

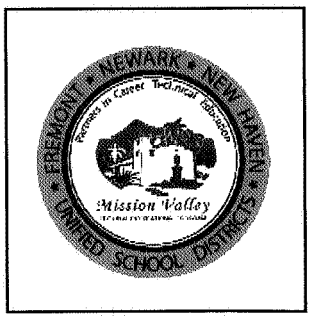
Mission Valley ROP

Wednesday, October 17, 2007

3:30 p.m. Governing Council Meeting

MVROP Board Room

(510) 657-1865 Ext. 15141


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

Agenda

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/Program
MVROP Board Room
Wednesday, October 17, 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**
- Program Presentation: Science, Health, Athletics, Physical Activity Career Academy (S.H.A.P.E.)

d. **Written Communication**
- October 3, 2007 – MVROP Press Release / Save the Date, *"MVROP Grand Opening Ceremony"*
- September 6, 2007 – 2nd Quarter Results for State Cosmetology Exam for Fremont Beauty College.

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 September 19, 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. 3-0708 *Increase to Income* *Accept Donations to Mission Valley ROP*
B&F #4	Adopt Resolution No. 2-0708 *Intra-Budget Transfer from Fund Balance/Reserves to 2007-2008 Operating Budget for Science Labs*
B&F #5	Approve Elimination of Steps 1-5 in the Hourly Evening Salary Schedule for Certificated Instructors

c. **Curriculum and Instruction:**

C&I #1	Approve Field Trip Request for Virtual Enterprise International Trade Fair, Nov. 27 – 29, 2007

d. **Employment Personnel:**

EP #1	Approve Certificated Personnel Recommendations for Employment, Resignations, and Terminations.
EP #2	Approve Classified Personnel Recommendations for Employment, Resignations, and Terminations.
EP #3	Approve Teachers on Special Assignment for Evening Supervision

End of Consent Calendar:

Motion: _____
Second: _____
Vote: _____

Board comments on Consent Calendar:

_____
_____
_____

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

Approve career technical education facilities applications and authorize staff to submit applications for CTE Facilities Funding to the Office of Public School Construction and authorize use of reserve funds for matching funds.

Motion: _____
Second: _____
Vote: _____

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

Approve Cosmetology Contract for 2007/2008.

Motion: _____
Second: _____
Vote: _____

Business and Finance #3 **Information/Action**

Approve the establishment of ROP Campus Supervisor position (1.0 FTE)

Motion: _____
Second: _____
Vote: _____

Board of Education #1 **Information/Action**

Approve the Contract Employment of a Business Partnership Facilitator

Motion: _____
Second: _____
Vote: _____

Board of Education #2 **Information/Action**

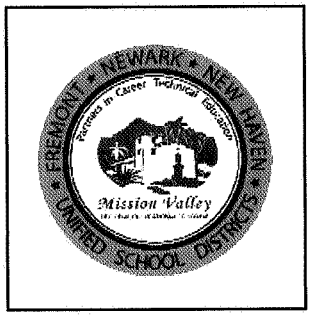
Review and provide input to the revision of AR 4317 Employee Technology Use Agreement.

Motion: _____
Second: _____
Vote: _____

Board Requests

_____
_____
_____

Meeting Adjourn: _____p.m.



Communication



Science, Health, Athletics, Physical Education Career Academy

Did You Know Irvington has a Career Academy on campus this year? New to the campus is our Science, Health, Athletics and Physical Education (S.H.A.P.E.) Career Academy. 120 9th and 10th graders were selected to participate in this new opportunity. What is an Academy? It is an integrated academic program with a career emphasis that specifically makes connections between school and the future. Students in SHAPE are prepared for employment and/or entrance into college or training programs as they fulfill all the requirements for high school graduation and beyond. This program will prepare students to meet their S.H.A.P.E. career goals as they consider entrance into the Job Market, Technical Schools, Community Colleges and/or Four Year Colleges and Universities

Opportunities for Students in S.H.A.P.E.

Within the Classroom

- **Career awareness**
- **Guest speakers**
- **Career portfolios**
- **Integrated curriculum**
- **Project-based learning**

In the Workplace

- **Field trips**
- **Job-shadowing**
- **Mentors**
- **Workshops**
- **Internships**
- **Paid employment**

WE NEED YOUR HELP!

Do you have contacts within the SHAPE careers? Would you be willing to be a guest speaker in our classes? Do you know of job shadowing/internships opportunities for our students? Do you have access to supplies to help our students train for their chosen careers? Are you interested in helping our SHAPE family?

If so, please contact Melanie Gavin at (510) 656-5711 ext. 49496 or email mgavin@fremont.k12.ca.us

Examples of Careers in S.H.A.P.E

ENTRY LEVEL
Certified Nursing Asst.
Diagnostic Imaging Tech.
Home Health Companion
Mental/Dental Receptionist
Occupational Therapy Aide
Pharmacy Clerk
Sports Medicine Aide
Veterinary Assistant

TECHNICAL LEVEL
Animal Health Tech.
Dental Hygienist
Massage Therapist
Medical Record Tech.
Nurse (LVN, LPN)
Paramedic/EMT
Personal Trainer
Sports Trainer

PROFESSIONAL LEVEL
Chiropractor
Dentist
Dietitian
Health/PE Educator
Hospital Admin.
Occupational Therapist
Physical Therapist
Physician
Physician Assistant
Psychologist/Psychiatrist
Registered Nurse
Sports Therapist
Sports Psychologist
Veterinarian

INTERESTED IN MORE INFO
Contact
Melanie Gavin
mgavin@fremont.k12.ca.us

Freshman Program	Sophomore Program	Junior Program	Senior Program
• English - 9 • Human Biology • Health/ SHAPE Core* • PE*	English - 10 Biology World History PE*	English - 11 US History	English - 12 Econ/Government

Options for Electives at the Jr. or Sr. Level

- ☐ Chemistry
- ☐ Anatomy & Physiology
- ☐ Health Careers*
- ☐ Sports/Physical Therapy*
- ☐ Medical Assisting*
- ☐ Pharmacy Clerk 1/2*
- ☐ Nursing Assistant
- ☐ Exercise Prescription
- ☐ Health Seminar*
- ☐ Sports Psychology*
- ☐ Fire Science*
- ☐ Emergency Medical Tech*

*Denotes ROP class

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

SAVE THE DATE: OCTOBER 22, 2007
1:00 p.m. – 3:00 p.m.

OFFICIAL GRAND OPENING CEREMONY FOR MISSION VALLEY ROP

WHO: A day of celebration for students, families, teachers, staff, school administration, state and city officials, educational partners and supporters of Mission Valley ROP.

