educate the patient about ambulatory monitoring.
F. Prepare a patient for application of an ambulatory monitor
G. Apply and remove an ambulatory monitor correctly
I. Identify the procedure for reporting the results from ambulatory monitoring

X.	**VITAL SIGNS** *(MVROP ESLR #2)*	10	0

A. Measure and record temperature accurately, including oral, rectal, auxiliary, and tympanic.
B. Measure and record radial pulse with accuracy.
C. Count and record respirations with accuracy.
D. Measure and record apical pulse with accuracy.
E. Measure and record blood pressure with accuracy.
F. State the normal range for temperatures, pulse, respirations, systolic pressure, and diastolic pressure.
G. Define, pronounce, and spell all key terms.

XI.	**CPR AND FIRST AID** *(MVROP ESLR #2)* *Emergency Procedures and Protocols-7.51, 7.53; Occupational Safety-10.13, 10.14)*	10	0	*7.5* *10.0*

A. Demonstrate cardiopulmonary resuscitation (CPR) for one-person rescue, two-person rescue, infants, children, and obstructed-airway victims.

B. Define, pronounce, and spell all key terms.

Hours	240	120
Total Course Hours	**360**	

10. Additional Items:

a. Articulation:

None

b. Academic Credit:

20 units

c. Instructional Strategies:

lecture	multi-media	cooperative groups
group discussion	CD-guided practice	guest speakers
brain storming	demonstration	work-based learning
projects	labs	
reading assignments	role-playing	
oral reports	simulation	

d. Instructional Materials:

Kathryn A. Haddix and Patricia Deitos. Electrocardiography for Health Care Personnel. New York: Glencoe MCGraw-Hill 2001

Power point	realia and models	Role play
handouts	video tapes	Group discussions
visual overhead	Internet access	

e. Certificate Competency List:

Required proficiency level for certificate of Completion:

1. Overall grade of a "B" or higher for each of the 3 quarters.
2. Minimum student mastery level for each proficiency; perform correctly with direct supervision.
3. Demonstrate occupational specific and general work place skills.

Students will be eligible for special certificates after successfully completing and passing the American Heart Association CPR/FA classes.

f. Career Technical Skills:

1. Identify the role of an Electrographer
2. Describe the anatomy and physiology of Cardiovascular System
3. Identify Cardiovascular Medical Terminology
4. Demonstrate proper infection control
5. Record an Electrocardiogram
6. Interpret and identify the clinical significance
7. Troubleshoot special conditions
8. Compare and contrast different methods of recording EKG
9. Demonstrate recording Blood Pressure and Pulse Rate
10. Perform CPR/FA
11. Prepare, perform and report Ambulatory Monitoring

MISSION VALLEY REGIONAL OCCUPATION PROGRAM
ON-LINE BUSINESS COURSE OUTLINE

1. Course Title: Online Business (with math emphasis throughout)

2. CBEDS Title Other Marketing Course

3. CBEDS Number: 4198

4. Job Titles DOT Codes O*NET Codes:

Accounting Clerk	216.248-010	
Bank Teller	211.132-010	
Bookkeeper	210.382-014	
Inventory Audit Clerk	210.382-010	
Accounts Payable/Receivable Clerk	216-482-010	
Entrepreneur		
Bookkeeping, Accounting, and Auditing Clerks		43-3031.00
Billing, Cost, and Rate Clerks		43-3021.02
Billing, Posting, and Calculating Machine Operators		43-3021.03
Brokerage Clerks		43-4011.00
Insurance Claims Clerks		43-9041.01
Loan Interviewers and Clerks		43-4131.00
Office Clerks, General		43-9061.00
Order Fillers, Wholesale and Retail Sales		43-5081.04
eBay (online) Retail Manager		
Procurement Clerks		43-3061.00
Receptionists and Information Clerks		43-4171.00
Statement Clerks		43-3021.01

SAMPLE CAREER PATHWAY OPTIONS:

Entry Level DOT Codes

Bank Teller	211.132-010	
Book Keeper	210.382-014	

Technical Level (Community College/Technical School/Graduate):

Accounting Clerk	216.248-010	
Certified Tax Practitioner	160.162-010	
Income Tax Accounting	219.362-070	

Professional Level (Four Year University):

Accountant	160.162-018	
New Account Clerk	216.482-010	
Environmental Accountant	199.167-022	

Professional Level (Graduate/Postgraduate School)

Financial Analyst	250.257-014	
Operations Accountant	186.137-014	
International Banking Officer	186.137-018	

5. Course Description:

In this class students will learn how to buy and sell in the online marketplace, making money while learning how to setup and run their own business online. The students will learn various aspects of running an ecommerce business. Students will implement policies and procedures for inventory control, shipping and receiving, marketing, collections, accounts receivable, accounts payable, customer service, pricing and more. This class provides students with "real world" application to prepare for a future in the dynamic world of online business. Also, integrated throughout the course are career preparation standards, which include basic academic skills, communication, interpersonal skills, problem-solving, workplace safety, technology, and employment literacy.

6. Hours:

Class 180 hours

7. Prerequisites: Students should have basic computer skills and be familiar with the internet.

8. Date of revision: August 28, 2006

Abbreviations:
CC = **Community Classroom**
(unpaid, on-the-job, training experience at business sites)
CVE = **Cooperative Vocational Education**
(paid, on-the-job, training experience at business sites

Academic credit – Math: Concentrate on weak areas as related to accounting, addition, subtraction division, multiplication, percents, fractions, etc.

Certificates
And/or Certifications: **None**

9. Course Outline:

	CAREER PREPARATION STANDARDS	Class	CC	CVE
I.	**WORKPLACE BASIC SKILLS & BEHAVIORS (Integrated throughout the course)** *(MVROP ESLR #1)*			
A.	Apply skills learned in class			
B.	Analyze information and make decisions			
C.	Work independently and as a team member in a diverse workplace			
D.	Work reliably, responsibly, and ethically			
E.	Communicates verbally and in writing			
II.	**JOB EMPLOYMENT SKILLS (Infused throughout the course)** *(MVROP ESLR #3)*			
A.	Develop a plan to achieve career goals			
B.	Use effective job search strategies			
C.	Demonstrate an awareness of the importance of lifelong learning			
	CONTENT AREA SKILLS	**Class**	**CC**	**CVE**
	BUSINESS ACCOUNTING PRINCIPLES AND PROCEDURES FOR COMPUTER USE	50	60	95
	a. Uses a general journal to record and post business transactions for a merchandising business			
	b. Prepares a chart of accounts for a service business organized as a proprietorship			
	c. Knows accounting terminology related to an accounting system for both a service and a merchandising business			
	d. Journalizes purchases, cash payments, sales and cash receipts for a merchandising business on the computer			
	e. Detects and corrects errors in accounting records			
	f. Maintains accounts receivable transactions and reports on the computer			
	g. Maintains accounts payable transactions and reports on the computer			
	h. Practices safe working habits including ergonomic and repetitive motion training			
	i. Uses spreadsheet functions to perform calculations			
	j. Uses computer operations for accounting cycle, accounts receivable, accounts payable, and database management			
	MAINTAINING FINANCIAL RECORDS	10	15	30
	a. Prepares financial statements for a department or business with a corporate structure on the computer			
	b. Identifies, calculates, analyzes, and journalizes uncollectible accounts			
	c. Applies accounting principles for acquisitions, consolidation, dissolution and/or liquidation of a business			

EXPENSE AND REVENUE RECORDS a. Applies accounting terminology understanding debits b. Applies accounting terminology understanding credits	5	10	20
BALANCING BANK RECORDS a. Generate checks and check register b. Create deposits slips with credit and debits c. Reconcile monthly statement recognizing credits and debits	5	10	20
BUYING ONLINE a. Finding an item to buy b. Evaluating items to buy for quality and value c. How to bid and buy items online d. How to successfully complete a purchase e. How feedback works, understanding feedback, using feedback to evaluate trading partners and how to leave and reply to feedback	10	15	30
SELLING ONLINE a. How to get ready to sell an item online b. Gathering information and create a digital picture c. Creating an item description d. Packaging an item for managing shipping and determining shipping charges e. Choosing payment method	30	40	75
ADVANCED SELLING TECHNIQUES a. Changing a current listing or adding to a current listing b. Ending a listing early c. Communicating with a potential buyer d. How to create additional selling categories to attract more buyers. e. What words to avoid in your title and how to write a description and title for best buyers search results f. Getting the best value for promoting your listing g. Using My eBay to access account information for buying, selling, communication, favorites and etc h. Using Paypal for buyer and seller	20	30	60
BANKING (CASH) PROCEDURES a. Uses a checking account b. Reconciles bank statement c. Establishes and replenishes a petty cash fund d. Determines whether cash is short or over, makes a appropriate journal entries	10	15	30
ACCOUNTING SYSTEMS, FINANCIAL STATEMENTS AND SMALL BUSINESS OWNERSHIP SUPPORTING a. Journalize and posts transactions related to discounts, returns and allowances b. Plans, counts, and costs inventory to determine sales costs and estimated returns c. Maintains inventory on the computer d. Calculates merchandise/inventory turnover ratio and average number of days e. Prepares financial statements using selected component to analyze percentages.	40	50	85

f. Analyzes financial statements by calculating earnings performance and efficiency
g. Determines the effect of changes in sales volume, unit costs, and unit sales prices on net income
h. Uses cost data for pricing decisions
i. Processes sales tax information and prepares required reports
j. Identifies the uses of electronic fund transfers and deposits.
k. Operates a fully computerized accounting system from opening the chart of accounts
l. Identifies accounting concepts and procedures related to budgets used for financial and management decisions

HOURS	**180**	**245**	**445**

TOTAL APPROVED COURSE HOURS **625**

10. Additional Items:

a. Articulation:

b. Academic Credit:

c. Instructional Strategies:

d. Instructional Materials

e. Certificate Competency List:

1. Demonstrate the use of technology to run an e-commerce business
2. Identify loss risks and prevention and general inventory control procedures
3. Perform various selling process skills
4. Compare costs & methods of distribution, transportation and shipping
5. Create promotional ideas including advertising and marketing
6. Discuss and apply marketing principles
7. Identify and participate in various management positions
8. Understand and display ethical business practices
9. Know and demonstrate proper check writing and deposit procedures
10. Be able to calculate commissions, sales tax, discounts and mark-ups

MISSION VALLEY REGIONAL OCCUPATION PROGRAM
PHARMACY CLERK COURSE OUTLINE

1. Course Title:

Pharmacy Clerk

2. CBEDS Title:

Other heath careers course

3. CBEDS Number:

4298

4. Job Titles:

Job Titles:	DOT Codes	O*NET Codes
Entry-level		
Pharmacy Clerk	31-9095.00	
Technical-level		
Pharmacy Technician	29-2052.00	074.382-010
Professional-level		
Pharmacist	29-1051.00	074.161-010

5. Course Description:

The competency-based course prepares students for entry-level pharmacy technician positions in either hospital or retail pharmacies. The course is comprised of classroom instruction, laboratory training, and practical work (internship). Medical and pharmaceutical terminology will be introduced. Students will become competent in basic anatomy related to the pharmacology of medications, as well as understand pharmaceutical calculations. This class provides students with the knowledge required to pass the national certification exam offered by the Pharmacy Technician Certification Board.

Integrated throughout the course are Career Preparation Standards, which include Workplace Basic Skills and Behaviors, Career Technical Skills, and Job Employment Skills.

6. Hours:

Students receive up to 360 hours of classroom instruction and up to 180 hours in a community classroom site. **Total hours are 540.**

7. Prerequisites:

Basic Math (pre-algebra) skills and some understanding of Anatomy and Physiology. Students are required to become CPR certified on their own before the beginning of the last quarter. They also need to show proof of passing physical, TB and Hepatitis B tests.

8. Date of Revision: **Date of Course Approval:**

April 19, 2007 XXX XXX

Abbreviations:

CC = **Community Classroom**
(unpaid, on-the-job, training experience at business sites)

CVE = **Cooperative Vocational Education**
(paid, on-the-job, training experience at business sites)

9. Course Outline:

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

	CAREER PREPARATION STANDARDS	Class	CC	CVE
I.	**WORKPLACE BASIC SKILLS & BEHAVIORS** *(MVROP ESLR #1)*	30	20	
A.	Apply skills learned in class.			
B.	Analyze information and make decisions.			
C.	Communicate verbally and in writing.			
D.	Work independently and as a team member in a diverse workplace.			
E.	Work reliably, responsibly, and ethically.			
II.	**CAREER TECHNICAL SKILLS** *(MVROP ESLR #2).*	15	20	
A.	Use appropriate technology.			
B.	Understand and practice occupational safety standards.			
C.	Demonstrate an awareness of how a business or industry functions.			
III.	**JOB EMPLOYMENT SKILLS** *(MVROP ESLR #3)*	20	20	
A.	Develop a plan to achieve career goals.			
B.	Use effective job search strategies.			
C.	Demonstrate an awareness of the importance of lifelong learning.			

	CONTENT AREA SKILLS	Class	CC	CVE
IV.	**HISTORY OF MEDICINE AND PHARMACY** *(MVROP ESLR #2)* A. Understand historical developments in pharmacy and healthcare. B. Become familiar with early pharmacy practice C. Identify influences on pharmacy practice D. Become familiar with contemporary medical practice 1. Polio Vaccine 2. Streptomycin E. Review therapeutic discoveries in 19th and 20th century	14	10	
V.	**PHARMACY LAW AND ETHICS** *(MVROP ESLR #2)* A. Discuss regulatory standards in pharmacy practice and be able to describe the difference between statutes, rules, regulations, and quasi-legal standards. B. State the need for the Food, Drug and Cosmetic Act. C. List several requirements of the Controlled Substance Act (CSA), and be able to recognize drugs that fall under its regulation. D. State reasons for OSHA regulations. E. Discuss several basic components of the Patient's Bill of Rights. F. Become familiar with ethics, including informed drug consent, moral foundation for information, two types of consent, and education and cultural differences.	33	10	
		Class	**CC**	**CVE**
VI.	**PHARMACY SETTINGS FOR TECHNICIANS** *(MVROP ESLR #2)* A. Understand current qualifications needed to be a pharmacy tech, including national certification. B. Evaluate nonjudgmental duties. C. Become familiar with inpatient, outpatient, and home health setting requirements, as well as mail order pharmacy/E-pharmacy D. Recognize opportunities and incentives for technicians. E. Comprehend advanced pharmacy technician roles and their requirements. F. Comprehend specialized pharmacy technician roles and their requirements.	35	10	
VII.	**CONVERSIONS AND CALCULATIONS** *(MVROP ESLR #2)* A. Define each system, recognize the writing units of each system, and understand the important differences among the systems of measurement: 1. Metric system 2. Household measurements 3. Apothecary system 4. Avoirdupois system B. Comprehend how to convert between systems of measurements C. Understand conversions for other clinical applications: time and temperature	35	20	

		Class	CC	CVE
VIII.	**DOSAGE FORMS, ABBREVIATIONS, AND ROUTES OF ADMINISTRATION.** *(MVROP ESLR #2)*	35	10	

A. Know where pharmacy abbreviations originated.
B. Comprehend dosage forms and routes of administration.
C. Describe the use of additives.
D. Understand manufactured products and miscellaneous agents and devices.
E. List packaging and storage requirements.

IX.	**REFERENCING** *(MVROP ESLR #2)*	15	5	

A. Demonstrate the correct way to reference.
B. Utilize journals, newsmagazines, the internet, and additional types of information for referencing.

X.	**PRESCRIPTION PROCESSING** *(MVROP ESLR #2)*	45	15	

A. Understanding each step of prescription processing:
1. Taking in prescription
2. Translation of an order
3. Entering information into the database
4. Filling the script
5. Patient rights
6. Pharmacist consultations
7. Filing prescriptions
8. Medication pick-up
9. Changing Trends

XI.	**HOSPITAL PHARMACY** *(MVROP ESLR #2)*	35	10	

A. Explain the primary function of a hospital.
B List the organizational structure of the hospital environment.
C. Know the major diagnostic units in the hospital.
D. Explain five functions related to patient processing activities.