INVITED SPECIAL GUESTS:
State Superintendent Jack O'Connell, California Department of Education Officials, State Senator and local Assemblypersons, Alameda County Superintendent, District Superintendents from Fremont, Newark and New Haven Unified, former and current Mission Valley ROP Governing Council Members, CAROC/P Directors and Superintendents, City Officials from Fremont, Newark and Union City, former and current School Board Members from Fremont, Newark and New Haven Unified, and local Business and Industry leaders.

WHAT: The official grand opening ceremony to celebrate the new Mission Valley ROP Center located on Stevenson and Blacow in Fremont. Superintendent Charles Brown will host dignitaries and community representatives to officially unveil building to the general public. Classroom tours will be provided following the ceremony.

WHEN: Monday, October 22, 2007, 1:00 p.m. – 3:00 p.m.

WHERE: Mission Valley ROP Center
Main Parking Lot
5019 Stevenson Blvd.
Fremont, CA 94538

PROGRAM:
- Flag Salute / National Anthem Opening Ceremony
- Brief comments by State Officials, selected Superintendents, Board Members, and Business and Industry Leaders
- Light Refreshments hosted by MVROP
- Classroom tours by Instructors and Student Representatives

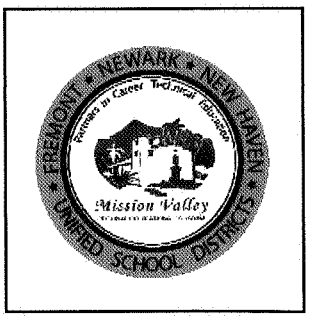
STATE DEPARTMENT OF CONSUMER AFFAIRS
APPLICANT TRACKING SYSTEM
BOARD OF BARBERING AND COSMETOLOGY
BBC EXAMINATION STATISTICS
FROM 04/01/2007 TO 06/30/2007

FBC
2nd Q.

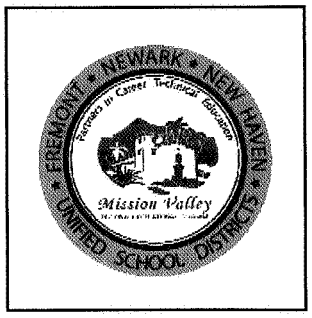
ATREBBCS
06-SEP-07 10:06:51

School Code: 00379 School Desc: FREMONT BEAUTY COLLEGE-FREMONT

Lic Type	Exam Type	Total Exams	Total Passed	Percent Passed	Total Failed	Percent Failed	Average Score
KK	Practical	15	14	93%	1	7%	253.33
	Written	15	14	93%	1	7%	83.13
M	Practical	4	4	100%	0	0%	239.50
	Written	4	2	50%	2	50%	71.25
Z	Practical	17	16	94%	1	6%	240.47
	Written	20	15	75%	5	25%	73.85
School Total	Practical	36	34	94%	2	6%	245.72
	Written	39	31	79%	8	21%	77.15



Consent Calendar


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

Minutes

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/Program
Wednesday, September 19, 2007

President Larry Sweeney called the meeting to order at 3:35 p.m.

Present: Larry Sweeney, President, FUSD
Jan Crocker, Vice President, NUSD
Jenn Stringer, Clerk, NHUSD

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

Communication:

a. **Items from the Board**
President Sweeney complimented Superintendent Brown and his staff on a magnificent job done for the Chamber of Commerce Ribbon Cutting Ceremony earlier in the month.

b. **Items from the Staff**
Building Update
Superintendent Brown reported everyone is enjoying the new building. He praised Phil Subasa and Marie Dela Cruz for working diligently to resolve some building issues with regards to network technology, security and other facility issues. Superintendent Brown stated there have been some electrical issues. The building seems to be accommodating the students very well. Most of our classes are extremely full, even the evening classes. Clerk Stringer inquired if the central location of the building is a reason for the increased enrollment in classes. Mr. Brown stated other possible reasons could be due to the timing, particularly with increased unemployment throughout.

The new building brings with it new security concerns. Not only do we have more ROP students, but we are also getting random Kennedy high school students who hang out in our new center. We are also much more visible to the community, so more people have been visiting our new building. Fremont Unified has already approved plans for a swing gate at the parking lot entrance on Farwell. Currently there is no swing gate there. The idea of the swing gate is to restrict vehicle parking at night and on weekends, when there are no classes in session. We hope to keep the parking lot looking as new as possible. We are also exploring the idea of installing a gate at the receiving dock area to control foot traffic through that area. We see a lot of ROP and non-ROP students, cutting across the lawn and take a shortcut from the Blacow sidewalk. We want to be able to control the foot traffic on campus. It will also benefit Kennedy's administration and security staff to know exactly where students are entering and exiting both campuses.

Grand Opening Event
The Governor is unable to attend our Grand Opening event on October 25. We are working with the Governor's office to see other possible dates he can attend our event. If the Governor cannot attend, we continue down our list of proposed keynote speakers for the event. First on the list is State Superintendent of Public Instruction, Jack O'Connell. Next on the list is Lieutenant Governor John Garamendi, followed by Pat Ainsworth, Assistant Superintendent and Director of Secondary, Post Secondary and Adult Leadership Division with the State Department of Education. Senator Corbett and Assembly member Torrico are on the list, as well. We are also asking a couple of business and industry leaders we partner with to speak at the event.

Teacher of the Year
Superintendent Brown was pleased to report that we named Rene Brucker as Mission Valley ROP's Teacher of the Year. She also qualified to be a nominee for Alameda County Teacher of the Year and will be attending the ceremony in October. There was a tremendous application process to be nominated for teacher of the year. Alameda County Office of Education video taped Mrs. Brucker in class interacting with her students. The video will be shown at the ceremony as Mrs. Brucker is called to the stage. Superintendent Brown invited the Board Members to attend the ceremony at Cal-State East Bay's University Theater on October 11th. The reception begins at 6:00 pm and the ceremony will start at 7:30 pm. At the ceremony, they will announce the names of two nominees who will go on to compete for State Teacher of the Year.

Evening Supervision
Mr. Brown reported that we have more students and teachers in the evening. Not only do we have several ROP evening classes happening in the building, but also Fremont Adult School is borrowing our computer labs for this quarter and possibly longer while their labs undergo construction. Because of the increased traffic in the evenings, we have a need for additional supervision. Our administrative staff has been doing extra duty and working up to 14 hour days to supervise in the evenings. Evening supervision hours are from 4:00 pm to 9:15 pm.

In addition, while researching for the evening supervision, Superintendent Brown found there is a tremendous salary gap between MVROP administrative staff and managers of districts and other ROC/P's. We will be looking at possibly trying to close that gap to adjust the salary schedule for both certificated and classified managers. We would take the proposal through the regular budget committee process and eventually to the board.