XII.	**BODY SYSTEMS** *(MVROP ESLR #2)*	28	10	

A. Comprehend the primary functions of the following body systems:
1. Endocrine system
2. Nervous system
3. Respiratory system
4. Visual and auditory system
5. Gastrointestinal system
6. Urinary system
7. Cardiovascular system
8. Reproductive system
9. Integumentary system
10. Lymphatic system
11. Digestive system
12. Muscular system

		Class	CC	CVE
XII.	**CLASSIFICATIONS OF DRUGS** *(MVROP ESLR #2)*	30	20	

A. Understand the following classifications of drugs:
   1. Antiinfectives
   2. Antiinflammatories and antihistamines
   3. Vitamins and minerals
   4. Vaccines
   5. Oncology agents

Total Approved Course Hours 540

10. Additional Items:

a. Articulation:
None

b. Academic Credit:
None

c. Instructional Strategies:

lecture
group discussion
reading assignments
multi-media
hands-on lab practice
demonstration
teamwork
simulation
written reports
comparative analysis
use of business-guest speakers
field trips
presentations
projects

d. Instructional Materials:

approved textbook/workbook
handouts
articles
software
overhead transparencies
video tapes
Internet access
CD Roms

e. Certificate Competency List:

Students may earn American Heart Association Certificate for CPR

Required proficiency level for receipt of Certificate of Completion in Pharmacy Clerk:
1. overall grade level of C for both semesters
2. minimum student mastery level for each proficiency
3. demonstrate occupational specific and general workplace skills

Career Technical Skills:
- Pharmacy Law and Ethics
- Anatomy, Physiology, and Medical Terminology

- Medications and Administration Methods
- Extemporaneous and Intravenous compounding
- Basic Pharmacology
- Pharmaceutical Math
- Inpatient and Outpatient Application
- Prescription Data Entry
- Typing 30 WPM 100% Accuracy
- Customer Service
- Safety and Aseptic Technique
- Computer Technology

MISSION VALLEY REGIONAL OCCUPATION PROGRAM
PHARMACY TECHNICIAN COURSE OUTLINE

1. Course Title:

Pharmacy Tech

2. CBEDS Title:

Other heath careers course

3. CBEDS Number:

4298

4. Job Titles:

Job Titles:	DOT Codes	O*NET Codes
Entry-level		
Pharmacy Clerk	31-9095.00	
Technical-level		
Pharmacy Technician	29-2052.00	074.382-010
Professional-level		
Pharmacist	29-1051.00	074.161-010

5. Course Description:

The competency-based course prepares students for entry-level pharmacy technician positions in either hospital or retail pharmacies. The course is comprised of classroom instruction, laboratory training, and practical work (internship). Medical and pharmaceutical terminology will be introduced. Students will become competent in basic anatomy related to the pharmacology of medications, as well as understand pharmaceutical calculations. This class provides students with the knowledge required to pass the national certification exam offered by the Pharmacy Technician Certification Board.

Integrated throughout the course are Career Preparation Standards, which include Workplace Basic Skills and Behaviors, Career Technical Skills, and Job Employment Skills.

6. Hours:

Students receive up to 540 hours of classroom instruction and up to 180 hours in a community classroom site. **Total hours are 720.**

7. Prerequisites:

Basic Math (pre-algebra) skills and some understanding of Anatomy and Physiology. Students are required to become CPR certified on their own before the beginning of the last quarter. They also need to show proof of passing physical, TB and Hepatitis B tests.

8. Date of Revision: **Date of Course Approval:**

March 2, 2006 XXX XXX

Abbreviations:

CC = **Community Classroom**
(unpaid, on-the-job, training experience at business sites)

CVE = **Cooperative Vocational Education**
(paid, on-the-job, training experience at business sites)

9. Course Outline:

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

	CAREER PREPARATION STANDARDS	Class	CC	CVE
I.	**WORKPLACE BASIC SKILLS & BEHAVIORS** *(MVROP ESLR #1)*	40	20	
A.	Apply skills learned in class.			
B.	Analyze information and make decisions.			
C.	Communicate verbally and in writing.			
D.	Work independently and as a team member in a diverse workplace.			
E.	Work reliably, responsibly, and ethically.			
II.	**CAREER TECHNICAL SKILLS** *(MVROP ESLR #2).*	25	20	
A.	Use appropriate technology.			
B.	Understand and practice occupational safety standards.			
C.	Demonstrate an awareness of how a business or industry functions.			
III.	**JOB EMPLOYMENT SKILLS** *(MVROP ESLR #3)*	20	20	
A.	Develop a plan to achieve career goals.			
B.	Use effective job search strategies.			
C.	Demonstrate an awareness of the importance of lifelong learning.			

	CONTENT AREA SKILLS	Class	CC	CVE
IV.	**HISTORY OF MEDICINE AND PHARMACY** *(MVROP ESLR #2)* A. Understand historical developments in pharmacy and healthcare. B. Become familiar with early pharmacy practice C. Identify influences on pharmacy practice D. Become familiar with contemporary medical practice 1. Polio Vaccine 2. Streptomycin E. Review therapeutic discoveries in 19th and 20th century	24	10	
V.	**PHARMACY LAW AND ETHICS** *(MVROP ESLR #2)* A. Discuss regulatory standards in pharmacy practice and be able to describe the difference between statutes, rules, regulations, and quasi-legal standards. B. State the need for the Food, Drug and Cosmetic Act. C. List several requirements of the Controlled Substance Act (CSA), and be able to recognize drugs that fall under its regulation. D. State reasons for OSHA regulations. E. Discuss several basic components of the Patient's Bill of Rights. F. Become familiar with ethics, including informed drug consent, moral foundation for information, two types of consent, and education and cultural differences.	53	10	
		Class	**CC**	**CVE**
VI.	**PHARMACY SETTINGS FOR TECHNICIANS** *(MVROP ESLR #2)* A. Understand current qualifications needed to be a pharmacy tech, including national certification. B. Evaluate nonjudgmental duties. C. Become familiar with inpatient, outpatient, and home health setting requirements, as well as mail order pharmacy/E-pharmacy D. Recognize opportunities and incentives for technicians. E. Comprehend advanced pharmacy technician roles and their requirements. F. Comprehend specialized pharmacy technician roles and their requirements.	65	10	
VII.	**CONVERSIONS AND CALCULATIONS** *(MVROP ESLR #2)* A. Define each system, recognize the writing units of each system, and understand the important differences among the systems of measurement: 1. Metric system 2. Household measurements 3. Apothecary system 4. Avoirdupois system B. Comprehend how to convert between systems of measurements C. Understand conversions for other clinical applications: time and temperature	65	20	

		Class	CC	CVE
VIII.	**DOSAGE FORMS, ABBREVIATIONS, AND ROUTES OF ADMINISTRATION.** *(MVROP ESLR #2)*	45	10	
	A. Know where pharmacy abbreviations originated.			
	B. Comprehend dosage forms and routes of administration.			
	C. Describe the use of additives.			
	D. Understand manufactured products and miscellaneous agents and devices.			
	E. List packaging and storage requirements.			
IX.	**REFERENCING** *(MVROP ESLR #2)*	15	5	
	A. Demonstrate the correct way to reference.			
	B. Utilize journals, newsmagazines, the internet, and additional types of information for referencing.			
X.	**PRESCRIPTION PROCESSING** *(MVROP ESLR #2)*	55	15	
	A. Understanding each step of prescription processing:			
	1. Taking in prescription			
	2. Translation of an order			
	3. Entering information into the database			
	4. Filling the script			
	5. Patient rights			
	6. Pharmacist consultations			
	7. Filing prescriptions			
	8. Medication pick-up			
	9. Changing Trends			
XI.	**HOSPITAL PHARMACY** *(MVROP ESLR #2)*	35	10	
	A. Explain the primary function of a hospital.			
	B List the organizational structure of the hospital environment.			
	C. Know the major diagnostic units in the hospital.			
	D. Explain five functions related to patient processing activities.			
XII.	**BODY SYSTEMS** *(MVROP ESLR #2)*	48	10	
	A. Comprehend the primary functions of the following body systems:			
	1. Endocrine system			
	2. Nervous system			
	3. Respiratory system			
	4. Visual and auditory system			
	5. Gastrointestinal system			
	6. Urinary system			
	7. Cardiovascular system			
	8. Reproductive system			
	9. Integumentary system			
	10. Lymphatic system			
	11. Digestive system			
	12. Muscular system			

		Class	CC	CVE
XII.	**CLASSIFICATIONS OF DRUGS** *(MVROP ESLR #2)*	50	20	

A. Understand the following classifications of drugs:
   1. Antiinfectives
   2. Antiinflammatories and antihistamines
   3. Vitamins and minerals
   4. Vaccines
   5. Oncology agents

Total Approved Course Hours 720

10. Additional Items:

a. Articulation:
None

b. Academic Credit:
None

c. Instructional Strategies:

lecture
group discussion
reading assignments
multi-media
hands-on lab practice
demonstration
teamwork
simulation
written reports
comparative analysis
use of business-guest speakers
field trips
presentations
projects

d. Instructional Materials:

approved textbook/workbook
handouts
articles
software
overhead transparencies
video tapes
Internet access
CD Roms

e. Certificate Competency List:

Students may earn American Heart Association Certificate for CPR

Required proficiency level for receipt of Certificate of Completion in Pharmacy Technician:
1. overall grade level of C for both semesters
2. minimum student mastery level for each proficiency
3. demonstrate occupational specific and general workplace skills

Career Technical Skills:
- Pharmacy Law and Ethics

- Anatomy, Physiology, and Medical Terminology
- Medications and Administration Methods
- Extemporaneous and Intravenous compounding
- Basic Pharmacology
- Pharmaceutical Math
- Inpatient and Outpatient Application
- Prescription Data Entry
- Typing 30 WPM 100% Accuracy
- Customer Service
- Safety and Aseptic Technique
- Computer Technology

MISSION VALLEY REGIONAL OCCUPATION PROGRAM
SPORTS/PHYSICAL THERAPY COURSE OUTLINE

1. Course Title:

Sports/Physical Therapy

2. CBEDS Title:

Other Health Careers Course

3. CBEDS Number:

4298

4. Job Titles:

	DOT Codes	O*NET Codes
Entry-level		
Massage Therapist		31-9011.00
Masseur/Masseuse	334.374-010	
Occupational Therapist Assistant	076.364-010	31-2011.00
Physical Therapist Assistant	076.224-010	31-2021.00
Physical Therapist Aide	355.354-010	31-2022.00
Recreation Aide	195.367-030	
Chiropractor Assistant	079.364-010	
Orthopedic Assistant	078.664-010	
Technical-level		
Recreational Therapist	076.124-014	29-1125.00
Fitness Trainer and Aerobic Instructor		39-9031.00
Sports Instructor	153.227-018	
Professional-level		
Athletic Trainer	153.224-010	29-9091.00
Physical Therapist	076.121-014	29-1123.00
Chiropractor	079.101-010	29-1011.00
Surgeon	070.101-094	29-1067.00
Coach and Scout		27-2022.00
Occupational Therapist	076.121-010	

5. Course Description:

This competency-based, one-year course prepares students for entry-level positions in the sports therapy or health care industry. Class meets ten hours per week for formal instruction, and then transfers to an off-site community classroom for hands-on instruction. Examples of training sites include: physical therapy clinics, chiropractic offices, athletic training rooms, and fitness facilities. Training can be either paid or unpaid; and students may earn up to 20 units. Included in the course are careers in physical therapy, athletic training, chiropractic, and exercise physiology, with an emphasis on sports.

Integrated throughout the course are Career Preparation Standards, which include Workplace Basic Skills & Behaviors, Career Technical Skills, & Job Employment Skills.

6. Hours:

Students receive up to 216 hours of classroom instruction and up to 144 hours in a community classroom site; or classroom instruction and 270 hours in a cooperative vocational education site. Maximum hours are 486.

7. Prerequisites:

Completion with a minimum grade level of C in biology and/ or anatomy

8. Date of creation/ revision:

January 11, 2005

Abbreviations:

CC = **Community Classroom**
(unpaid, on-the-job, training experience at business sites)

CVE = **Cooperative Vocational Education**
(paid, on-the-job, training experience at business sites)

9. Course Outline:

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

CAREER PREPARATION STANDARDS	Class	CC/CVE	Standards
I. WORKPLACE BASIC SKILLS & BEHAVIORS ***(MVROP ESLR #1)***	*Integrated throughout course*		

A. Apply skills learned in class.
B. Analyze information and make decisions.
C. Communicate verbally and in writing.
D. Work independently & as a team member in a diverse workplace.
E. Work reliably, responsibly, and ethically.
   1. professional attitude
   2. appropriate behavior
   3. personal grooming
   4. produce quality work
   5. regular attendance and punctuality

II. CAREER TECHNICAL SKILLS ***(MVROP ESLR #2).*** — *Integrated throughout course*

A. Use appropriate technology.
B. Understand and practice occupational safety standards.
C. Demonstrate an awareness of how a business or industry functions.
   1. policies regarding harassment
   2. evaluation process
   3. appropriate relationships with workers

		Class	CC/CVE	Standards
			Integrated throughout course	
III.	**JOB EMPLOYMENT SKILLS** *(MVROP ESLR #3)*			
	A. Develop a plan to achieve career goals.			
	B. Use effective job search strategies.			
	1. employee benefits			
	2. professional growth			
	3. job application and resume			
	4. interviewing skills			
	5. follow-up techniques			
	6. resignation			
	C. Demonstrate an awareness of the importance of lifelong learning.			
	CONTENT AREA SKILLS			
IV.	**INTRODUCTION TO SPORTS THERAPY** *(MVROP ESLR #2)*	4	0/0	
	A. Review course requirements, regulations, and procedures			
	B. Examine course syllabus			
	C. Discuss student expectations			
V.	**INTRODUCTION TO PROFESSIONS** *(MVROP ESLR #2)*	6	4/6	
	A. Define the industry of sports medicine			
	B. Identify various sports medicine organizations			
	C. Explain how the sports medicine team should interact with the athlete			
	D. Describe the role of the coach in injury prevention, emergency care, and injury management			
	E. Identify the responsibilities of the athletic trainer in dealing with the injured athlete			
	F. Describe the role of the team physician and his or her interaction with the athletic trainer			
	G. Identify other members of the sports medicine team and describe their roles			
VI.	**MEDICAL TERMINOLOGY** *(MVROP ESLR #2)*	8	6/10	*CE 2* *NCI, A-1* *ACE A-2, 91*
	A. Define, pronounce and spell key medical and anatomical terms			
	B. Communicate effectively using proper medical terminology			
VII.	**HUMAN ANATOMY AND PHYSIOLOGY** *(MVROP ESLR #2)*	18	15/25	
	A. Understand the cellular and gross anatomy of the skeletal system			
	B. Identify major bones and their landmarks			
	C. Understand the structure and function of joints			
	D. Understand the cellular and gross anatomy of the muscular system			
	E. Compare the three main types of muscle			
	F. Identify the function and location of major skeletal muscles			

		Class	CC/CVE	Standards
VIII.	**CLASSIFICATION OF INJURIES** *(MVROP ESLR #2)* A. Differentiate between acute and chronic injury B. Describe acute traumatic injuries, including fractures, dislocations and subluxations, contusions, ligament sprains, muscle strains, muscle soreness, and nerve injuries C. Describe chronic overuse injuries involving tendonitis, tenosynovitis, bursitis, osteoarthritis, and myofascial trigger points D. Explain the various phases of the healing process	6	4/10	
IX.	**THERAPEUTIC MODALITIES AND REHABILITATION TECHNIQUES** *(MVROP ESLR #2)* A. Explain the philosophy of the rehabilitative process in a sports medicine environment B. Identify the individual short-term and long-term goals of a rehabilitation program C. Describe the criteria and the decision-making process for determining when the injured athlete may return to full activity D. Demonstrate how a trainer might use therapeutic modalities in a rehabilitation program	18	50/100	*HE 132*
X.	**EMERGENCY SITUATIONS AND INJURY ASSESSMENT** *(MVROP ESLR #2)* A. Establish a plan for handling emergency situations at your institution B. Explain the importance of knowing cardiopulmonary resuscitation (CPR) and how to manage an obstructed airway C. Describe techniques for control of hemorrhage D. Assess the types of shock and their management E. Describe the various phases of injury assessment F. Explain the importance of controlling swelling during initial injury management G. Describe techniques for moving and transporting the injured athlete	14	8/15	*CE 27, 36* *N 20*
XI.	**BLOODBORNE PATHOGENS** *(MVROP ESLR #2)* A. Explain bloodborne pathogens & method of infection B. Describe the transmission, symptoms and signs, and treatment of hepatitis B (HBV) C. Describe the transmission, symptoms, and signs of human immunodeficiency virus (HIV) infection D. Describe how HIV is most often transmitted E. List the pros and cons of sports participation of athletes with an HBV or HIV infection F. Identify universal precautions as mandated by the Occupational Safety and Health Administration and how they apply to the trainer G. Discuss the various types of skin wounds	8	4/8	

		Class	CC/CVE	Standards
XII.	**ANKLE AND LOWER LEG** *(MVROP ESLR #2)* A. Describe the bony, ligamentous, and muscular anatomy of the ankle and lower leg B. List considerations for preventing injuries to the ankle & lower leg C. Explain how to assess common ankle and lower leg injuries D. Identify the possible causes and signs of various injuries that can occur in the ankle and lower leg E. Explain the procedures that can be used in caring for ankle and lower leg injuries	18	6/10	*NHES 3.1-3.17*
XIII.	**KNEE AND RELATED STRUCTURES** *(MVROP ESLR #2)* A. Describe anatomical relationships of bones, ligaments, and muscles that surround the knee joint B. Explain how to prevent knee injuries C. Briefly describe how to assess an injury of the knee joint D. Describe injuries to the stabilizing structures of the knee E. Identify injuries to the knee that can occur either from acute trauma or from overuse F. Identify injuries that can occur to the patella G. Describe injuries that can occur to the extensor mechanism	18	7/10	*NHES 3.1-3.7*
XIV.	**THIGH, HIP, GROIN, AND PELVIS** *(MVROP ESLR #2)* A. Describe major anatomical features of thigh, hip, groin, and pelvis as they relate to sports injuries B. Identify the major sports injuries to the thigh, hip, groin, & pelvis C. Demonstrate appropriate emergency procedures for injuries to the thigh, groin, and pelvis	16	8/18	*NHES 3.1-3.7*
XV.	**SHOULDER COMPLEX** *(MVROP ESLR #2)* A. Identify the bones, articulations, stabilizing ligaments, and musculature of the shoulder complex B. Explain how shoulder injuries may be prevented C. Describe the process for assessing injuries to the shoulder D. Identify specific injuries that occur around the shoulder joint and describe plans for management	18	7/10	*NHES 3.1-3.7*
XVI.	**ELBOW, FOREARM, WRIST, AND HAND** *(MVROP ESLR #2)* A. Describe the bony, ligamentous, and muscular anatomy of the elbow, forearm, wrist, and hand B. List considerations for preventing injuries to the elbow, forearm, wrist, and hand C. Discuss assessment of elbow, forearm, wrist, and hand injuries D. Discuss the possible causes and signs of various injuries that can occur in the elbow, forearm, wrist, and hand E. Explain the procedures that can be used in caring for elbow, forearm, wrist, and hand injuries	18	4/10	*NHES 3.1-3.7*

		Class	CC/CVE	Standards
XVII.	**SPINE** *(MVROP ESLR #2)* A. Describe the anatomy of the cervical, thoracic, and lumbar spine B. Explain how the nerve roots from the spinal cord combine to form specific peripheral nerves C. Describe measures to prevent injury to the spine D. Describe the process to assess injuries of the cervical & lumbar spine E. Identify specific injuries that can occur to the various regions of the spine	5	2/3	*NHES 3.1-3.7*
XVIII.	**THORAX AND ABDOMEN** *(MVROP ESLR #2)* A. Describe the anatomy of the thorax and abdomen B. Identify the location and function of the heart and lungs C. Identify the location and function of the abdominal viscera D. Describe techniques for assessing thoracic & abdominal injuries E. Identify various injuries to the structures of the thorax F. Describe various injuries and conditions in structures of the abdomen	5	2/3	*NHES 3.1-3.7*
XIX.	**HEAD, FACE, EYES, EARS, NOSE, AND THROAT** *(MVROP ESLR #2)* A. Describe the anatomy of the head, face, eyes, ears, nose, and throat B. Explain how injuries to the head, face, eyes, ears, nose, and throat can be prevented C. Discuss the assessment process in dealing with injuries to the head and face D. Discuss recognition and management of concussions and mild head injuries E. Recognize common injuries to the face, eyes, ears, nose, and throat	5	2/4	
XX.	**ADDITIONAL HEALTH CONCERNS** *(MVROP ESLR #2)* A. Explain the causes, prevention, and care of the most common skin infections in sports B. Describe respiratory tract illnesses common to athletes C. Identify disorders of the gastrointestinal tract D. Describe how to avoid problems with the diabetic athlete E. Describe the dangers that hypertension presents to an athlete F. Describe the adverse effects that various anemias have on athletes G. Demonstrate what a coach should do with an athlete who is having a grand mal seizure H. Identify contagious viral diseases that may be seen in athletes I. Explain the concerns of the female athlete in terms of menstruation, osteoporosis, and reproduction J. Explain the may concerns inherent in medical and nonmedical drug use among athletes K. Identify specific sexually transmitted infections	8	6/10	*NHES 1.1-1.8* *CE 129-130*

		Class	CC/CVE	Standards
XXI.	**ENVIRONMENTAL FACTORS** *(MVROP ESLR #2)* A. Describe the physiology of hyperthermia and the clinical signs of heat stress and how they can be prevented B. Identify the cause of hypothermia and the major cold disorders and how they may be prevented C. Explain how an athlete should be protected from exposure to the sun D. Describe precautions that should be taken in an electrical storm	5	3/5	*NHES 1.1-1.8*
XXII.	**NUTRITIONAL CONSIDERATIONS** *(MVROP ESLR #2)* A. Identify the six classes of nutrients and describe their major functions B. Explain the importance of good nutrition in enhancing performance and preventing injuries C. Describe the advantages or disadvantages of supplementing various nutrients in the athlete's diet D. Explain the advantages and disadvantages of a pre-event meal E. Explain the distinction between body weight and body composition F. Explain the principle of caloric balance and how to assess it G. Describe methods for losing and gaining weight H. List the signs of bulimia and anorexia nervosa	9	2/5	*NHES 1.1-1.8 6.1-6.6* *CE 122-123*
XXIII.	**FITNESS TRAINING** *(MVROP ESLR #2)* A. Identify the concept of periodization and the types of exercise that are performed in each phase B. Identify the principles of conditioning C. Explain the importance of the warm-up and cool down periods D. Describe the importance of flexibility, strength, and cardiorespiratory endurance for both athletic performance and injury prevention E. Identify specific techniques and principles for improving flexibility, muscular strength, and cardiorespiratory endurance	9	4/8	*NHES 1.1-1.8 3.1-3.7 6.1-6.6*
	Hours	**216**	**144/ 270**	
	Total Approved Course Hours		**486**	

NHES-National Health Education Standards
CE-California Health Framework
NCE, NCE-National Center for Research in Vocational Education
H-National Consortium on Health Science and Technology Education
N-National Health Care Skill Standards

10. Additional Items:

a. Articulation:
None

b. Academic Credit:
None

c. Instructional Strategies:

lecture
group work
guided practice
demonstration
guest speakers
oral questioning
practical simulations
real-life experience stories
field trip

d. Instructional Materials:

- Arnhiem, Daniel, Essentials of Athletic Training, 5th edition, Los Angeles, California, McGraw-Hill Companies
- Arnhiem, Daniel, Principles of Athletic Training, 7th/8th edition, St. Louis, Missouri, Mosby Year Book Publishing

handouts
articles
on-line tutorials
class web site
software/CD Roms
visual overhead transparencies
video tapes
Internet access

e. Certificate Competency List:

Students may earn American Heart Association Certificate for CPR

Required proficiency level for receipt of Certificate of Completion in Sports Therapy:

1. overall grade level of C for both semesters
2. minimum student mastery level for each proficiency
3. demonstrate occupational specific and general workplace skills

Career Technical Skills:

- Identify Various Sports Medicine Professional Careers
- Use Related Sports Therapy Medical Terminology
- Identify Human Anatomy and Physiology
- Classify Sports Injuries and Phases of Healing
- Describe Therapeutic Modalities and Rehabilitation Techniques for Athletes
- Explain Steps for Proper Handling of Emergency Situations
- Describe Techniques for Injury Assessment of an Athlete
- Identify Universal Precautions to Prevent the Spread of Infection
- List Structure, Protection, Injuries, and Assessment for the Ankle, Lower Leg, Knee, Thigh, Hip, Groin, Pelvis, Shoulder, Elbow, Forearm, Wrist, Hand, Spine, Thorax, Abdomen, Head, Face, Eyes, Ears, Nose, and Throat
- Describe Additional Health Concerns for Athletic Trainers
- Identify Environmental Factors and Risks
- Explain Nutritional Considerations for Athletes
- Describe Fitness Training Principles

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM

Date of Board Meeting: **September 19, 2007**

TITLE: **Textbook List for 2007 - 2008**

Background:

Mission Valley ROP textbooks are reviewed annually. MVROP is seeking approval of the 2007 - 2008 school year textbook list.

Recommendation:

Mission Valley ROP administrative staff recommends approval of the proposed textbook list.

Rick Herrmann	Administration	Charles Brown
Staff Contact	Department	Superintendent, Mission Valley ROP



MISSION VALLEY ROP
2007/2008 TEXTBOOK LIST

HIGH SCHOOL COURSES

- **Auto Body Repair and Refinishing**
  Introduction to Auto Body
  Auto Body
  Auto Body Refinishing

- **Automotive Occupations/Technology**
  Automotive Mechanic Fundamentals Text
  Auto Service and Repair Text
  Automotive Technology Curriculum,
  Instructional Materials Laboratory, University of Missouri
  Automotive Transmission
  Modern Automotive Mechanics, 4th Edition, 2004
  Motor Automotive Technology Text 3rd Edition

- **Biotechnology**
  Molecular Biology made simple and fun 3rd Edition (New)

- **Business Math**
  Business Math Textbook, 2003 15th Edition
  Activities and Study Guide for Business Math, 15th Edition

- **Business Ownership**
  Marketing Essentials, 2nd Edition

- **Business Math**
  Business Math Textbook, 2003 15th Edition

- **C++ Programming**
  A complete Science Tapestry By Owen Astra Chan

- **CAD**
  AutoCAD and Applications Basics: AutoCAD 2006 Edition

- **Careers with Children**
  Careers in Education: Working with Young Children
  Child Care Business: Working with Young Children

- **Computerized Accounting**
  Computer Accounting Quickbooks 2002 PRO 4th Edition

- **Computer Applications**
  Computer Applications for Business
  Computer Literacy for IC3 (New)
  Introduction to C+ Programming
  Microsoft Office for Windows
  Microsoft Word 2003
  Microsoft Excel 2003
  Microsoft Access 2003
  Microsoft PowerPoint
  Adobe Illustrator 7 Classroom in a Book
  Adobe InDesign (New)
  Adobe Photoshop 5 Classroom in a Book
  Computers in the Medical Office, Medisoft
  Intro to Computer Science C++
  HTML – Illustrated Brief
  Instant Maya Software
  Live Motion, Classroom in a Book
  Microsoft Press: Academic Learning Service
  Microsoft Front Page 2000
  Microsoft Windows 2000
  Office 2000 Essentials Course
  Preparing for IC3 Certification
  Dreamweaver
  Teach Yourself HTML, Visually
  "Test Out" Software (A+, Linux, Security – Online Curriculum)

- **Computer Animation / Computer Graphics Design**
  Inside Lightwave V9
  Sonar 6 Powerbook
  Lightwave 3D 8 Revealed
  Adobe Classroom in a Book
  Audition CS3 CIB
  Photoshop CS3 CIB
  Illustrator CS3 CIB
  Flash CS3 CIB
  AfterEffects 6.0 CIB

- **Computer Service Technology**
  Enhanced A+ Guide to Managing and Maintaining Your PC (Textbook and Workbook)
  Computer Literacy for IC3
  All in One A+ Certification

- **Computer Operations**
  Learning Microsoft Office XP
  Learning Microsoft Office 2003
  Microtype 4
  South Western Accounting Edition 7 Millenium

- **Construction**
  Modern Carpentry Textbook/Workbook for Modern Carpentry by Willis Wagner
  Modern Plumbing by E. Keith Blankenbaker
  Modern Residential Wiring By Harvey N. Holzman

- **Cosmetology**
  Arts and Science of Manicuring/Milady Workbook
  Standard Textbook for Professional Estheticians
  Van Dean Publications
  West Publications
  Standard Textbook of Cosmetology/Milady Workbook

- **Culinary Arts**
  Professional Baking Textbook/Workbook
  Culinary Essentials
  Food Prep for the Professional

- **Digital Photography**
  Adobe Photoshop Lightroom Book for Digital Photographers
  Adobe Photoshop CS3 Classroom in a Book
  Adobe Photoshop CS3 for Photographers: A Professional Image Editor's Guide to the Creative use of Photoshop for the Macintosh and PC
  Basic Critical Theory for Photographers
  Design Basics
  Photography for the 21st Century

- **Fashion Merchandising**
  The World of Fashion Merchandising 2003

- **Fire Science**
  1st Responder: Your 1st Response in Emergency Care 7th Edition
  Essentials of Fire Protection, 4th Edition

- **Forensic Science**
  Criminalistics/Intro to Forensic Science

- **Health Careers/Occupations**
  Diversified Health Occupations 6th Edition
  Diversified Health Occupations Workbook, 6th Edition

- **Industrial Drafting/CAD/Engineering**
  Engineering, Drawing & Design

- **Interior Design**
  Interiors by William Reid and Diane Reksten

- **Java Programming**
  Data Structures and Objects Using Java, Michael Main 2002

- **Manufacturing Technology/Welding**
  Machining Fundamentals
  Flux Cored Arc Welding
  Gas Metal Arc Welding
  Gas Tungsten Arc Welding

- **Marketing (Special Education)**
  61 Cooperative Learning Activities for Business Classes
  The ABC's of Financial Literacy (ANG Newspaper and Summit Bank Foundation)
  High School Financial Planning Program Workbook
  School Store Operations, (DECA)

- **Medical Assisting**
  "The Medical Assistant, Administrative and Clinical 9th Edition"
  Medical Terminology for Health Professions 4th Edition

- **Medical and Health Careers**
  Introduction to Health Occupation 6th Edition

- **Merchandising/Marketing**
  Marketing Essentials Text & Workbook 3rd Edition
  Principles of Marketing 9th Edition
  Marketing Essentials Text & Workbook 2nd Edition
  Retailing in the New Millennium
  Succeeding in the World of Work
  Marketing Dynamics

- **Money Management**
  Business Math
  Computer Accounting with Quickbooks 2003, 5th Edition
  NEFE Financial Planning for High School Students

- **Nursing Assisting**
  Nursing Assistant Care
  Workbook for Nursing Assistant Care
  Nursing Assistant: A Nursing Process Approach 9th Edition
  Nurse Assistant Review Manual by the American Red Cross
  Taber Medical Dictionary

- **Pre-Nursing/Medical and Health Careers**
  Diversified Health Occupations 6th Edition 2004
  Diversified Health Occupations 6th Edition Workbook

- **Sports and Entertainment Marketing**
  Sports and Entertainment Marketing 2nd Edition

- **Sports & Physical Therapy**
  Modern Principles of Athletic Training, 7th Edition
  Essestials of Athletic Training, 5th Edition
  Intro to Sports Medicine and Athletic Training
  Diversified Health Occupations, 6th Edition

- **Veterinary Assistant**
  Veterinary Assistant Handbook
  Veterinary Medical Terminology
  Animal Care Assistant Student Manual
  Tasks for the Veterinary Assistant

- **Video Production**
  Video Basics 4

MISSION VALLEY ROP 2007 - 2008 BOOKLIST FOR ADULT STUDENTS

CLASS	BOOK TITLE	ISBN	AUTHOR	EDITION
Accounting Principles I	Paradigm College Accounting Chapters 1-12	0-7638-1999-9	Dansby, Kaliski, Lawrence	
	College Accounting Study Guide and Working Papers	0-7638-2002-4	Dansby, Kaliski, Lawrence	
Acute Care Nursing Assistant	**Textbook NOT required for this class**			
Auto Body Painting/Refinishing 1 & 2	**Textbook NOT required for this class**			
Auto Major Collision Repair 1 & 2	**Textbook Not Required for this class**			
Automotive Transmission Repair	**CHECK WITH INSTRUCTOR ON FIRST DAY**			
Auto Technology 1 & 2	Automotive Excellence Volume 1	0078744121	McGraw-Hill	Student
Basic Skills/GED	**Textbook NOT required for this class**			
Biotechnology	**CHECK WITH INSTRUCTOR ON FIRST DAY**			
Business Correspondence	Basic Letter & Memo Writing	0-538-72783-7	VanHuss	5th
Business English	Communication Skills for the Processing of Words	0-538-43954-8	Reiff, R.	5th
Business Internship	**Textbook NOT required for this class**			
Business Math	Business Math	0-538-44052-X	Schultheis & Kaczmarski	16th
CAD (Computer Aided Drafting) 1 & 2	AutoCAD and its Applications 2006: Basics	1-59070-604-8	Shumaker & Madsen	Paperback
Careers in Education	Working with Young Children	9781590701287	Judy Herr	2003
Computer Animation	**Textbook NOT required for this class**			