Prop 1D CTE Facilities Funds
Mr. Brown stated that MVROP is involved in five (5) different grants: 3 for FUSD, 1 for New Haven and 1 for MVROP. The architect has

submitted data regarding those grants. By the end of September, we will know what scores we received and possibly if we will be funded out of the first funding cycle. While there over 1,000 districts in the state, they only received 208 applications for the first funding cycle and it is evaluated on a regional basis by industry sector. Of the Bay Region, which MVROP is a part of, only 20 applications were received. MVROP was involved with 5 applications of the 20. In addition, of the total number of projects submitted there were 29 applications for Transportation Technology, 22 for Hospitality, Tourism and Recreation, 19 Health / Science Technology, and 3 for Information Technology. The total cost of the 208 projects submitted is $520 million, which includes matching funds. The estimated amount for the impacted cost is $227 million. However $250 million was set aside, so there is enough money to fund all projects. There is a minimum score required to get funding.

President Sweeney commended the staff for being ahead of the curve and not missing the funding opportunities. Mr. Brown stated that this is the first time for CTE Facilities funding, so we do not get many opportunities. If approved, we would have to come up with the matching funds. Vice President Crocker asked how much we are asking for. Marie Dela Cruz stated $1.2 million is the total amount of matching funds if all projects were approved. Clerk Stringer inquired if ROP has to have a match along with district. Mr. Brown confirmed that as long as there is a match, it satisfies the matching fund requirement. Specifically for the New Haven grant, if the district was able to cover the matching funds, MVROP would assist by funding the instructional materials and equipment for the culinary arts facility.

c. **Oral Communications**
None.

d. **Written Communication**
Mr. Brown briefly summarized the articles and press releases for the months of August and September. Mrs. Stringer thanked Karen Mangon for sending the board members the press releases as they go out to the media, rather than waiting for the monthly board packets. Clerk Stringer asked if the portable car wash station donated by the City of Fremont would be used for student fundraising opportunities. Mr. Brown stated that our automotive instructors will come up with effective uses for the car wash station. President Sweeney commented that the letter from Alameda County Office of Education recommends that MVROP complete an actuarial study of all its post employment liability. Mrs. Dela Cruz stated that the last study was completed 4 or 5 years ago. Mr. Sweeney encouraged MVROP staff to initiate the process to complete the study to satisfy the county requirement.

e. **Public Comment**
None.

Consent Section:
Mrs. Crocker asked to pull C&I #1for discussion. Mr. Sweeney asked to pull B&F #3 for discussion. After the discussion on the pulled items, Mrs. Stringer made a motion to approve all items in the Consent Section. Mrs. Crocker made a second to approve the motion. Members voted 3-0 to approve all items in the Consent Section.

C&I #1 **Report from Summer School 2007**

Mrs. Crocker asked about the specific numbers from summer school. The dates for summer school were June 25 through August 16. Shelley Adams reviewed the summer school grid included in the board packet. The strikethrough marks show the classes that were cancelled. The HVAC course was cancelled because the instructor was called to long-term jury duty. Business English, Medisoft and Business Math were cancelled due to low enrollment. These classes will be offered again in the first quarter. Other classes that were cancelled were consolidated into another time offering for the same class, such as Automotive Technology and AutoCAD.

Overall, there was a 2 ADA decrease from last year. Last year, we had a total of 77.17 ADA. This year, we earned 75.17 ADA. We expect an increase next summer. Rick Herrrmann added that it is very common to have several strikethrough marks on a summer session schedule. We present multiple offerings of a class and expect that we may have to consolidate the students to one class offering to avoid cancelling the class altogether.

B&F #3 **Adopt Resolution No. 1-0708**
Quickstart Partnership in Biotechnologies/Biosciences

President Sweeney requested Superintendent Brown to give the board an update on the Ohlone Biotech funding issue. Mr. Brown stated that we received an email from the Ohlone Dean stating the money originally budgeted for the SB70 grant is now geared to go to Granada High School in Livermore. Ohlone is interested in funding a cohort of students for the LAB Project, a program which is also funded by a grant from the National Science Foundation. The cohort of students specifically targets at-risk students and certain ethnic groups who have the potential of succeeding at the college level. The original purpose and intent of the SB70 grant is to develop partnerships with educational agencies to reach a broad audience of students to capture their interest in various industries, such as biotechnology. We ware not aware of the specifics that Ohlone imposed in the grant. We received a purchase order from Ohlone for $30,500. We spent funds on instructional materials, textbooks, travel and conferences, as well as administrative coordination. Upon receiving the email from Ohlone that they will not be paying the invoices, Mr. Brown met with Jim Wright, Ohlone VP of Instructional Services and Ron Quinta, Ohlone Dean. They will ask their legal counsel to interpret the requirements of the grant. We will ask if the LAB Project at the Kennedy High School is interested in using the biotech lab at MVROP. Ohlone felt that they could cover the costs associated with developing the program, but not the costs for offering the program. Ohlone will not cover textbooks and instructional materials, but may pay for the travel and conferences, as well as the administrative coordination for the program.

Mr. Brown explained that the LAB Project does not meet the MVROP needs, because it does not give access to everyone. We believe that career technical education should be broad enough to include all students, rather than selecting a specific cohort of students. Our Biotechnology course at Mission San Jose High School meets the a-g UC requirements. Mr. Herrmann added that we are looking to build our own Biotech program to fulfill the needs of our students. We have a fantastic instructor who started with a class of 9 students and now has 17 enrolled (in a matter of one week) – all by word of mouth. We feel the need to build a model program ourselves and do something different from Ohlone in order to better meet the needs of our community. Mrs. Crocker suggested that if there is no present need for the instructional materials and textbooks at MVROP, Ohlone can purchase the materials and bring them to Granada High School where it can be used. Mr. Brown stated that we are not done negotiating with Ohlone.

Business and Finance #1 **Unaudited Actuals for 2006 - 2007**

Mrs. Dela Cruz summarized the financial status of '06 – '07. Our overall revenue last year is over $9 million, partly due to the one-time funds we received last year. A majority of our income (86%) comes from the State Revenue Limit. Other sources of income include Lottery, DSP, Staff Development, Carl Perkins, and Interest Income. Mr. Brown added that the Voc Ed / Carl Perkins funds were at one time larger but now come out to about 0%. This is because the federal government has not increased support for these programs. Mrs. Dela Cruz continued to report that the final ADA was 2,189. However, a recent report shows that we earned an ADA of 2,190, so we will submit a revised ADA of 2,190. With the revised ADA, we reached full funding. Fremont makes up a bulk of our ADA at 64%, while Newark is at 14% and New Haven is at 22%. Our expenditures for the year totaled $8.7 million. From that 76% went to instructional programs. Salaries and benefits represented 54% of total expenditures. We received $264,603 in one-time monies, which were used for instructional materials, supplies and equipment. $450,000 was spent on the new building, which includes moving expenses, new furniture, audio-visual equipment, signage and marquee.