Revised 8/29/2007

MISSION VALLEY ROP 2007 - 2008 BOOKLIST FOR ADULT STUDENTS

CLASS	BOOK TITLE	ISBN	AUTHOR	EDITION
Computer Graphic Design	**Textbook NOT required for this class**			
Computer Service Technology	A+ Guide to Managing and Maintaining Your PC	0-619-21758-8	Jean Andrews	6th
	Lab Manual for above textbook	0-619-217-634	Andrews & Verge	paperback
Construction Technology 1 & 2 (Note: There are three books required for this class)	Modern Carpentry	1-59070-202-6	Wagner/Smith	
	Modern Plumbing	1-59070-350-2	Blankenbaker	
	Modern Residential Wiring	1-56637-913-X	Holzman	
Digital Sound Design	**Textbook NOT required for this class**			
EKG Technician	Electrocardiography for Health Care Personnel	9780073302096		2nd
Fashion Merchandising 1 & 2	The World of Fashion Merchandising	**1566374510**	**Wolfe**	
Forensic Science Technician	Crime Scene Investigaton & Reconstruction	0-13-188607-X	Robert Ogle Jr.	2007
Home Health Aide	**CHECK WITH INSTRUCTOR ON THE FIRST DAY**			
HVAC (Note: There are three books required for this class)	Modern Refrigeration & Air Conditioning Textbook	1-59070-280-8	Althouse, Turnquist, Bracciano	18th
	Modern Refrigeration & A/C Study Guide	1-59070-281-6	Althouse	Paperback
	Modern Refrigeration & A/C Laboratory Manual	1-59070-282-4	Althouse	Paperback
Interior Design 1 & 2	**CHECK WITH INSTRUCTOR ON THE FIRST DAY**			
Intro to Office Skills	***Purchase Textbook in Registration Office***			
Medical Assisting/Clinical (Note: There are two books required for this class)	Thomson Learning 's Clinical Medical Assisting textbook	1401881327	Lindh, Pooler, Tamparo, Dahl	3rd
	Thomson Learning 's Clinical Medical Assisting workbook	1401881335	Lindh, Pooler, Tamparo	3rd

Revised 8/29/2007

MISSION VALLEY ROP 2007 - 2008 BOOKLIST FOR ADULT STUDENTS

CLASS	BOOK TITLE	ISBN	AUTHOR	EDITION
Medical Coding & Billing Note: There are three books required for this class.	Coding Workbook for Physician's Office 2007	1-42831153X	Thomson Delmar Learning	1st
	AMA Physician ICD-9-CM	193305304-6	Amer. Med. Assoc.	
	Current Procedural Terminology: CPT 2007	1-579477909	Amer. Med. Assoc.	Standard
Medical Terminology 1 & 2	Medical Terminology for Health Professions	1-40186026-5	Elrlich & Schroeder	5th
Medisoft **Note: There are two books required for this class.**	**Computers in the Medical Office**	9780073112138	Sanderson, S.	5th
	Administrative Medical Assisting	9781401881351	Lindh, Pooler, Tamparo, Dahl	3rd
MS Access	MS Office Access 2003: Essentials Course	1-59136-030-7	Marotti, Favro	
MS Excel	Microsoft Office Excel 2003: Comprehensive Course	1-59136-029-3	Marder, J. &Stolins, R.	Paperback
MS Office I	Microsoft Office 2003: Essentials Course	1-59136-027-7	Favro, Stolins, Caldwell	Spiral
MS Office II Note: There are two books required for this class.	Microsoft Office 2003: Essentials Course	1-59136-027-7	Favro, Stollins, Caldwell	
	Microsoft Office 2003: Projects	0-619-27307-0	Cram, Carol	
MS Word	Microsoft Office Word 2003: Comprehensive Course	1-59136-028-5	Murphy, J. & Stolins, R.	
Nursing Asst/Intro/CNA Note: There are three books required for this class.	Nursing Assistant Care Textbook	1-888343-80-X	Alvare, Dugan, Fuzy	1st
	Workbook for Nursing Assistant Care	1-888343-81-8	Hartman Publ.	1st
	*Nursing Assistant Review Manual; Preparation for Testing		American Red Cross	
Note: Nursing Assistant Review Manual can only be purchased by calling Carla Garcia at the American Red Cross (213) 351-6769				
Office Skills Business	**Administrative Professional Technology & Procedures**	0-538-72948-1	Fulton-Calkins	13th
Note: This book is available at http://www.ichapters.com. PLEASE DO NOT PURCHASE THE "PRINT STUDY TOOLS"!				
Office Skills Medical	Administrative Medical Assisting	**9781401881351**	Lindh, Pooler, Tamparo, Dahl	3rd
Note: This book can be found at www.delmarlearning.com				

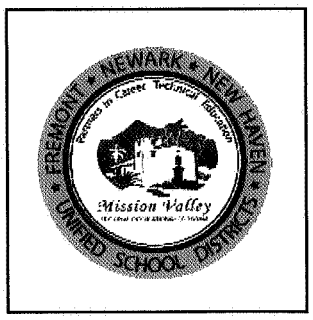
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MISSION VALLEY ROP 2007 - 2008 BOOKLIST FOR ADULT STUDENTS

CLASS	BOOK TITLE	ISBN	AUTHOR	EDITION
Payroll	Payroll Records and Procedures	978-0-07-298243-5	Haddock/Cohen	
Pharmacy Technician (Note: There are five books required for this class.)	Dosage Calculations	0-7668-6286-0	Pickar, Gloria	7th
	Mosby's Pharmacy Technician Textbook	0-7216-9436-5	Hopper, Teresa	
	Mosby's Pharmacy Technician Workbook	0-7216-9437-3	Hopper, Teresa	
	Saunders Drug Handbook for Health Professions	0-7216-9365-2	Kizior & Hodgson	2nd
	The Pill Book	0-5535-8892-3		10th
QuickBooks	QuickBooks Pro 2006: Comprehensive Course	1-59136-096-X	Hakola, T.	
Web Design (Dreamweaver)	**Textbook NOT required for this class**			
Welding/Metal Fabrication	**Textbook NOT required for this class**			
Word/Excel/Internet	Laying a Foundation with Windows XP **Note: This text can be purchased at www.lablearning.com**	1-59136-026-9		
Workplace Survival	**Textbook NOT required for this class**			

All listed textbooks are required.
Occasionally, classes are cancelled due to low enrollment.
Please do not purchase your textbooks before AUGUST 20.

End of Consent



Business & Finance #1

__X__ Information
__X__ Action
_____Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
Business & Finance #1

DATE OF BOARD MEETING: September 19, 2007

TITLE: Receive Report on Fiscal Year 2006-07 Unaudited Actuals

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Current Status:

Year-end closing has been completed for fiscal year 2006-07. A summary of income and expenditures for 2006-07 is attached.

Recommendation:

Staff recommends review and acceptance of Unaudited Actuals for 2006-07.

Marie dela Cruz, 657-1865 x15145	ROP Center	Business Services	Charles Brown
Staff/Contact Person	**Location**	**Division**	**Superintendent**

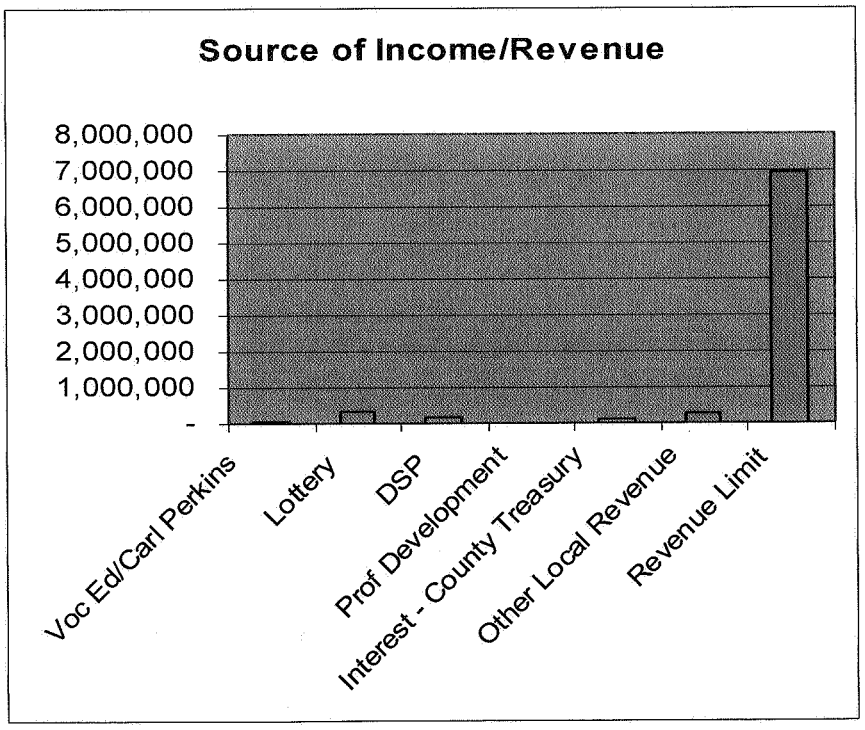
MISSION VALLEY ROP

2006-07 UNAUDITED ACTUALS
REPORT ON ACTUAL INCOME AND EXPENSES

I. REVENUE

Total revenue and income received for 2006-07 was $9,067,787 (14% or $1,115,496 more than last year). Mission Valley ROP received 86% of its revenue from the State Revenue Limit. Other sources of income include Lottery, DSP, Professional Development, Carl Perkins, Interest Income, and One-Time funds for Career Technical Education and Discretionary Block Grants.

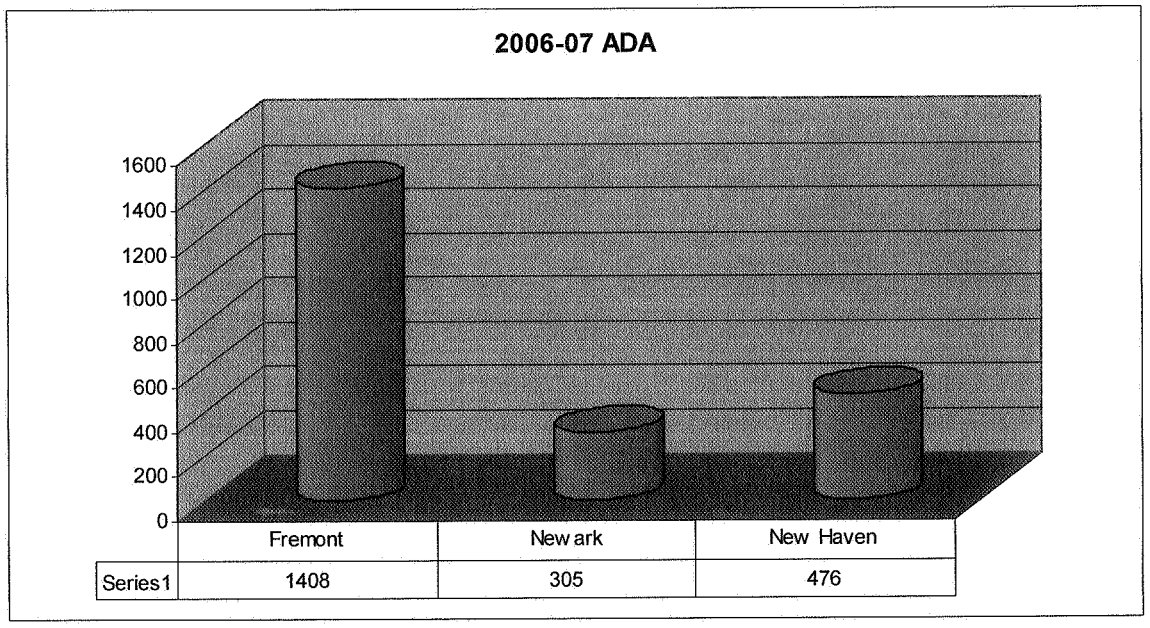
Voc Ed/Carl Perkins	37,280	0%
Lottery	329,457	4%
DSP, Staff Dev, 1-Time $$	343,188	4%
Interest - County Treasury	195,991	2%
Fees, Grants, Donations	354,216	4%
Revenue Limit	7,807,655	86%
	9,067,787	100%



Mission Valley ROP reached CAP and reported a final ADA of 2,188.76. The ADA CAP was 2,114. Allocated Growth was 29.96 and Cal Works was 39.28. Fremont generated 64% of the total ADA, Newark 14%, and New Haven 22%.

Final 2006-07 ADA Report

Fremont	1408	64.33%
Newark	305	13.92%
New Haven	476	21.76%
	2188	100.00%



II. EXPENDITURES

The 2006-07 budget supported various programs in career technical education and training. Total expenditures for the year were $8,783,051. Mission Valley ROP spent 76% of its budget on instructional programs and related services. Certificated and classified salaries and benefits represented 54% of total expenditures.

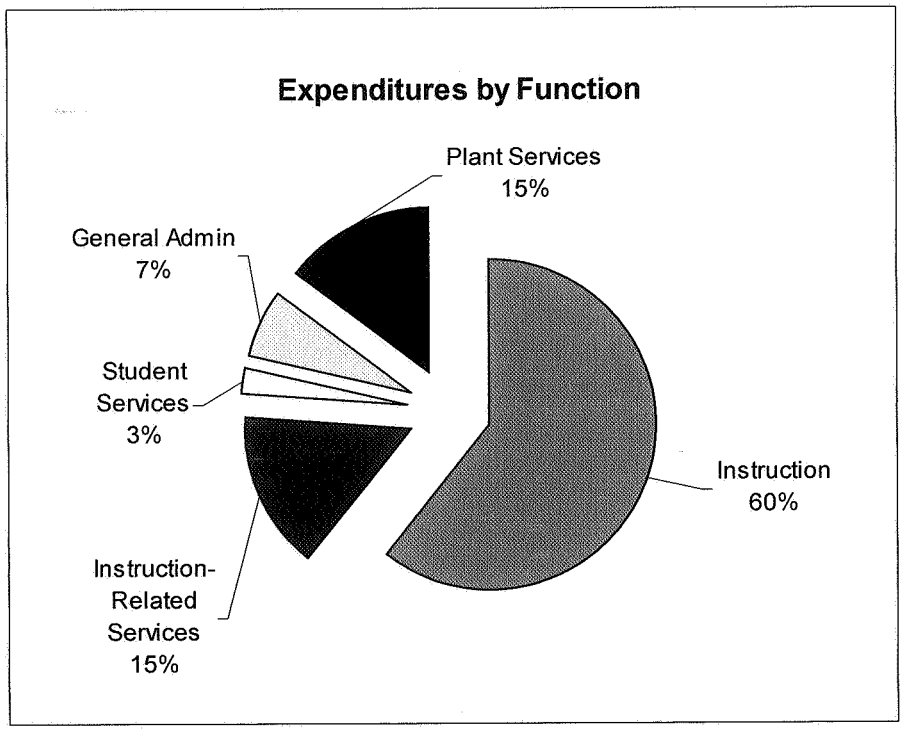
We received $264,603 in one-time monies for Career Technical Education and Discretionary Block Grants. These funds were used to purchase instructional materials, supplies and equipment.

Expenditures of about $450,000 were also provided for the new building. Expenditures included moving expenses, new furniture, computer equipment, printers, audio/visual equipment, copiers, signage, a marquee and building improvements (i.e. doorbell/video answering system for warehouse).

MVROP program highlights of the 2006-07 school year include:

- Award winning Computer Tech students competed in StRUT (Students Recycling Used Technology)
- 2nd Annual Multimedia Fest: A showcase of graphic art, digital photography and video productions by local high school students

- Students received Certifications in Medical Assisting, CNA, EKG Technician and Pharmacy Tech Programs
- Enrique Cardenas III Scholarship awarded to (2) Auto Body students
- Spring Fashion Show at the Hilton: collaborative efforts of Interior Design, Video, Computer Graphics, Digital Sound Design, Digital Photography and Construction students
- Spring Car Show at Washington High School highlighting work from the Auto Body Painting/Refinishing program
- Career Faires at (3) High Schools
- Forensic Challenge Event with Central County Occupational Center (CCOC)
- Students participated in mock East Bay terror attack thru Alameda County/Kaiser Hospital
- 6.92% salary increase for all certificated and classified employees, plus stipends for education and longevity for Administrators
- Staff development for all certificated and classified staff including new teacher training
- Completion of new MVROP Center on Stevenson Blvd



III. FUND BALANCE AND RESERVES

The ending fund balance for 2006-07 was $3,866,764. This represents an increase of $284,736 over last year. The increase was due in part to the $187,646 excess growth income received late in the year. Other items contributing to the increase include higher

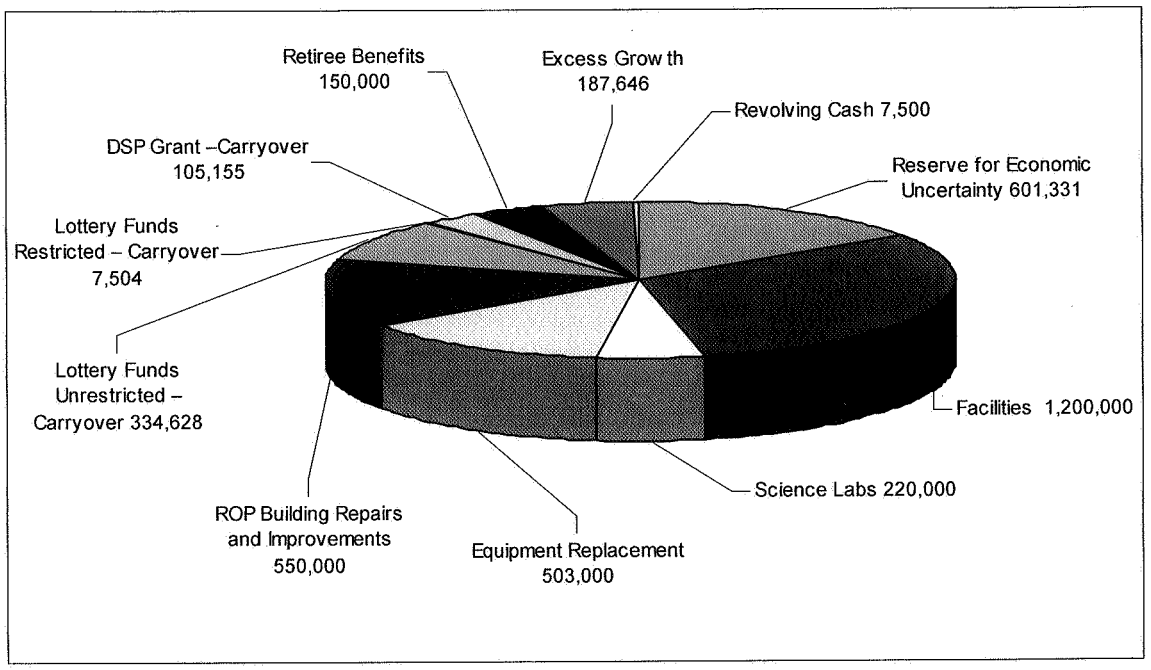
than expected interest income and lower expenditures in materials, supplies and transportation services.

The construction of the new ROP Center on Stevenson Blvd was substantially completed on June 15, 2007. We started our move-in process on June 19, 2007. Mission Valley ROP contributed to the construction cost of the new facility. We paid Fremont Unified School District $500,000 for the Technology Infrastructure and $100,000 in soft cost in 2006-07 and $650,000 in previous years for a total amount of $1,250,000. A final amount of $220,000 will be paid in 2007-08 for the science labs. Total contribution will amount to $1,470,000.

The Reserve for Economic Uncertainty is 6.8% of expenditures which is above the minimum required amount of 3%.

The components of the ending balance are as follows:

Reserve for Economic Uncertainty	601,331
Facilities	1,200,000
Science Labs	220,000
Equipment Replacement	503,000
ROP Building Repairs and Improvements	550,000
Lottery Funds Unrestricted – Carryover	334,628
Lottery Funds Restricted – Carryover	7,504
DSP Grant –Carryover	105,155
Retiree Benefits	150,000
Revolving Cash	7,500
Excess Growth	187,646
Total Ending Balance	3,866,764



SUMMARY

	2004-05	2005-06	**2006-07**
Total Revenue	7,552,553	7,952,291	**9,067,788**
Less: Expenditures	7,381,130	7,439,157	**8,783,051**
Ending Balance	171,423	513,135	**284,736**
Plus: Beginning Reserves	2,897,470	3,068,893	**3,582,028**
=Ending Balance/Reserves	3,068,893	3,582,028	**3,866,764**

Prepared by: Marie dela Cruz, Director of Business Services

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	37,280.00	30,337.00	-18.6%
3) Other State Revenue		8300-8599	343,187.82	71,082.00	-79.3%
4) Other Local Revenue		8600-8799	8,687,319.83	8,259,640.00	-4.9%
5) TOTAL, REVENUES			9,067,787.65	8,361,059.00	-7.8%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	3,191,384.13	3,565,059.00	11.7%
2) Classified Salaries		2000-2999	958,746.99	943,842.00	-1.6%
3) Employee Benefits		3000-3999	627,813.69	676,951.00	7.8%
4) Books and Supplies		4000-4999	922,811.04	553,063.00	-40.1%
5) Services and Other Operating Expenditures		5000-5999	2,925,600.75	2,622,144.00	-10.4%
6) Capital Outlay		6000-6999	156,694.78	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect/Direct Support Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Transfers of Indirect/Direct Support Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			8,783,051.38	8,361,059.00	-4.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			284,736.27	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			284,736.27	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	3,582,027.75	3,866,764.02	7.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,582,027.75	3,866,764.02	7.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,582,027.75	3,866,764.02	7.9%
2) Ending Balance, June 30 (E + F1e)			3,866,764.02	3,866,764.02	0.0%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	7,500.00	7,500.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	112,658.74	112,658.74	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	601,331.27	601,331.27	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations		9780	3,145,274.01	3,145,274.01	0.0%
Lottery unrestricted carryover	1100	9780	*334,628.01*		
Science Labs	6350	9780	*220,000.00*		
Equipment Reserve	6350	9780	*503,000.00*		
ROP Building Repairs/Improvements	6350	9780	*550,000.00*		
Retiree Postemployment Benefits	6350	9780	*150,000.00*		
Excess Growth	6350	9780	*187,646.00*		
Facilities	6350	9780	*1,200,000.00*		
Lottery Unrestricted Carryover	1100	9780		*334,628.01*	
Science Labs	6350	9780		*220,000.00*	
Equipment Replacement	6350	9780		*503,000.00*	
Post Retirement Benefits	6350	9780		*150,000.00*	
Building Repairs/Improvements	6350	9780		*550,000.00*	
Facilities	6350	9780		*1,200,000.00*	
Excess Growth	6350	9780		*187,646.00*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	4,046,499.02		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	7,500.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	46,296.82		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	114,258.82		
4) Due from Grantor Government		9290	880,241.34		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			5,094,796.00		
H. LIABILITIES					
1) Accounts Payable		9500	1,228,031.98		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			1,228,031.98		
I. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G10 - H7)			3,866,764.02		

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
FEDERAL REVENUE					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.0%
NCLB / IASA	3000-3299, 4000-4139, 4201-4215, 4610, 5510	8290	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	37,280.00	30,337.00	-18.6%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.0%
JTPA / WIA	5600-5625	8290	0.00	0.00	0.0%
Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			37,280.00	30,337.00	-18.6%
OTHER STATE REVENUE					
Other State Apportionments					
Home-to-School Transportation	7230	8311	0.00	0.00	0.0%
Special Education Transportation	7240	8311	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	3,350.00	0.00	-100.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Professional Development Block Grant	7393	8590	20,264.00	21,082.00	4.0%
All Other State Revenue		8590	319,573.82	50,000.00	-84.4%
TOTAL, OTHER STATE REVENUE			343,187.82	71,082.00	-79.3%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	(1.00)	0.00	-100.0%
Sale of Publications		8632	3,271.31	10,851.00	231.7%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	195,991.35	100,000.00	-49.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
In-District Premiums/ Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Transportation Services	7230, 7240	8677	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	329,754.97	210,410.00	-36.2%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	21,190.73	0.00	-100.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	329,457.47	307,855.00	-6.6%
Transfers Of Apportionments					
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers From Districts or Charter Schools	6350, 6360	8791	7,807,655.00	7,630,524.00	-2.3%
From County Offices	6350, 6360	8792	0.00	0.00	0.0%
From JPAs	6350, 6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In From All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			8,687,319.83	8,259,640.00	-4.9%
TOTAL, REVENUES			9,067,787.65	8,361,059.00	-7.8%

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
CERTIFICATED SALARIES					
Teachers' Salaries		1100	2,698,397.25	3,068,861.00	13.7%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	492,986.88	496,198.00	0.7%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			3,191,384.13	3,565,059.00	11.7%
CLASSIFIED SALARIES					
Instructional Aides' Salaries		2100	15,915.33	13,500.00	-15.2%
Classified Support Salaries		2200	141,363.35	131,917.00	-6.7%
Classified Supervisors' and Administrators' Salaries		2300	280,208.29	281,981.00	0.6%
Clerical, Technical and Office Salaries		2400	476,066.85	480,944.00	1.0%
Other Classified Salaries		2900	45,193.17	35,500.00	-21.4%
TOTAL, CLASSIFIED SALARIES			958,746.99	943,842.00	-1.6%
EMPLOYEE BENEFITS					
STRS		3101-3102	246,632.06	284,583.00	15.4%
PERS		3201-3202	124,211.19	126,035.00	1.5%
OASDI/Medicare/Alternative		3301-3302	121,795.51	115,548.00	-5.1%
Health and Welfare Benefits		3401-3402	28,629.29	43,101.00	50.5%
Unemployment Insurance		3501-3502	2,083.37	2,232.00	7.1%
Workers' Compensation		3601-3602	86,284.86	89,679.00	3.9%
OPEB, Allocated		3701-3702	17,511.88	15,100.00	-13.8%
OPEB, Active Employees		3751-3752		0.00	
PERS Reduction		3801-3802	422.89	423.00	0.0%
Other Employee Benefits		3901-3902	242.64	250.00	3.0%
TOTAL, EMPLOYEE BENEFITS			627,813.69	676,951.00	7.8%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	47,633.98	105,714.00	121.9%
Books and Other Reference Materials		4200	927.84	10,806.00	1064.6%
Materials and Supplies		4300	423,967.66	338,946.00	-20.1%
Noncapitalized Equipment		4400	450,281.56	97,597.00	-78.3%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			922,811.04	553,063.00	-40.1%

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100		0.00	
Travel and Conferences		5200	53,649.65	85,031.00	58.5%
Dues and Memberships		5300	8,186.39	7,525.00	-8.1%
Insurance		5400-5450	79,051.00	78,585.00	-0.6%
Operations and Housekeeping Services		5500	186,590.63	164,500.00	-11.8%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	765,589.64	325,381.00	-57.5%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,761,798.05	1,881,568.00	6.8%
Communications		5900	70,735.39	79,554.00	12.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			2,925,600.75	2,622,144.00	-10.4%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	135,549.82	0.00	-100.0%
Equipment		6400	21,144.96	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			156,694.78	0.00	-100.0%

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect/Direct Support Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
ROC/P Transfers of Apportionments					
To Districts or Charter Schools	6350, 6360	7221	0.00	0.00	0.0%
To County Offices	6350, 6360	7222	0.00	0.00	0.0%
To JPAs	6350, 6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of indirect/Direct Support Costs)			0.00	0.00	0.0%
TRANSFERS OF INDIRECT/DIRECT SUPPORT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
Transfers of Direct Support Costs - Interfund		7380	0.00	0.00	0.0%
TOTAL, TRANSFERS OF INDIRECT/DIRECT SUPPORT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			8,783,051.38	8,361,059.00	-4.8%

Description	Resource Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
Categorical Flexibility Transfers per Budget Act Section 12.40		8998	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	37,280.00	30,337.00	-18.6%
3) Other State Revenue		8300-8599	343,187.82	71,082.00	-79.3%
4) Other Local Revenue		8600-8799	8,687,319.83	8,259,640.00	-4.9%
5) TOTAL, REVENUES			9,067,787.65	8,361,059.00	-7.8%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		5,341,377.36	5,456,304.00	2.2%
2) Instruction - Related Services	2000-2999		1,336,608.15	1,410,575.00	5.5%
3) Pupil Services	3000-3999		235,856.26	251,640.00	6.7%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		586,042.58	591,222.00	0.9%
8) Plant Services	8000-8999		1,283,167.03	651,318.00	-49.2%
9) Other Outgo	9000-9999	Except 7610-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			8,783,051.38	8,361,059.00	-4.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			284,736.27	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8910-8929	0.00	0.00	0.0%
b) Transfers Out		7610-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2006-07 Unaudited Actuals	2007-08 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			284,736.27	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	3,582,027.75	3,866,764.02	7.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,582,027.75	3,866,764.02	7.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,582,027.75	3,866,764.02	7.9%
2) Ending Balance, June 30 (E + F1e)			3,866,764.02	3,866,764.02	0.0%
Components of Ending Fund Balance					
a) Reserve for					
Revolving Cash		9711	7,500.00	7,500.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
General Reserve		9730	0.00	0.00	0.0%
Legally Restricted Balance		9740	112,658.74	112,658.74	0.0%
b) Designated Amounts					
Designated for Economic Uncertainties		9770	601,331.27	601,331.27	0.0%
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.0%
Other Designations (by Resource/Object)		9780	3,145,274.01	3,145,274.01	0.0%
Lottery unrestricted carryover	1100	9780	*334,628.01*		
Science Labs	6350	9780	*220,000.00*		
Equipment Reserve	6350	9780	*503,000.00*		
ROP Building Repairs/Improvements	6350	9780	*550,000.00*		
Retiree Postemployment Benefits	6350	9780	*150,000.00*		
Excess Growth	6350	9780	*187,646.00*		
Facilities	6350	9780	*1,200,000.00*		
Lottery Unrestricted Carryover	1100	9780		*334,628.01*	
Science Labs	6350	9780		*220,000.00*	
Equipment Replacement	6350	9780		*503,000.00*	
Post Retirement Benefits	6350	9780		*150,000.00*	
Building Repairs/Improvements	6350	9780		*550,000.00*	
Facilities	6350	9780		*1,200,000.00*	
Excess Growth	6350	9780		*187,646.00*	
c) Undesignated Amount		9790	0.00		
d) Unappropriated Amount		9790		0.00	

Resource	Description	2006-07 Unaudited Actuals	2007-08 Budget
6300	Lottery: Instructional Materials	7,503.32	7,503.32
6355	ROC/P: Training & Certification for Community Care (Dept [	105,155.42	105,155.42
Total, Legally Restricted Balance		112,658.74	112,658.74

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress	274,182.00		274,182.00	16,610.00		290,792.00
Total capital assets not being depreciated	274,182.00	0.00	274,182.00	16,610.00	0.00	290,792.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	431,226.00		431,226.00			431,226.00
Equipment	766,756.00		766,756.00	12,039.00	526,861.00	251,934.00
Total capital assets being depreciated	1,197,982.00	0.00	1,197,982.00	12,039.00	526,861.00	683,160.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings	(431,226.00)		(431,226.00)			(431,226.00)
Equipment	(619,276.00)		(619,276.00)	(10,775.00)	(526,861.00)	(103,190.00)
Total accumulated depreciation	(1,050,502.00)	0.00	(1,050,502.00)	(10,775.00)	(526,861.00)	(534,416.00)
Total capital assets being depreciated, net	147,480.00	0.00	147,480.00	1,264.00	0.00	148,744.00
Governmental activity capital assets, net	421,662.00	0.00	421,662.00	17,874.00	0.00	439,536.00
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

Following is a summary of the critical data elements contained in your unaudited actuals data. Since this data may have fiscal implications for your agency, please verify its accuracy before filing your unaudited actual financial reports.