Mrs. Dela Cruz proceeded to discuss the highlights of the '06 – '07 school year, which includes the program support for our award-winning students. She explained the fund balance reserve is $3.8 million. We have $187,000 that we put into reserves because we had not received the final certification from the state regarding the Los Angeles Unified ADA. Other factors which contributed to the increased reserves, were the more than expected interest income and lower expenditures on materials, supplies and transportation services.

The construction of the new ROP center, which was completed in June, was a great experience. Our total contribution will amount to $1,470,000. The reserve for economic uncertainty is 6.8%, which is double the minimum requirement of 3%. The total ending balance is $3.8 million. We can use the $550,000 in ROP Building Repairs and Improvements for the Prop 1D matching funds because it is for modernization, as well as new construction. There is still carryover from Lottery Funds and DSP Grants. The Excess Growth will move into our operating budget this year because it will most likely not go back to Los Angeles Unified. Mrs. Crocker asked if there are retired employees receiving benefits from MVROP. Mrs. Dela Cruz confirmed there are 4 or 5 employees that are receiving medical benefits through the age of 65. Our last estimate for liability

total costs is approximately $50,000. Mr. Brown explained that those were FUSD employees that come over to ROP with the agreement that they can keep their benefits, if the employee was hired by the district before 1987. Mr. Brown also confirmed that there are no current management team members that are in the group. In summary, Mrs. Dela Cruz stated that every year we seem to be adding to our savings account. Mr. Sweeney stated that he was very impressed with the budget, given the new construction of a state-of-the-art building and all the associated costs. Mrs. Stringer also stated that everyone contributes to a strong, healthy budget. She was impressed with having a financial reserve above 3% and still putting money away. Mrs. Crocker commended the great job well done on a solid marketing plan and the development of great products.

Mrs. Crocker made a motion to approve the Unaudited Actuals for 2006 - 2007. Mrs. Stringer made a second to the motion. Members voted 3-0 for approving the Unaudited Actuals for 2006 - 2007.

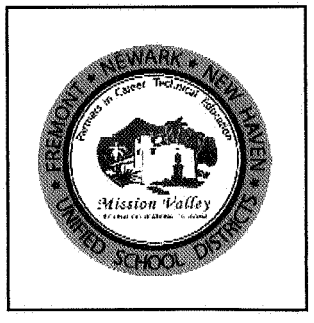
The meeting adjourned at 4:33 p.m.

_____

Larry Sweeney, President

_____

Jenn Stringer, Clerk



Business and Finance

MISSION VALLEY ROP

PO REPORT
BOARD MEETING
October 17, 2007
Period: 9/12/07-10/8/07
AGENDA ITEM - B&F #1

PO NUMBER	VENDOR NAME AND ACCOUNT CODE	DESCRIPTION	AMOUNT
802211	COMPUTER PRO	COMPUTERS FOR LABS	$ 21,377.13
802730	STUART RENTAL COMPANY	TENT RENTAL GRAND OPENING	$ 8,715.33
802867	FREMONT UNIFIED SCHOOL DISTRICT	PAYMENT FOR SCIENCE LABS	$ 220,000.00
802897	ARNOLD BEAUTY COLLEGE	COSMETOLOGY	$ 582,063.00

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

B&F #2
October 17, 2007

Date	Warrant #	Vendor	Purpose	Amount	PO number
9/11/07	562668	ASAP Inc	Mo. fees to host ASAP database -pd qrtly	$ 6,391.24	801084
9/18/07	562995	Vital Communications Inc	Keynote speaker for 8/30/07 staff dev	$ 6,881.17	801729
9/18/07	562876	OFSI	Yearly rental of 2 Oce copy machines	$ 27,870.94	802242
9/24/07	563256	PG&E	Electricity - monthly bill	$ 6,680.55	

_____ Information
__X__ Action
_____ Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

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

DATE OF BOARD MEETING: October 17, 2007

TITLE: Adopt Resolution No. 3-0708
Increase to Income
Accept Donations to Mission Valley ROP

Background:

Education Code 635160 authorizes governing boards of any school district to initiate and carry on any program, activity or to act otherwise in any manner that is not in conflict with or inconsistent with or preempted by any law and that is not in conflict with the purpose for which school districts are established. Acceptance of gifts to the school district is within the permissive authority granted Boards of Education in the permissive code embodied in Education Code 35160.

Current Status:

Donated to	Donated by	Item
Computer Tech class	Ellen Thomas	Apple Power Mac

Recommendation:

Staff recommends acceptance of the aforementioned donations to Mission Valley Regional Occupational Program.

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

__X__ Information
__X__ Action
_____Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
B&F #4

DATE OF BOARD MEETING: October 17, 2007

TITLE: Resolution #2-0708 Intra-Budget Transfer from Fund Balance/Reserves to 2007-08 Operating Budget for the Science Labs

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Background:

On June 20, 2007, MVROP Governing Council approved the transfer of $720,000 from reserves to the 06-07 operating budget to cover the payment due to Fremont Unified School District (FUSD) for new building expenses related to the Science Labs and Technology Infrastructure.

Current Status:

MVROP paid $500,000 for the Technology Infrastructure in the 06-07 fiscal year but still owes FUSD $220,000 for the Science Labs. Payment for the Science Labs could not be made in the 2006-07 fiscal year since the labs were completed after June 30, 2007.

Recommendation:

Staff recommends approval of Resolution #2-0708 transferring $220,000 from MVROP's fund balance/reserves to the 2007-08 operating budget to pay FUSD for costs related to the construction of the Science Labs in the new MVROP building.

Approved_____ Not Approved_____

Clerk of the Governing Council_____

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. 2-0708
B&F #4

FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

Fremont, California

Date: October 17, 2007

Pursuant to the provision of the Education Code Section 42602, we, the undersigned, Constituting a majority of the members of the governing board of the above-named district, do hereby transmit this resolution requesting a transfer in the amount and between the classifications of the budget of said school district indicated herein for the following reasons:

Science Lab reserves

TRANSFER FROM	AMOUNT	TRANSFER TO	AMOUNT
81-6350-0-0000-0000-9790-000-0000	220,000	81-6350-0-6999-8701-5624-660-6013	220,000

Respectfully submitted,

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

_____ Request Approved _____ Not Approved

Posted by:_____

__X__ Information
__X__ Action
_____Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
B&F #5

DATE OF BOARD MEETING: October 17, 2007

Title: Elimination of Steps 1-5 in the Hourly Evening Salary Schedule for Certificated Instructors

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Background:

We are finding it increasingly difficult to attract teachers from industry to teach part-time classes. This is especially true for specialty medical, biotechnology, and other technical areas. Hiring teachers who are leaders in their field is necessary to develop highly demanded programs that will be fee-based for adults and free to high school students.

Current Status:

Currently it is difficult to find high quality teachers from industry sectors where salaries are much higher than what is earned in teaching.

Recommendation:

It is recommended that the Mission Valley ROP Governing Board eliminates use of Steps 1-5 in the hourly schedule currently being used to pay teachers who start classes after 3:30 PM. It is recommended all teachers be paid based on either the 6-hour or 7-hour salary schedule.

Rick Herrmann (510-432-1472)	Director of Education Services
Staff/Contact Person	**Division**

Mission Valley ROP
5019 Stevenson Blvd
Fremont, CA 94538

PROPOSED

2007-08 Certificated Instructors
Substitutes, Non-Instructional, & Summer School

Position	Description	Rate
Summer School*	Hourly	$40.35
Substitute Instructor (Regular)	Regular Sub Does not have a regular teaching assignment with MVROP Bloodborne Pathogens Workshop	$28.83
Substitute Instructor (Long Term)	10 or more days Pay hours of instruction + prep ratio This rate to be used for differential pay for Certificated Instructor on Medical leave (when all other paid leaves are exhausted). Long term sub rate is retro-active to the first day if assignment is for 10 days or longer.	$31.34 per hour $188.04 per day for 6 hours $219.38 per day for 7 hours
Substitute Instructor Teacher with assigned class	Teacher with regular instructional assignment who subs	$31.34
Non-Instructional Hourly Teacher	Curriculum Development Coop/CC hours Faculty Meetings WASC meetings (approved)	$31.34

Evening = Instructional Classes which begin 3:30 p.m. and after

All other instructional classes go on 6 or 7 hour schedule

Instructors with 1 FTE on the 6 or 7 hour salary schedule will receive credit for 1 step for each year of service - to be prorated for less than 1 FTE (Approved 10/15/03)

All hourly assignments are for instructional hours only. Pay for prep is included in hourly rate.

*Summer School rate effective 1st day of Summer School June 2007

2006-07salary increase for instructors on hourly and evening schedule effective the first full monthly pay period following Board Approval 11/8/06

1.0692

Mission Valley ROP
5019 Stevenson Blvd
Fremont, CA 94538

CURRENT

2007-08 Hourly and Evening Certificated Instructors

Position	Description	Rate
Step 1	0-799 hours	$37.73
Step 2	800-1599 hours	$39.04
Step 3	1600-2399 hours	$40.41
Step 4	2400-3199 hours	$41.82
Step 5	3200 + hours	$43.29
Summer School*	Hourly	$40.35
Substitute Instructor (Regular)	Regular Sub Does not have a regular teaching assignment with MVROP Bloodborne Pathogens Workshop	$28.83
Substitute Instructor (Long Term)	10 or more days Pay hours of instruction + prep ratio This rate to be used for differential pay for Certificated Instructor on Medical leave (when all other paid leaves are exhausted). Long term sub rate is retro-active to the first day if assignment is for 10 days or longer.	$31.34 per hour $188.04 per day for 6 hours $219.38 per day for 7 hours
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*Summer School rate effective 1st day of Summer School June 2007

2006-07salary increase for instructors on hourly and evening schedule effective the first full monthly pay period following Board Approval 11/8/06

1.0692

MISSION VALLEY ROP
5019 Stevenson Blvd
Fremont, CA 94538

2007-08 SALARY SCHEDULE - CERTIFICATED INSTRUCTORS
6 Hour Employees
(5 hrs of instruction; 1 hour of prep)

COLUMN	A		B +30 UNITS		C +45 UNITS		D +60 UNITS		E +75 UNITS	
STEP	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY
1	47,778	43.28	49,472	44.81	51,166	46.35	52,860	47.88	54,553	49.41
2	49,472	44.81	51,166	46.35	52,860	47.88	54,553	49.41	56,248	50.95
3	51,166	46.35	52,860	47.88	54,553	49.41	56,248	50.95	57,942	52.48
4	52,860	47.88	54,553	49.41	56,248	50.95	57,942	52.48	59,636	54.02
5	54,553	49.41	56,248	50.95	57,942	52.48	59,636	54.02	61,330	55.55
6	56,248	50.95	57,942	52.48	59,636	54.02	61,330	55.55	63,025	57.09
7	57,942	52.48	59,636	54.02	61,330	55.55	63,025	57.09	64,718	58.62
8	59,636	54.02	61,330	55.55	63,025	57.09	64,718	58.62	66,413	60.16
9	61,330	55.55	63,025	57.09	64,718	58.62	66,413	60.16	68,107	61.69
10	63,025	57.09	64,718	58.62	66,413	60.16	68,107	61.69	69,800	63.22
11	64,718	58.62	66,413	60.16	68,107	61.69	69,800	63.22	71,495	64.76
12	66,413	60.16	68,107	61.69	69,800	63.22	71,495	64.76	73,190	66.29
13			69,800	63.23	71,495	64.76	73,190	66.29	74,883	67.83
14					73,190	66.29	74,883	67.83	76,577	69.36
15							76,577	69.36	78,271	70.90
16									79,964	72.43

* Credential means credential held at time of hire.
Advancement to Column B, C, D, and E is made upon verification of approved units.

Stipends:

Bachelor Educational Stipends:	$800
Masters Degree	$1,300
Doctorate Degree	$1,800

Employees will receive the highest educational stipend only
Education Degrees must be from acceptable colleges and universities accredited by agencies such as WASC
Education stipends shalll be pro-rated based on contracted teaching assignment and percentage

Calculation for Hourly Teachers on salary schedule will include step and column plus stipend (example: Step 1/Column A + Bachelors Degree Stipend = (($47,202 + $800) divided by 182 days) divided by 6 hours = $43.96 hourly rate)

NOTE: MVROP does not provide a separate allocation for medical insurance fringe benefits.