Form	Description	Value
ICR	Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2008-09, subject to CDE approval.	5.43%
ROP	Amount in Excess of Allowable Contribution Contributions must not exceed 15% of expenditures (EC 52321[b]). A positive number here indicates that more than 15% was contributed, subjecting the next apportionment to reduction.	$0.00
	Amount in Excess of Allowable Ending Balance Net ending balance must not exceed 15% of expenditures (EC 52321[c][1]). A positive number here indicates that the ending balance exceeds 15% of expenditures, subjecting the next apportionment to reduction.	$0.00
TRAN	Approved Transportation Expense - Home-to-School	
	Approved Transportation Expense - SD/OI For each of these programs, if the amount received exceeds actual costs, the next apportionment is subject to reduction (EC 41851.5[c]).	

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2006-07 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the JPA pursuant to Education Code sections 41023 and 42100.

Signed _____ Date of Meeting: Sep 19, 2007
Clerk/Secretary of the JPA Governing Board
(Original signature required)

To the Superintendent of Public Instruction:

2006-07 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code sections 41023 and 42100.

Signed _____ Date: _____
County Superintendent/Designee
(Original signature required)

For additional information on the unaudited actual reports, please contact:

County Office of Education	JPA
Lou Highlander	Marie dela Cruz
Name	Name
Executive Director, Business/Advisory Svcs	Director of Business Services
Title	Title
510-670-4279	510-492-5145
Telephone	Telephone
louh@acoe.org	mdelacruz@mvrop.org
E-mail Address	E-mail Address

SELECTION OF BUDGET ADOPTION CYCLE:

Pursuant to Education Code Section 42127(i), this JPA elects to use the following budget adoption cycle for the 2008-09 budget year:

(S) Budget Adoption Cycle ('D' for Dual or 'S' for Single)

REQUEST FOR AN APPROVED INDIRECT COST RATE:

JPAs do not receive an approved indirect cost rate unless specifically requested.

(N) Do you want an approved indirect cost rate for use with 2008-09 programs? (Yes/No)

2006-07 Unaudited Actuals
FEDERAL GRANT AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRED REVENUES

FEDERAL PROGRAM NAME	Voc Ed Sec 132	TOTAL
FEDERAL CATALOG NUMBER	84.048A	
RESOURCE CODE	3555	
REVENUE OBJECT	8290	
LOCAL DESCRIPTION (if any)	Carl Perkins	
AWARD		
1. Prior Year Carryover		0.00
2. a. Current Year Award	37,280.00	37,280.00
b. Transferability (NCLB)		0.00
c. Adj Curr Yr Award (sum lines 2a and 2b)	37,280.00	37,280.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2c, & 3)	37,280.00	37,280.00
REVENUES		
5. Revenue Deferred from Prior Year		0.00
6. Cash Received in Current Year	0.00	0.00
7. Contributed Matching Funds		0.00
8. Total Available (sum lines 5, 6, & 7)	0.00	0.00
EXPENDITURES		
9. Donor-Authorized Expenditures	37,280.00	37,280.00
10. Non Donor-Authorized Expenditures		0.00
11. Total Expenditures (line 9 plus line 10)	37,280.00	37,280.00
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Deferred Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	(37,280.00)	(37,280.00)
a. Deferred Revenue		0.00
b. Accounts Payable		0.00
c. Accounts Receivable	37,280.00	37,280.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00
15. If Carryover is allowed, enter line 14 amount here		0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	37,280.00	37,280.00

2006-07 Unaudited Actuals
STATE GRANT AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRED REVENUES

STATE PROGRAM NAME		TOTAL
STATE ID NUMBER (if any)		
RESOURCE CODE		
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Carryover		0.00
2. a. Current Year Award		0.00
b. Block Grant Transfers (Obj 8995)		0.00
c. Sec 12.40 Transfers (Obj 8998)		0.00
d. Adj Curr Yr Award (sum lines 2a, 2b, & 2c)	0.00	0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2d, & 3)	0.00	0.00
REVENUES		
5. Revenue Deferred from Prior Year		0.00
6. Cash Received in Current Year		0.00
7. Contributed Matching Funds		0.00
8. Total Available (sum lines 5, 6, & 7)	0.00	0.00
EXPENDITURES		
9. Donor-Authorized Expenditures		0.00
10. Non Donor-Authorized Expenditures		0.00
11. Total Expenditures (line 9 plus line 10)	0.00	0.00
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Deferred Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Deferred Revenue		0.00
b. Accounts Payable		0.00
c. Accounts Receivable		0.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00
15. If Carryover is allowed, enter line 14 amount here		0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	0.00	0.00

2006-07 Unaudited Actuals
LOCAL GRANT AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRED REVENUES

LOCAL PROGRAM NAME		TOTAL
RESOURCE CODE		
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Carryover		0.00
2. Current Year Award		0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2, & 3)	0.00	0.00
REVENUES		
5. Revenue Deferred from Prior Year		0.00
6. Cash Received in Current Year		0.00
7. Contributed Matching Funds		0.00
8. Total Available (sum lines 5, 6, & 7)	0.00	0.00
EXPENDITURES		
9. Donor-Authorized Expenditures		0.00
10. Non Donor-Authorized Expenditures		0.00
11. Total Expenditures (line 9 plus line 10)	0.00	0.00
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Deferred Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Deferred Revenue		0.00
b. Accounts Payable		0.00
c. Accounts Receivable		0.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00
15. If Carryover is allowed, enter line 14 amount here		0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	0.00	0.00

2006-07 Unaudited Actuals
FEDERAL AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO RESTRICTED ENDING BALANCES

FEDERAL PROGRAM NAME		TOTAL
FEDERAL CATALOG NUMBER		
RESOURCE CODE		
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Restricted Ending Balance		0.00
2. Current Year Award		0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2, & 3)	0.00	0.00
REVENUES		
5. Cash Received in Current Year		0.00
6. Amounts Included in Line 5 for Prior Year Adjustments		0.00
7. a. Accounts Receivable (line 2 minus lines 5 & 6)	0.00	0.00
b. Non-current Accounts Receivable		0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	0.00
8. Contributed Matching Funds		0.00
9. Total Available (sum lines 5, 7c, & 8)	0.00	0.00
EXPENDITURES		
10. Donor-Authorized Expenditures		0.00
11. Non Donor-Authorized Expenditures		0.00
12. Total Expenditures (line 10 plus line 11)	0.00	0.00
RESTRICTED ENDING BALANCE		
13. Current Year (line 4 minus line 10)	0.00	0.00

2006-07 Unaudited Actuals
STATE AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO RESTRICTED ENDING BALANCES

STATE PROGRAM NAME	Prop 20 Lottery	DSP	AB825 Prof Dev Block Grant	TOTAL
STATE ID NUMBER (if any)				
RESOURCE CODE	6300	6355	7393	
REVENUE OBJECT	8781	8590	8590	
LOCAL DESCRIPTION (if any)	Prop 20	DSP	Staff Develpmnt	
AWARD				
1. Prior Year Restricted Ending Balance	2,581.50	107,096.01	0.00	109,677.51
2. a. Current Year Award	53,122.82	54,970.00	20,264.00	128,356.82
b. Block Grant Transfers (Obj 8995)				0.00
c. Sec 12.40 Transfers (Obj 8998)				0.00
d. Adj Curr Yr Award (sum lines 2a, 2b, & 2c)	53,122.82	54,970.00	20,264.00	128,356.82
3. Required Matching Funds/Other				0.00
4. Total Available Award (sum lines 1, 2d, & 3)	55,704.32	162,066.01	20,264.00	238,034.33
REVENUES				
5. Cash Received in Current Year	12,970.48	36,390.00	20,264.00	69,624.48
6. Amounts Included in Line 5 for Prior Year Adjustments				0.00
7. a. Accounts Receivable (line 2d minus lines 5 & 6)	40,152.34	18,580.00	0.00	58,732.34
b. Non-current Accounts Receivable				0.00
c. Current Accounts Receivable (line 7a minus line 7b)	40,152.34	18,580.00	0.00	58,732.34
8. Contributed Matching Funds				0.00
9. Total Available (sum lines 5, 7c, & 8)	53,122.82	54,970.00	20,264.00	128,356.82
EXPENDITURES				
10. Donor-Authorized Expenditures	48,201.00	56,910.59	20,264.00	125,375.59
11. Non Donor-Authorized Expenditures				0.00
12. Total Expenditures (line 10 plus line 11)	48,201.00	56,910.59	20,264.00	125,375.59
RESTRICTED ENDING BALANCE				
13. Current Year (line 4 minus line 10)	7,503.32	105,155.42	0.00	112,658.74

2006-07 Unaudited Actuals
LOCAL AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO RESTRICTED ENDING BALANCES

LOCAL PROGRAM NAME		TOTAL
RESOURCE CODE		
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Restricted Ending Balance		0.00
2. Current Year Award		0.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2, & 3)	0.00	0.00
REVENUES		
5. Cash Received in Current Year		0.00
6. Amounts Included in Line 5 for Prior Year Adjustments		0.00
7. a. Accounts Receivable (line 2 minus lines 5 & 6)	0.00	0.00
b. Non-current Accounts Receivable		0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	0.00
8. Contributed Matching Funds		0.00
9. Total Available (sum lines 5, 7c, & 8)	0.00	0.00
EXPENDITURES		
10. Donor-Authorized Expenditures		0.00
11. Non Donor-Authorized Expenditures		0.00
12. Total Expenditures (line 10 plus line 11)	0.00	0.00
RESTRICTED ENDING BALANCE		
13. Current Year (line 4 minus line 10)	0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net OPEB Obligation	261,687.00		261,687.00		212,314.00	49,373.00	
Compensated Absences Payable	111,428.00		111,428.00	20,250.00		131,678.00	
Governmental activities long-term liabilities	373,115.00	0.00	373,115.00	20,250.00	212,314.00	181,051.00	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net OPEB Obligation			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Part I - Classroom Units

When calculating a restricted indirect cost rate, California's indirect cost plan allows for including a portion of Plant Maintenance and Operations (Function 8100) and Facilities Rents and Leases (Function 8700) in the pool of indirect costs. The portion to include as indirect costs is specific to the central administrative offices (e.g., fiscal services, personnel/human resources, and centralized data processing) and is determined using a percentage based on the Classroom Unit (CU) allocation factor, a standard measurement of space defined in the California School Accounting Manual (CSAM). Using the guidelines outlined in CSAM, calculate and enter the total CU counts for the functions (activities) referred to in lines A and B.

Note: These CU counts are for indirect cost purposes only and are separate and apart from the CU counts (if any) entered on the program cost report. The CU counts for lines A and B below should reflect the total space occupied for each function (and goal, if applicable), regardless of whether they have already been charged for costs of plant maintenance and operations or facilities rents and leases.

A.	Enter the classroom units for Undistributed Goal 0000 for: Other General Administration (Functions 7200-7600), Centralized Data Processing (Function 7700) and Plant Maintenance and Operations (Functions 8100-8400)	10.00
B.	Enter the classroom units for: Instruction (Functions 1000-1999), Pupil Transportation (Function 3600), Food Services (Function 3700), Community Services (Functions 5000-5999), and Board and Superintendent (Functions 7100-7180)	90.00
C.	Total classroom units [A plus B]	100.00
D.	Percentage of total classroom units attributable to other general administration, centralized data processing, and plant maintenance & operations [A divided by C]	10.00%

Part II - Subagreements for Services (manual adjustment in 2006-07 only)

Object 5100, Subagreements for Services, is available for use beginning 2007-08. Subagreements are indicated when an LEA delegates part or all of an instructional or support activity to a third party (for a complete definition see the California School Accounting Manual, 2007 Edition, page 330-19). Expenditures in Object 5100 may not have indirect costs charged against them nor will they be part of the indirect cost rate calculation.

Since Object 5100 was not yet available in 2006-07, which is the period of data used in this Form ICR to calculate the 2008-09 indirect cost rate, amounts that would have been coded to Object 5100 in 2006-07 had the code been available must be manually identified so that they can be adjusted in (removed from) the calculation.

A.	Within funds that are part of the indirect cost rate calculation (funds 01, 11, 12, 13, 19, 57, and 61), did your agency have 2006-07 expenditures that would have been coded to Object 5100 had the code been available?	No
B.	If Yes to Line A, enter the amount of 2006-07 expenditures in these funds that would have been coded to Object 5100. (Reminder: Up to $25,000 of each subagreement may be charged to Object 5800, Professional/Consulting Services and Operating Expenditures. Do not include the $25,000 per subagreement in this Line B amount if you would have charged it to Object 5800.)	
C.	If Yes to Line A, enter the approximate number of subagreements represented by the amount in Line B.	

Part III - Indirect Cost Rate Calculation (General Fund, except for B10, B11, B12 and B13)

A.	**Indirect Costs**	
1	Other General Administration (Functions 7200-7600, Objects 1100-5900 and 7380)	235,060.35
2	Centralized Data Processing (Goals 0000 and 9000, Function 7700, Objects 1100-5900)	94,418.37
3	Plant Maintenance & Operations - central administration portion (Functions 8100-8400, Objects 1100-5900 times Item D from Part I Classroom Units)	49,406.43
4	Facilities Rents & Leases - central administration portion (Function 8700, Objects 1100-5900 times Item D from Part I Classroom Units)	65,000.00
5	Total Indirect Costs [sum A1 through A4]	443,885.15
6	Carry-Forward Adjustment [A5 plus 2nd prior year carry-forward adjustment of $.00, minus (2nd prior year indirect cost rate of 0% times B14)]	0.00
7	Total Adjusted Indirect Costs [A5 plus A6]	443,885.15
B.	**Base Costs**	
1	Instruction (Functions 1000-1999, Objects 1100-5900)	5,328,056.36
2	Instruction-Related Services (Functions 2000-2999, Objects 1100-5900)	1,328,852.10
3	Pupil Services (Functions 3000-3999, Objects 1100-5900)	235,856.26
4	Ancillary Services (Functions 4000-4999, Objects 1100-5900)	0.00
5	Community Services (Functions 5000-5999, Objects 1100-5900)	0.00
6	Board and Superintendent (Functions 7100-7180, Objects 1100-5900)	256,563.86
7	Data Processing Services (Goals 0001-8999, Function 7700, Objects 1100-5900)	0.00
8	Plant Maintenance & Operations - all except central administration portion (Functions 8100-8400, Objects 1100-5900 minus A3)	444,657.82
9	Facilities Rents & Leases - all except central administration portion (Function 8700, Objects 1100-5900 minus A4)	585,000.00
10	Adult Education (Fund 11, Objects 1100-5900)	0.00
11	Child Development (Fund 12, Objects 1100-5900)	0.00
12	Cafeteria (Funds 13 and 61, Objects 1100-5900)	0.00
13	Foundation (Funds 19 and 57, Objects 1100-5900)	0.00
14	Total Base Costs [Sum B1 through B13]	8,178,986.40
C.	**Straight Indirect Cost Percentage Before Carry-Forward Adjustment (For information only - not for use when claiming/recovering indirect costs)** [A5 divided by B14]	5.43%
D.	**Indirect Cost Rate (Fixed-with-carry-forward rate, for use in 2008-09)** [A7 divided by (B14 minus Part II, Item B)] (Subject to CDE approval)	5.43%

Unaudited Actuals
2006-07
General Fund
Program Cost Report
Schedule of Allocation Factors (AF) for Support Costs

	Teacher Full-Time Equivalents				Classroom Units		Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
A. Amount of Undistributed Expenditures, Fund 01, Goals 0000 and 9000 (will be allocated based on factors input)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
Instructional Goals **Description**							
0001 Pre-Kindergarten							
1110 Regular Education, K–12							
3800 Vocational Education							
4110 Regular Education, Adult							
4630 Adult Vocational Education							
5000-5999 Special Education (allocated to 5001)							
6000 ROC/P							
Other Goals **Description**							
7110 Nonagency - Educational							
7150 Nonagency - Other							
8500 Child Care and Development Services							
Other Funds **Description**							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							
-- Cafeteria (Funds 13 & 61)							
C. Total Allocation Factors	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Goal	Program/Activity	Direct Costs - Direct Charged (Schedule DCC) Column 1	Direct Costs - Allocated (Schedule AC) Column 2	Direct Costs - Subtotal (col. 1 + 2) Column 3	Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education, K–12	0.00	0.00	0.00	0.00		0.00
3800	Vocational Education	0.00	0.00	0.00	0.00		0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
4630	Adult Vocational Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00		0.00
6000	Regional Occupational Ctr/Prg (ROC/P)	8,057,906.02	0.00	8,057,906.02	586,042.58		8,643,948.60
Other Goals							
7110	Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
Other Costs							
----	Food Services					0.00	0.00
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					139,102.78	139,102.78
----	Other Outgo					0.00	0.00
Other Funds ----	Adult Education, Child Development, Cafeteria, Foundation		0.00	0.00	0.00		0.00
----	Indirects/Admin Charged to Other Funds				0.00		0.00
----	**Total General Fund Expenditures**	8,057,906.02	0.00	8,057,906.02	586,042.58	139,102.78	8,783,051.38