2006-07 Salary increase approved 11/8/06
2007-08 Two (2) additional days added to salary schedule for staff development
last update 5/30/07

Mission Valley ROP
5019 Stevenson Blvd
Fremont, CA 94538

2007-08 SALARY SCHEDULE - CERTIFICATED INSTRUCTORS
7 Hour Employees
(6 hours of instruction and 1 hour of prep)

COLUMN	A		B +30 UNITS		C +45 UNITS		D +60 UNITS		E +75 UNITS	
STEP	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY
1	54,208	42.09	56,185	43.62	58,161	45.16	60,137	46.69	62,115	48.23
2	56,185	43.62	58,161	45.16	60,137	46.69	62,115	48.23	64,091	49.76
3	58,161	45.16	60,137	46.69	62,115	48.23	64,091	49.76	66,066	51.29
4	60,137	46.69	62,115	48.23	64,091	49.76	66,066	51.29	68,043	52.83
5	62,115	48.23	64,091	49.76	66,066	51.29	68,043	52.83	70,019	54.36
6	64,091	49.76	66,066	51.29	68,043	52.83	70,019	54.36	71,995	55.90
7	66,066	51.29	68,043	52.83	70,019	54.36	71,995	55.90	73,973	57.43
8	68,043	52.83	70,019	54.36	71,995	55.90	73,973	57.43	75,949	58.97
9	70,019	54.36	71,995	55.90	73,973	57.43	75,949	58.97	77,926	60.50
10	71,995	55.90	73,973	57.43	75,949	58.97	77,926	60.50	79,903	62.04
11	73,973	57.43	75,949	58.97	77,926	60.50	79,903	62.04	81,879	63.57
12	75,949	58.97	77,926	60.50	79,903	62.04	81,879	63.57	83,855	65.10
13			79,903	62.04	81,879	63.57	83,855	65.10	85,832	66.64
14					83,855	65.10	85,832	66.64	87,809	68.17
15							87,809	68.17	89,784	69.71
16									91,762	71.24

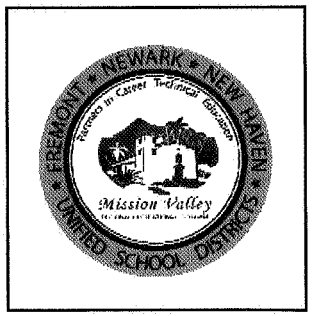
*Credential means credential held at time of hire.
Advancement to Column B, C, D, and E is made
upon verification of approved units since date of hire.

Stipends:
Bachelors Degree
Masters Degree
Doctorate Degree
Employees will receive the highest educational stipend only

Education Degrees must be from acceptable colleges and universities accredited by agencies such as WASC
Education stipends shalll be pro-rated based on contracted teaching assignment and percentage

2007-08 2006-07 Salary increase approved 11/8/06
05-06 increase
NOTE: MVROP does not provide a separate allocation for medical insurance fringe benefits.

last update 5/30/2007



Curriculum & Instruction

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
BOARD OF EDUCATION

_____ Information
__x__ Action
_____ Presentation

AGENDA ITEM

Date of Board Meeting: October 17, 2007

TITLE: Mission Valley ROP/ Virtual Enterprise / Marketing & Management Academy
9th Annual California Virtual Enterprise International Trade Fair
Bakersfield, CA – November 27 – 29, 2007

Background:

Each year the Virtual Enterprise students attend the international trade fair event. This year the conference will be held at the Rabobank Convention Center in Bakersfield, California. The trade fair provides students with the opportunity to present and market the products and services of their virtual business in a competitive marketplace with their local and global colleagues and peers.

Current Status:

Fifty students from James Logan High School will attend. Students will be chaperoned by two certificated staff members. Parents are invited to attend the trip; however, there are no volunteers. Students will be driven to the conference by charter bus transportation. There will be no swimming during this trip. Students will not miss any instructional days. All funds for this trip will be raised through donations. No students will be denied access to this activity due to financial hardship.

Recommendation:

Approve the trip.

Shelley Adams	MVROP	Instruction	Charles Brown
Staff Contact Person	Department	Division	Superintendent

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM/CENTER

Request for Field Trip

Today's Date 09/12/07

vernight? Yes ✓ No___

- Overnight field trips must be submitted to the ROP office at least ***two months*** before the date of the field trip and must be approved by MVROP Governing Council and Superintendent.
- All Field Trip Request Forms should be completed and signed no later than ten days in advance of the trip.
- Field trip requests using FUSD transportation must be made by the 15th of the month prior to the proposed trip.
- Chaperones may be reimbursed for meals and expenses.

Name of Course: VIRTUAL ENTERPRISE/MARKETING & MANAGEMENT ACADEMY

Purpose & Description of Field Trip: 9TH ANNUAL CALIFORNIA VIRTUAL ENTERPRISE INTERNATIONAL TRADE FAIR, RABOBANK CONVENTION CENTER 1001 TRUXTUN AVE., BAKERSFIELD, CA 93301

Date of Field Trip: 11/27/07 to 11/29/07 Leave From: LOGAN HIGH Destination: BAKERSFIELD, CA

No. Students: 40-50 Time of Departure: 4PM, 11/27/07 Time of Return: 11pm, 11/29/07

Method of Transportation: (Circle One) BART School Bus School Van

Other CHARTER

Private Vehicle: (Must be an adult driver) If a private vehicle is to be used, the **Declaration of Parent/Volunteer Driver** form must be filled out and attached to this request.

School Van: *Please sign-up for the school van in the Administration Office.*

District Bus: *If a district bus is used, attach the **Request for Transportation** form with your busing needs.*

Field Trip Authorization Form Issued? Yes ✓ No___ It is the sponsoring teacher's responsibility to see that:

- *no student is permitted to make a trip without the Field Trip Authorization Form completed 24 hours in advance of the departure date.*
- *the completed Field Trip Authorization Form has parent, home school attendance office, and other teacher's signatures.*
- *teachers should carry student emergency phone numbers at all times.*

Substitutes: Have substitute arrangements been made? Yes ✓ No ___ N/A ___ (See Kelly Castañeda) (LINDA KINGSTON)

Adult Supervisors: What are the names of the adults that will supervise the trip? (Recommend a ratio of 25 to 1)

Faculty: Neil Richberg Other: P. CARLIN

Faculty: Steven Henderson Other: P. KOLESNIKOV

Estimated cost of Chaperone expenses: TBD

Signatures: Sponsoring Teacher Neil Richberg

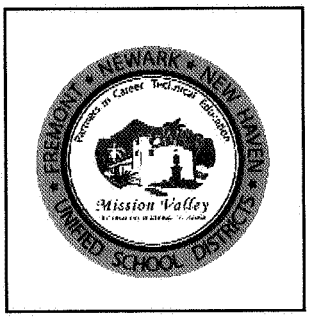
PLEASE RETURN COMPLETED FORM TO PERSONNEL TECHNICIAN

For Office Use Only

Program Manager Shelley Adam **Personnel Technician** Kel

Date of Governing Council Approval _____ (only if overnight) **Superintendent** C. Brown (only if overnight)

Revised August 2004 <fldtrp>



Employment Personnel

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
GOVERNING COUNCIL

AGENDA ITEM

_____ Information

Date: October 17, 2007 ___X___ Action

Title: REPORT OF CERTIFICATED PERSONNEL ACTIONS

Background:

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

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

Current Status:

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

Recommendation:

Approve Certificated Personnel recommendations for: *Employment, Resignations, and Terminations.*

Rick Herrmann	**Certificated Personnel**	**Charles Brown**
(510) 657-1865	**Division**	**Superintendent**

ECL 2

CONSENT ITEMS
MISSION VALLEY ROP

Certificated Personnel

NAME	HOURS PER DAY	DEPARTMENT	OTHER
Clifford Adams-Hart	100% of 7 hours	Health Science/Medical Technology	
Henry Antipuesto	100% of 7 hours	Health Science/Medical Technology	
Ronald Beck	100% of 6 hours	Industrial Technology	
Irene Brucker	100% of 7 hours	Health Science/Medical Technology	
Terry Callan	80% of 6 hours	Industrial Technology	
Enrique Cardenas	80% of 6 hours	Transportation Technology	
Michael Carey	100% of 7 hours	Culinary Arts	
Catherine Cecil-Hunter	100% of 7 hours	Business Careers	
John Cimino	100% of 7 hours	Industrial Technology	
Barbara Feist	90% of 6 hours	Arts & Communication	
Benjamin Hearne	100% of 7 hours	Industrial Technology	
James Kay	40% of 6 hours	Arts & Communication	
Robert Ketchum	40% of 6 hours	Business Careers	
Shubhangi Kulkarni	40% of 6 hours	Business Careers	
Herve Le Biavant	100% of 7 hours	Culinary Arts	
Kim Elizabeth Lehua Lee	100% of 6 hours	Health Science/Medical Technology	
Cynthia Macasaet	72% of 6 hours	Health Science/Medical Technology	
Michael McCall	100% of 6 hours	Industrial Technology	
Raymond McDonell	100% of 7 hours	Arts & Communication	
Valerie Montano	100% of 6 hours	Arts & Communication	
Marianne Moschetti	100% of 6 hours	Culinary Arts	
Doug Nahale	100% of 6 hours	Industrial Technology	
Yolanda Pacheco	100% of 7 hours	Health Science/Medical Technology	
Roland Perez	100% of 7 hours	Industrial Technology	
Bruce Pickell	100% of 7 hours	Basic Skills	
Elba Rios	100% of 6 hours	Arts & Communication	
Robert Rizzetto	80% of 6 hours	Industrial Technology	
Patricia Rutherford	40% of 6 hours	Health Science/Medical Technology	
Gordon Sanford	100% of 7 hours	Health Science/Medical Technology	
Janay Shepherd	100% of 6 hours	Business/Child Development	
Romy Shivers	60% of 6 hours	Marketing/Business Management	
Corey Shultz	100% of 7 hours	Industrial Technology	
Carolyn Smith-Chavez	100% of 7 hours	Health Science/Medical Technology	
Margaret Trujillo	100% of 7 hours	Business Careers	
Dhana Uppula	100% of 7 hours	Health Science/Medical Technology	
Julie Vallarta	100% of 7 hours	Marketing/Business Management	$1,000.00 DECA Stipend
Joyce Veasley	100% of 7 hours	Business Careers	
Bruce Voeltz	100% of 7 hours	Marketing/Business Management	$1,000.00 DECA Stipend

Hourly

NAME	HOURS PER DAY	SUBJECT	OTHER
Lori Adkins	Hours as arranged	Fire Science	Shared Assignment
Arnold Bogosian	Varies	Substitute	
Curtis Denisar	Varies	Substitute	
Kenita Ferguson	Varies	Substitute	
Faina Fraynt	20 hrs/week	CAD	
Salvador Jacquez	Hours as arranged	Fire Science	Shared Assignment
Patricia Kitchen	6 hrs/week	Biotechnology	
Lois Pilley	2 hours Varies	Business Correspondence Business English Introduction to Office Skills Substitute	1st Quarter School Year

Resignation

NAME	HOURS PER DAY	DEPARTMENT	OTHER
Danika Balland	100% of 7 hours	Industrial Technology	
Jay Crawford	60% of 6 hours	Public Services	
Yolanda Pacheco	100% of 7 hours	Health Science/Medical Technology	
James Scarborough	100% of 7 hours	Industrial Technology	
Romy Shivers	60% of 6 hours	Marketing/Business Management	

Termination

NAME	HOURS PER DAY	DEPARTMENT/SUBJECT	OTHER
Coralee Ayling	80% of 6 hours	Health Science/Medical Technology	
Lenore Española	100% of 6 hours	Marketing/Business Management	
Jeri Delaney	70% of 6 hours	Public Services	
Laona LeBeouf	80% of 6 hours	Marketing/Business Management	
William Wagner	100% of 7 hours	Industrial Technology	

(con1oct0708)

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
GOVERNING COUNCIL

AGENDA ITEM

_____ Information

Date: October 17, 2007 ___X___ Action

Title: **REPORT OF CLASSIFIED PERSONNEL ACTIONS**

Background:

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

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

Current Status:

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

Recommendation:

Approve classified Personnel recommendations for: *Employment, Resignation, Terminations.*

Marie dela Cruz
(510) 657-1865

Classified Personnel
Division

Charles Brown
Superintendent

CONSENT ITEMS
MISSION VALLEY ROP

Classified Personnel

New Hires

NAME	POSITION	HOURS	SUPERVISOR	OTHER
Ashley Torres-Delgado	Receptionist	40 hrs/week	Rick Herrmann	

Resignation

NAME	POSITION	HOURS	SUPERVISOR	OTHER
Teri Gutierrez-Winkley	Receptionist	40 hrs/week	Rick Herrmann	

Termination

NAME	POSITION	HOURS	SUPERVISOR	OTHER
Linda Pel	Classroom Teacher Aide	10 hrs/week	Henry Antipuesto	Pharmacy Technician
Men Pham	Classroom Teacher Aide	8 hrs/week	Bruce Pickell	Basic Skills
Robin Roberts	Classroom Teacher Aide	14 hrs/week	Shelley Adams	Student Services

(con2oct0708)

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM

Date: October 17, 2007

Title: Approval of Teachers on Special Assignment for Supervision

---

Background:

Campus security and student safety are a primary Mission Valley ROP goals. To assure student safety on the Mission Valley ROP Career-Technical Education Center campus, during evening classes, supervision is required.

Current Status:

Currently evening supervision is supplied by administrators sometimes necessitating up to 14 hour work days. Teachers currently interested in providing this service include:

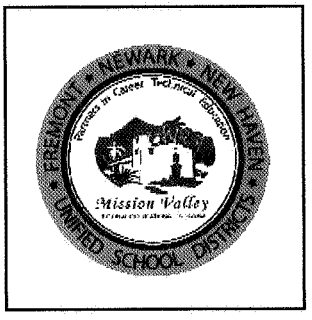
Julie Colglazier
Mike Carey
Sal Jacquez
James Kay
Margie Trujillo
Joyce Veasley

Recommendation:

Approve the use of a teacher pool for evening supervision. It is recommended the pay be at the non-instructional hourly rate.