Unaudited Actuals
2006-07
General Fund
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Vocational Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Vocational Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
6000	ROC/P	5,341,377.36	387,875.83	183,427.85	765,304.47	235,856.26	0.00	0.00			494,064.25	650,000.00	8,057,906.02
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00
Total Direct Charged Costs		5,341,377.36	387,875.83	183,427.85	765,304.47	235,856.26	0.00	0.00	0.00	0.00	494,064.25	650,000.00	8,057,906.02

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K–12	0.00	0.00	0.00	0.00
3800	Vocational Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4630	Adult Vocational Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
- -	Adult Education (Fund 11)		0.00		0.00
- -	Child Development (Fund 12)	0.00	0.00	0.00	0.00
- -	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		0.00	0.00	0.00	0.00

A.	**Central Administration Costs in General Fund**	
1	Board and Superintendent (Fund 01, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	256,563.86
2	Other General Administration (Fund 01, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	235,060.35
3	Centralized Data Processing (Fund 01, Function 7700, Goal 0000, Objects 1000-7999)	94,418.37
4	Total Central Administration Costs in General Fund	586,042.58
B.	**Direct Charged and Allocated Costs in General Fund**	
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	8,057,906.02
2	Total Allocated Costs (from Form PCR, Column 2, Total)	0.00
3	Total Direct Charged and Allocated Costs in General Fund	8,057,906.02
C.	**Direct Charged Costs in Other Funds**	
1	Adult Education (Fund 11, Objects 1100-5900)	0.00
2	Child Development (Fund 12, Objects 1100-5900)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1100-5900)	0.00
4	Foundation (Funds 19 & 57, Objects 1100-5900) (Not applicable to JPAs)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
D.	**Total Direct Charged and Allocated Costs (B3 + C5)**	8,057,906.02
E.	**Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A4/D)**	7.27%

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1100-5900, 6400, 6500 and 7380)	0.00				0.00
Enterprise (Objects 1100-5900, 6400 and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1100-6500)			139,102.78		139,102.78
Other Outgo (Objects 1000-7999)				0.00	0.00
Total Other Costs	0.00	0.00	139,102.78	0.00	139,102.78

Description (Resources 6350 and 6360)	Object Codes	Total Program
A. REVENUES		
1) Revenue Limit Sources	8010-8099	0.00
2) Federal Revenue	8100-8299	
3) Other State Revenue	8300-8599	0.00
4) Other Local Revenue	8600-8799	8,343,488.68
5) TOTAL, REVENUES		8,343,488.68
B. EXPENDITURES		
1) Certificated Salaries	1000-1999	3,160,297.58
2) Classified Salaries	2000-2999	919,482.32
3) Employee Benefits	3000-3999	620,066.81
4) Books and Supplies	4000-4999	617,641.90
5) Services and Other Operating Expenditures	5000-5999	2,627,587.87
6) Capital Outlay	6000-6599	143,373.78
7) Other Outgo (excluding Direct Support/ Indirect Costs)	7100-7299, 7400-7499	0.00
8) Direct Support/Indirect Costs	7300-7399	0.00
9) TOTAL, EXPENDITURES		8,088,450.26
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)		255,038.42
D. OTHER FINANCING SOURCES/USES		
1) Interfund Transfers		
a) Transfers In	8910-8929	0.00
b) Transfers Out	7610-7629	0.00
2) Other Sources/Uses		
a) Sources	8930-8979	0.00
b) Uses	7630-7699	0.00
3) Contributions	8980-8999	0.00
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		255,038.42

Description (Resources 6350 and 6360)	Object Codes	Total Program
F. FUND BALANCE, RESERVES		
1) Beginning Balance		
a) As of July 1 - Unaudited	9791	3,164,438.85
b) Audit Adjustments	9793	0.00
c) As of July 1 - Audited (F1a + F1b)		3,164,438.85
d) Other Restatements	9795	0.00
e) Net Beginning Balance (F1c + F1d)		3,164,438.85
2) Ending Balance, June 30 (E + F1e) (Beginning Balance in budget year)		3,419,477.27
Components of Ending Fund Balance		
a) Reserved Amounts		
1. Revolving Cash	9711	7,500.00
2. Stores	9712	0.00
3. Prepaid Expenditures	9713	0.00
4. All Others	9719	0.00
5. General Reserve (EC 42124)	9730	0.00
6. Legally Restricted Balances	9740	0.00
b) Designated Amounts		
1. Designated for Economic Uncertainties	9770	601,331.27
2. Designated for the Unrealized Gains of Investments and Cash in County Treasury	9775	0.00
3. Capital Outlay & Equipment Replacement Reserves/All Other Designations (Must equal line F2b3a4 plus line F2b3b)	9780	2,810,646.00
a. Capital Outlay & Equipment Replacement Reserves		
1. Beginning Balance		2,613,000.00
2. Less: Current Purchases		
3. Plus: Current Contributions		197,646.00
4. Equals: Ending Balance		2,810,646.00
b. All Other Designations		
Total All Other Designations		0.00
c) Undesignated / Unappropriated Amount	9790	0.00

Description (Resources 6350 and 6360)	Object Codes	Total Program
Calculation of allowable reserves and ending balance in accordance with Education Code 52321.		
A. Contributions to Capital Outlay and Equipment Replacement Reserve.		
1) Total, Expenditures, Transfers Out, and Uses (Page 1, Lines B9, D1b and D2b)		8,088,450.26
2) Allowable Contribution to Capital Outlay and Equipment Replacement Reserve (Line 1 times 15%)		1,213,267.54
3) Current Contributions (Page 2, Line F2b3a3)		197,646.00
4) Amount in Excess of Allowable Contribution (Line 3 minus Line 2, or 0 if negative amount)		0.00
B. Net Ending Balance.		
1) Total, Expenditures, Transfers Out, and Uses (Page 1, Lines B9, D1b and D2b)		8,088,450.26
2) Allowable Net Ending Balance (Line 1 times 15%)		1,213,267.54
3) Ending Balance, June 30 (Page 2, Line F2)		3,419,477.27
4) Less: Capital Outlay & Equipment Replacement Reserves - Beginning Balance (Page 2, Line F2b3a1)		2,613,000.00
5) Plus: Capital Outlay & Equipment Replacement Reserves - Current Purchases (Page 2, Line F2b3a2)		0.00
6) Adjusted Net Ending Balance (Line 3 minus Line 4 plus Line 5)		806,477.27
7) Amount in Excess of Allowable Ending Balance (Line 6 minus Line 2, or 0 if negative amount)		0.00

Fund: 01 General Fund
Resource: 1100 State Lottery

Description	Object	2006-07 Unaudited Actuals
Ending Fund Balance	979Z	334,628.01
Components of Ending Fund Balance		
Reserved Amounts		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
General Reserve	9730	0.00
Legally Restricted Balances	9740	0.00
Designated Amounts		
Designated for Economic Uncertainties	9770	0.00
Designated for Unrealized Gains of Investments and Cash in County Treasury	9775	0.00
Other Designations:	9780	334,628.01
Lottery unrestricted carryover	9780	*334,628.01*
Undesignated/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 3555 Vocational Programs Postsecondary and Adult II C, Sec 132 (Carl		
Description	**Object**	**2006-07 Unaudited Actuals**
Ending Fund Balance	979Z	0.00
Components of Ending Fund Balance		
Reserved Amounts		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
General Reserve	9730	0.00
Legally Restricted Balances	9740	0.00
Designated Amounts		
Designated for Economic Uncertainties	9770	0.00
Designated for Unrealized Gains of Investments and Cash in County Treasury	9775	0.00
Other Designations:	9780	0.00
Undesignated/Unappropriated	9790	0.00

Fund: 01 General Fund
Resource: 6300 Lottery: Instructional Materials

Description	Object	2006-07 Unaudited Actuals
Ending Fund Balance	979Z	7,503.32
Components of Ending Fund Balance		
Reserved Amounts		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
General Reserve	9730	0.00
Legally Restricted Balances	9740	7,503.32
Designated Amounts		
Designated for Economic Uncertainties	9770	0.00
Designated for Unrealized Gains of Investments and Cash in County Treasury	9775	0.00
Other Designations:	9780	0.00
Undesignated/Unappropriated	9790	0.00

Fund: 01 General Fund
Resource: 6350 ROC/P Apportionment

Description	Object	2006-07 Unaudited Actuals	
Ending Fund Balance	979Z		3,419,477.27
Components of Ending Fund Balance			
Reserved Amounts			
Revolving Cash	9711		7,500.00
Stores	9712		0.00
Prepaid Expenditures	9713		0.00
All Others	9719		0.00
General Reserve	9730		0.00
Legally Restricted Balances	9740		0.00
Designated Amounts			
Designated for Economic Uncertainties	9770		601,331.27
Designated for Unrealized Gains of Investments and Cash in County Treasury	9775		0.00
Other Designations:	9780		2,810,646.00
Science Labs	9780	*220,000.00*	
Equipment Reserve	9780	*503,000.00*	
ROP Building Repairs/Improvements	9780	*550,000.00*	
Retiree Postemployment Benefits	9780	*150,000.00*	
Excess Growth	9780	*187,646.00*	
Facilities	9780	*1,200,000.00*	
Undesignated/Unappropriated	9790		0.00

Fund: 01 General Fund Resource: 6355 ROC/P: Training & Certification for Community Care (Dept Develo		
Description	**Object**	**2006-07 Unaudited Actuals**
Ending Fund Balance	979Z	105,155.42
Components of Ending Fund Balance		
Reserved Amounts		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
General Reserve	9730	0.00
Legally Restricted Balances	9740	105,155.42
Designated Amounts		
Designated for Economic Uncertainties	9770	0.00
Designated for Unrealized Gains of Investments and Cash in County Treasury	9775	0.00
Other Designations:	9780	0.00
Undesignated/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 6377 Career Technical Education Equipment and Supplies		
Description	**Object**	**2006-07 Unaudited Actuals**
Ending Fund Balance	979Z	0.00
Components of Ending Fund Balance		
Reserved Amounts		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
General Reserve	9730	0.00
Legally Restricted Balances	9740	0.00
Designated Amounts		
Designated for Economic Uncertainties	9770	0.00
Designated for Unrealized Gains of Investments and Cash in County Treasury	9775	0.00
Other Designations:	9780	0.00
Undesignated/Unappropriated	9790	0.00

Fund: 01 General Fund
Resource: 7393 Professional Development Block Grant

Description	Object	2006-07 Unaudited Actuals
Ending Fund Balance	979Z	0.00
Components of Ending Fund Balance		
Reserved Amounts		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
General Reserve	9730	0.00
Legally Restricted Balances	9740	0.00
Designated Amounts		
Designated for Economic Uncertainties	9770	0.00
Designated for Unrealized Gains of Investments and Cash in County Treasury	9775	0.00
Other Designations:	9780	0.00
Undesignated/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 7396 Discretionary Block Grant - School Site		
Description	**Object**	**2006-07 Unaudited Actuals**
Ending Fund Balance	979Z	0.00
Components of Ending Fund Balance		
Reserved Amounts		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
General Reserve	9730	0.00
Legally Restricted Balances	9740	0.00
Designated Amounts		
Designated for Economic Uncertainties	9770	0.00
Designated for Unrealized Gains of Investments and Cash in County Treasury	9775	0.00
Other Designations:	9780	0.00
Undesignated/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 7397 Discretionary Block Grant - School District		
Description	**Object**	**2006-07 Unaudited Actuals**
Ending Fund Balance	979Z	0.00
Components of Ending Fund Balance		
Reserved Amounts		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
General Reserve	9730	0.00
Legally Restricted Balances	9740	0.00
Designated Amounts		
Designated for Economic Uncertainties	9770	0.00
Designated for Unrealized Gains of Investments and Cash in County Treasury	9775	0.00
Other Designations:	9780	0.00
Undesignated/Unappropriated	9790	0.00

SACS2007ALL Financial Reporting Software - 2007.2.0
9/11/2007 2:18:08 PM 01-40402-0000000

Unaudited Actuals
2006-07 Unaudited Actuals
Technical Review Checks

Mission Valley ROC/P Alameda County

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)
W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2007ALL Financial Reporting Software - 2007.2.0
9/11/2007 2:18:23 PM 01-40402-0000000

Unaudited Actuals
2007-08 Budget
Technical Review Checks

Mission Valley ROC/P Alameda County

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)
W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

Account classifications selected

	Fd	Resr	Y	Goal	Fnct	Objt	Sch	CCtr
1.	81	????	?	????	????	9???	???	????
2.	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-

Field ranges selected

FI	RANGE

Primary sort/rollup levels: FN
Income summary level: 4
Expense summary level: 4
Data source: GLSTEX Standard Extract
Report template: CTFAR300.DATA.QSSUSER: MON, MAY 21, 2001, 12:04 PM
Budget type: A Approved
Include budget transfers: A
GL Transactions: A Approved Only
Exclude Pre-encumbrances: N
Use Reference Values: N
Restricted Fld Nbr: 02 Resource
Separation Option: No Separation of Restricted and UnRestricted
Extraction Type: Restricted and UnRestricted

Report prepared: WED, SEP 12, 2007, 2:15 PM

Fund :81 MISSION VALLEY ROP

Object		Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Beginning balance							
9110	CASH IN COUNTY TREASURY	2,990,762.72	1,055,736.30	1,055,736.30	0.00	4,046,499.02	
9130	REVOLVING CASH ACCOUNT	7,500.00	0.00	0.00	0.00	7,500.00	
9140	CASH COLECTION AWAITNG DEPOSIT	37,532.27	8,764.55	8,764.55	0.00	46,296.82	
9209	ACCTS REC ACCRUE YR END NON-IN	0.00	113,823.82	113,823.82	0.00	113,823.82	
9210	ACCTS REC RECEIPT PR YR ALL	265,435.90	265,000.90-	265,000.90-	0.00	435.00	
9212	ACCTS REC ACCRUE & RECEIPT CY	0.00	0.00	0.00	0.00	0.00	
9290	DUE FROM GRANTOR GOVERNMENTS	621,961.99	258,279.35	258,279.35	0.00	880,241.34	
9310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	
9330	PREPAID EXPENDITURES	160.00	160.00-	160.00-	0.00	0.00	
9507	ACCOUNTS PAYABLE-REVOLVING CSH	12,429.80-	2,612.05	2,612.05	0.00	9,817.75-	
9509	AP-SET UP(CURRENT YEAR)	0.00	1,188,175.87-	1,188,175.87-	0.00	1,188,175.87-	
9510	AP-PAYMENT(PRIOR YEAR)	311,859.37-	311,859.37	311,859.37	0.00	0.00	
9511	SALES/USE TAX 1%	0.00	0.00	0.00	0.00	0.00	
9513	SALES/USE TAX MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	
9514	SALES/USE TAX 8.75%	0.00	0.00	0.00	0.00	0.00	
9515	SALES/USE TAX .5%	0.00	0.00	0.00	0.00	0.00	
9520	NET PAYROLL	16,629.19-	2,682.52-	2,682.52-	0.00	19,311.71-	
9523	PAYROLL BENEFITS LIABILITY	406.77-	2,145.75-	2,145.75-	0.00	2,552.52-	
9531	STRS	0.00	0.00	0.00	0.00	0.00	
9532	PERS	0.00	0.00	0.00	0.00	0.00	
9533	OASDI/MEDICARE/ALTERNATIVE	0.00	0.00	0.00	0.00	0.00	
9534	HEALTH & WELFARE	0.00	0.00	0.00	0.00	0.00	
9535	SUI	0.00	0.00	0.00	0.00	0.00	
9536	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
9537	EARLY RETIREE BENEFITS	0.00	0.00	0.00	0.00	0.00	
9539	OTHER RETIREMENT PLANS	0.00	0.00	0.00	0.00	0.00	
9547	DELTA DENTAL-ACTIVE (ROP)	0.00	8,174.13-	8,174.13-	0.00	8,174.13-	
9548	DELTA DENTAL-EARLY RETIRE(ROP)	0.00	0.00	0.00	0.00	0.00	
9549	DELTA DENTAL-RETIRE AGE65(ROP)	0.00	0.00	0.00	0.00	0.00	
9550	DELTA DNTL-ERLY RET W/DEP(ROP)	0.00	0.00	0.00	0.00	0.00	
9566	DELTA CARE-ACTIVE (ROP)	0.00	0.00	0.00	0.00	0.00	
TOTAL Beginning balance		3,582,027.75	284,736.27	284,736.27	0.00	3,866,764.02	
*TOTAL Beginning balance + Revenue		3,582,027.75	3,582,027.75	3,582,027.75			*
Ending balance							
9610	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	
9790	UNDESIGNATED/UNAPROPRIATED	0.00	0.00	0.00	0.00	0.00	
9791	BEGINNING FUND BALANCE	3,582,027.75-	0.00	0.00	0.00	3,582,027.75-	
TOTAL Ending balance		3,582,027.75-	0.00	0.00	0.00	3,582,027.75-	
**Fund balance		3,582,027.75	3,582,027.75	3,582,027.75			**

Account classifications selected

	Fd	Resr	Y	Goal	Fnct	Objt	Sch	CCtr
1.	81-	????-	?-	????	????	????	???	????
2.	-	-	-	-	-	-	-	
3.	-	-	-	-	-	-	-	
4.	-	-	-	-	-	-	-	
5.	-	-	-	-	-	-	-	
6.	-	-	-	-	-	-	-	
7.	-	-	-	-	-	-	-	
8.	-	-	-	-	-	-	-	
9.	-	-	-	-	-	-	-	
10.	-	-	-	-	-	-	-	

Field ranges selected

FI	RANGE

Primary sort/rollup levels: FN
Income summary level: 4
Expense summary level: 4
Data source: GLSTEX Standard Extract
Report template: CTFAR300.DATA.QSSUSER: MON, MAY 21, 2001, 12:04 PM
Budget type: A Approved
Include budget transfers: A
GL Transactions: A Approved Only
Exclude Pre-encumbrances: N
Use Reference Values: N
Restricted Fld Nbr: 02 Resource
Separation Option: No Separation of Restricted and UnRestricted
Extraction Type: Restricted and UnRestricted

Report prepared: WED, SEP 12, 2007, 4:44 PM

06-07 SUMMARY BY OBJECT 07/01/2006 - 06/30/2007
Fund :81 MISSION VALLEY ROP

Object		Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Beginning balance							
9110	CASH IN COUNTY TREASURY	2,990,762.72	1,055,736.30	1,055,736.30	0.00	4,046,499.02	
9130	REVOLVING CASH ACCOUNT	7,500.00	0.00	0.00	0.00	7,500.00	
9140	CASH COLECTION AWAITNG DEPOSIT	37,532.27	8,764.55	8,764.55	0.00	46,296.82	
9209	ACCTS REC ACCRUE YR END NON-IN	0.00	113,823.82	113,823.82	0.00	113,823.82	
9210	ACCTS REC RECEIPT PR YR ALL	265,435.90	265,000.90-	265,000.90-	0.00	435.00	
9212	ACCTS REC ACCRUE & RECEIPT CY	0.00	0.00	0.00	0.00	0.00	
9290	DUE FROM GRANTOR GOVERNMENTS	621,961.99	258,279.35	258,279.35	0.00	880,241.34	
9310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	
9330	PREPAID EXPENDITURES	160.00	160.00-	160.00-	0.00	0.00	
9507	ACCOUNTS PAYABLE-REVOLVING CSH	12,429.80-	2,612.05	2,612.05	0.00	9,817.75-	
9509	AP-SET UP(CURRENT YEAR)	0.00	1,188,175.87-	1,188,175.87-	0.00	1,188,175.87-	
9510	AP-PAYMENT(PRIOR YEAR)	311,859.37-	311,859.37	311,859.37	0.00	0.00	
9511	SALES/USE TAX 1%	0.00	0.00	0.00	0.00	0.00	
9513	SALES/USE TAX MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	
9514	SALES/USE TAX 8.75%	0.00	0.00	0.00	0.00	0.00	
9515	SALES/USE TAX .5%	0.00	0.00	0.00	0.00	0.00	
9520	NET PAYROLL	16,629.19-	2,682.52-	2,682.52-	0.00	19,311.71-	
9523	PAYROLL BENEFITS LIABILITY	406.77-	2,145.75-	2,145.75-	0.00	2,552.52-	
9531	STRS	0.00	0.00	0.00	0.00	0.00	
9532	PERS	0.00	0.00	0.00	0.00	0.00	
9533	OASDI/MEDICARE/ALTERNATIVE	0.00	0.00	0.00	0.00	0.00	
9534	HEALTH & WELFARE	0.00	0.00	0.00	0.00	0.00	
9535	SUI	0.00	0.00	0.00	0.00	0.00	
9536	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
9537	EARLY RETIREE BENEFITS	0.00	0.00	0.00	0.00	0.00	
9539	OTHER RETIREMENT PLANS	0.00	0.00	0.00	0.00	0.00	
9547	DELTA DENTAL-ACTIVE (ROP)	0.00	8,174.13-	8,174.13-	0.00	8,174.13-	
9548	DELTA DENTAL-EARLY RETIRE(ROP)	0.00	0.00	0.00	0.00	0.00	
9549	DELTA DENTAL-RETIRE AGE65(ROP)	0.00	0.00	0.00	0.00	0.00	
9550	DELTA DNTL-ERLY RET W/DEP(ROP)	0.00	0.00	0.00	0.00	0.00	
9566	DELTA CARE-ACTIVE (ROP)	0.00	0.00	0.00	0.00	0.00	
TOTAL Beginning balance		3,582,027.75	284,736.27	284,736.27	0.00	3,866,764.02	
Current year revenue							
8092	PERS REDUCTION TRANSFER	0.00	0.00	0.00	0.00	0.00	N/A
8290	ALL OTHER FEDERAL REVENUE	39,242.00	37,280.00	37,280.00	0.00	1,962.00	95.0
8550	MANDATED COST REIMBURSEMENTS	3,350.00	3,350.00	3,350.00	0.00	0.00	100.0
8590	ALL OTHER STATE REVENUE	402,975.00	339,837.82	339,837.82	0.00	63,137.18	84.3
8631	SALE OF EQUIPMENT & SUPPLIES	0.00	1.00-	1.00-	0.00	1.00	N/A
8632	SALE OF PUBLICATIONS	10,851.00	3,271.31	3,271.31	0.00	7,579.69	30.1
8661	INTEREST	62,808.00	195,991.35	195,991.35	0.00	133,183.35-	312.0
8689	ALL OTHER FEES & CONTRACTS	210,410.00	329,754.97	329,754.97	0.00	119,344.97-	156.7
8699	ALL OTHER LOCAL REVENUE	21,191.00	21,190.73	21,190.73	0.00	0.27	100.0
8781	ALL OTH TSFR FROM DISTRICTS	319,653.00	329,457.47	329,457.47	0.00	9,804.47-	103.1
8791	TFR OF APPORTIONMENT FM DIST	7,745,307.00	7,807,655.00	7,807,655.00	0.00	62,348.00-	100.8
TOTAL Current year revenue		8,815,787.00	9,067,787.65	9,067,787.65	0.00	252,000.65-	
*TOTAL Beginning balance + Revenue		12,397,814.75	12,649,815.40	12,649,815.40			*

Fund :81 MISSION VALLEY ROP

Object		Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
Expense							
1105	CERT TEACHER SALARY	2,663,189.00	2,587,804.16	2,587,804.16	0.00	75,384.84	97.2
1130	CERT TEACHER SUB SALARY	60,000.00	110,593.09	110,593.09	0.00	50,593.09-	184.3
1305	CERT SUPERVISOR/ADMINISTRATOR	567,105.00	492,986.88	492,986.88	0.00	74,118.12	86.9
2105	CL INSTRUCTIONAL AIDE SALARY	20,397.00	15,915.33	15,915.33	0.00	4,481.67	78.0
2205	CLASS SUPPORT SALARY	109,179.00	114,624.41	114,624.41	0.00	5,445.41-	105.0
2225	CLASS SUPPORT SALARY OVERTIME	7,000.00	13,365.50	13,365.50	0.00	6,365.50-	190.9
2230	CLASS SUPPORT SALARY SUB	13,374.00	13,373.44	13,373.44	0.00	0.56	100.0
2305	CLASS SUPERVISOR/ADMIN SALARY	281,157.00	280,208.29	280,208.29	0.00	948.71	99.7
2405	CLASS CLERICAL/OFFICE SALARY	487,440.00	476,066.85	476,066.85	0.00	11,373.15	97.7
2430	CLASS CLERICAL/OFFICE SUB	3,000.00	0.00	0.00	0.00	3,000.00	0.0
2905	OTHER CLASS SALARY	61,418.00	44,800.26	44,800.26	0.00	16,617.74	72.9
2925	OTHER CLASS SALARY OVERTIME	0.00	392.91	392.91	0.00	392.91-	N/A
3111	CERTIFICATED STRS	255,460.00	239,761.78	239,761.78	0.00	15,698.22	93.9
3112	CLASSIFIED STRS	6,609.00	6,870.28	6,870.28	0.00	261.28-	104.0
3211	CERTIFICATED PERS	18,619.00	20,087.46	20,087.46	0.00	1,468.46-	107.9
3212	CLAS PUBLIC EMP RETIREMT SYS	77,869.00	70,960.94	70,960.94	0.00	6,908.06	91.1
3232	CLAS PERS 7% OFFICE TECH	38,399.00	33,095.08	33,095.08	0.00	5,303.92	86.2
3299	QSS PR TBL CERT PERS BO ERROR	0.00	67.71	67.71	0.00	67.71-	N/A
3311	CERTIFICATED OASDI/MED/ALTER	48,403.00	58,639.45	58,639.45	0.00	10,236.45-	121.1
3312	CLASSIFIED OASDI/MED/ALTER	75,903.00	63,156.06	63,156.06	0.00	12,746.94	83.2
3411	CERTIFICATED HEALTH&WELFARE	32,632.00	19,176.95	19,176.95	0.00	13,455.05	58.8
3412	CLASSIFIED HEALTH&WELFARE	9,607.00	9,452.34	9,452.34	0.00	154.66	98.4
3511	CERTIFICATED SUI	1,710.00	1,603.87	1,603.87	0.00	106.13	93.8
3512	CLASSIFIED SUI	1,285.00	479.50	479.50	0.00	805.50	37.3
3611	CERTIFICATED WORKERS COMP	67,094.00	66,426.84	66,426.84	0.00	667.16	99.0
3612	CLASSIFIED WORKERS COMP	20,505.00	19,858.02	19,858.02	0.00	646.98	96.8
3711	CERT RETIREE BENEFITS	14,000.00	16,830.55	16,830.55	0.00	2,830.55-	120.2
3712	CLASS RETIREE BENEFITS	0.00	681.33	681.33	0.00	681.33-	N/A
3811	CERT PERS REDUCTION	0.00	23.38	23.38	0.00	23.38-	N/A
3812	CLASS PERS REDUCTION	500.00	399.51	399.51	0.00	100.49	79.9
3911	CERT OTHER BENEFITS	0.00	242.64	242.64	0.00	242.64-	N/A
4110	APRV TEXTBKS & CORE CURR MATL	65,684.00	47,633.98	47,633.98	0.00	18,050.02	72.5
4210	BOOKS & OTHER REFERENCE MATL	5,565.00	927.84	927.84	0.00	4,637.16	16.7
4310	MATERIALS & SUPPLIES	687,690.00	421,228.84	421,228.84	0.00	266,461.16	61.3
4333	DIESEL/GASOLINE	2,000.00	2,738.82	2,738.82	0.00	738.82-	136.9
4410	NONCAPITALIZED EQUIPMENT	398,308.00	450,281.56	450,281.56	0.00	51,973.56-	113.0
5210	TRAVEL AND CONFERENCE	74,006.00	53,649.65	53,649.65	0.00	20,356.35	72.5
5310	DUES AND MEMBERSHIPS	5,525.00	8,186.39	8,186.39	0.00	2,661.39-	148.2
5451	CRIME & FIDELITY INSURANCE	300.00	252.00	252.00	0.00	48.00	84.0
5452	EQUIPMT & MACHINERY INSURANCE	670.00	651.00	651.00	0.00	19.00	97.2
5453	LIABILITY INSURANCE	64,615.00	64,615.00	64,615.00	0.00	0.00	100.0
5455	PROPERTY INSURANCE	13,000.00	13,533.00	13,533.00	0.00	533.00-	104.1
5515	DISPOSAL SERVICES	16,000.00	22,539.39	22,539.39	0.00	6,539.39-	140.9
5517	RECYCLING	1,000.00	48.00	48.00	0.00	952.00	4.8
5522	ELECTRICITY	120,000.00	141,532.40	141,532.40	0.00	21,532.40-	117.9
5524	GAS	14,000.00	17,135.89	17,135.89	0.00	3,135.89-	122.4
5556	SEWAGE	2,500.00	0.00	0.00	0.00	2,500.00	0.0
5558	WATER	6,000.00	5,334.95	5,334.95	0.00	665.05	88.9
5624	RENTALS-FACILITY	650,000.00	650,000.00	650,000.00	0.00	0.00	100.0

Object		Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	%used
5671	REPAIRS,CONTRACTED-BLDG,GNDS	15,650.00	53,595.75	53,595.75	0.00	37,945.75-	342.5
5675	RENTALS,REPAIRS,CONTRACTED-EQP	75,741.00	61,993.89	61,993.89	0.00	13,747.11	81.8
5726	INTERPROGRAM-FIELD TRIP TRANS	0.00	0.00	0.00	0.00	0.00	N/A
5766	INTERFUND-FIELD TRIP TRANS	0.00	0.00	0.00	0.00	0.00	N/A
5810	LEGAL ADVERTISING	3,000.00	51.81	51.81	0.00	2,948.19	1.7
5812	NON-LEGAL ADVERTISING	10,200.00	21,697.44	21,697.44	0.00	11,497.44-	212.7
5818	ASSESSMENTS AND FEES	0.00	1,312.18	1,312.18	0.00	1,312.18-	N/A
5820	AUDIT EXPENSES	10,290.00	10,028.00	10,028.00	0.00	262.00	97.5
5822	BANK FEES	5,000.00	5,599.24	5,599.24	0.00	599.24-	112.0
5825	CONSULTANTS	9,023.00	10,157.80	10,157.80	0.00	1,134.80-	112.6
5830	OTHER CONTRACTED SERVICES	1,399,295.00	1,468,146.97	1,468,146.97	0.00	68,851.97-	104.9
5838	FINGERPRINTING/BACKGROUND CK	1,700.00	1,811.50	1,811.50	0.00	111.50-	106.6
5840	INTERAGENCY SERVICES	1,000.00	98.16	98.16	0.00	901.84	9.8
5845	LEGAL EXPENSE	5,000.00	3,134.50	3,134.50	0.00	1,865.50	62.7
5846	LICENSING AGREEMENTS	63,273.00	50,388.05	50,388.05	0.00	12,884.95	79.6
5870	PRINTING	53,700.00	55,507.59	55,507.59	0.00	1,807.59-	103.4
5880	TRANSPORTATION-CONTRACTED	203,010.00	133,864.81	133,864.81	0.00	69,145.19	65.9
5910	POSTAGE/MAILING SERVICES	50,759.00	44,822.04	44,822.04	0.00	5,936.96	88.3
5930	TELEPHONE	26,535.00	25,913.35	25,913.35	0.00	621.65	97.7
6211	PERMANENT CONSTRUCTION	112,927.00	135,549.82	135,549.82	0.00	22,622.82-	120.0
6410	CAPITALIZED EQUIPMENT	13,321.00	21,144.96	21,144.96	0.00	7,823.96-	158.7
7312	INDIRECT COST CHG INTERPROGRAM	0.00	0.00	0.00	0.00	0.00	N/A
TOTAL Expense		9,128,141.00	8,783,051.38	8,783,051.38	0.00	345,089.62	
Ending balance							
9610	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	
9790	UNDESIGNATED/UNAPROPRIATED	0.00	0.00	0.00	0.00	0.00	
9791	BEGINNING FUND BALANCE	3,582,027.75-	0.00	0.00	0.00	3,582,027.75-	
TOTAL Ending balance		3,582,027.75-	0.00	0.00	0.00	3,582,027.75-	
**Fund balance		3,269,673.75	3,866,764.02	3,866,764.02			**

End of Board Packet