Rick Herrmann	Educational Services	Charles Brown
Staff Contact	Division	Superintendent, Mission Valley ROP

End of Consent



Business & Finance #1

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
Business & Finance #1

Date: October 17, 2007

Title: Approve Career Technical Education Facilities Applications and Authorize Staff to Submit Applications for CTE Facilities Funding to the Office Public School Construction and Authorize Use of Reserve Funds for Matching Funds

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Background:

At the June 20, 2007 board meeting, board approved the draft of the Career Technical Education plans and the submission of Prop 1D applications. MVROP applied directly for Modernization funds for Automotive Technology (Transportation) facilities. On behalf of MVROP, FUSD applied for New Construction funds for Fire Science (Public Services) facilities.

Current Status:

MVROP received an approval letter from California Department of Education that our application for CTE "Modernization of Transportation Technology Facilities" can be considered for funding under the CTE Facilities Program. FUSD received a similar approval letter for CTE "New Construction for Fire Science Program". The next step is to submit an application for CTE Facilities Funding (Form SAB 50-10) to the Office of Public School Construction for funding consideration. Governing Board documentation supporting these applications is required.

Recommendation:

Approve career technical education facilities applications and authorize staff to submit applications for CTE Facilities Funding to the Office of Public School Construction and authorize use of reserve funds for matching funds.

Charles Brown	Business	Charles Brown
Staff Contact	Division	Superintendent, Mission Valley ROP

CALIFORNIA
DEPARTMENT OF
EDUCATION

1430 N STREET
SACRAMENTO, CA
95814-5901

RECEIVED
OCT 09 2007

JACK O'CONNELL
State Superintendent of
Public Instruction
PHONE: (916) 319-0800

October 2, 2007

School Site: Mission Valley ROP Career Technical Education Center
Sector: Transportation
Score of Project: **144**
PASSED

Charles Brown, Superintendent
Mission Valley Regional Occupational Program
5019 Stevenson Boulevard
Fremont, CA 94538-2449

Dear Mr. Brown:

Subject: Career Technical Education (CTE) Bond Application Results for Modernization of Transportation Technology Facilities

Congratulations to the school staff, students, teachers, parents, business partners, key stakeholders, and community, for preparing a CTE application that can be considered for funding under the CTE Facilities Program (*Education Code* Section 17078.72).

Your application received a score of 144 out of 170.

This letter does not constitute funding approval. The next step is to submit an Application for CTE Facilities Funding (Form SAB 50-10) to the Office of Public School Construction (OPSC) for funding consideration no later than Wednesday, October 31, 2007. Be sure to include a copy of this approval letter as part of your application to the OPSC. Funding order will be based on all the numerical scores in your County Superintendents Service Region and locale where the school resides. The scope and budget of the project submitted to OPSC must be consistent with the application approved by the California Department of Education (CDE). For more information, you may contact your OPSC Project Manager at (916) 445-3160, or go to the OPSC Web site at http://www.opsc.dgs.ca.gov.

If your application is selected to be funded, you will need to submit the appropriate applications and architectural plans to the School Facilities Planning Division and the Division of the State Architect for approval before obtaining the CTE funds from the OPSC. More information on CDE's plan review process is available on our website at http://www.cde.ca.gov/ls/fa/sf/planreview.asp.

If the application is not selected for funding, you may resubmit your CTE application for the next round of funding. The deadline for the second round will be February 1, 2008.

You may appeal the score results. For appeal guidelines, please refer to the CTE "Frequently Asked Questions," question 29, available on the CDE Web site at http://www.cde.ca.gov/ls/fa/sf/ctefaq.asp . Appeals must be received (not postmarked) by 5:00 P.M., Tuesday, October 16, 2007.

If you wish to file an appeal, submit a letter to:

Career Technical Education Application Review Team
School Facilities Planning Division
California Department of Education
1430 N Street, Suite 1201
Sacramento, CA 95814

If you have questions or need further assistance regarding the application process, please call Fred Yeager, School Facilities Planning, at (916) 322-2470. If you have questions specific to the CTE portion of the process, please call Dennis Guido, SPALD/ROCP-WD, at (916) 322-5050.

Sincerely,

Patrick Ainsworth, Ed.D.
Assistant Superintendent and Director
Secondary, Postsecondary,
and Adult Leadership Division

Kathleen J. Moore
Director
School Facilities Planning Division

PA/KJM:sa

Application No. 25

CALIFORNIA DEPARTMENT OF EDUCATION

CAREER TECHNICAL EDUCATION FACILITIES APPLICATION
FORM A – COVER PAGE (Rev. 2/07)

Local Educational Agency Contact

Local Educational Agency (LEA)	CDS Code
Mission Valley Regional Occupational Program	01 74021 0195032

Printed Name and Title of Contact
Charles Brown, Superintendent

Address
5019 Stevenson Boulevard

City	Zip Code	County
Fremont	CA	Alameda

Telephone Number	Fax Number	E-mail Address
510-657-1865	510-438-0378	cbrown@mvrop.org

Project Information

Type of Project: ☐ New Construction XX Modernization/Reconfiguration ☐ Equipment Only

School Name
Mission Valley ROP Career Technical Education Center

Name of Project
Modernization of Transportation Technology Facilities

Career Technical Education Industry Sector
Transportation

Number of Teaching Stations	Expected Number of Students Served	Square Footage of Project	Construction Cost Estimate
6	300	14,250	$988,875

Approval

Date CTE Plan Approved by Governing Board
June 20, 2007

Certification

The local educational agency (LEA) certifies that the Advisory Committee pursuant to Education Code Section 8070 has met and approved the CTE Plan, and the other requirements contained in Education Code Section 17078.72, including sections (i) (1 thru 7) have been accomplished, and minutes and other supporting documentation are on file at the LEA's Office. Further, the project is on a comprehensive high school site that meets the requirements of Education Code sections 51224, 51225.3, and 51228.

Charles Brown
Print Name of Authorized LEA Representative

Signature of Authorized LEA Representative

7/30/07
Date

For California Department of Education Use Only

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Application Log Number	Reviewer Number	Date of Review	Received by

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Mission Valley ROP Career Technical Education Plan ..... ATTACHMENT

PROJECT ABSTRACT

This project would modernize and expand the automotive technology and auto body career technical education facilities on the Kennedy High School campus. As a NATEF certified program providing instruction towards industry certification for students it is important that we maintain the facilities housing these programs. There is an imperative need to maintain these facilities since these buildings are the only public industrial technology education facilities in this region, including the local community college.

The three buildings involved in this project (K2, K3, and K2B) house the Auto Body and Auto Technology Programs. These MVROP owned facilities are over 30 years old and are in critical need of repair. On May 24 and June 15, 2007, inspections were completed of the facilities serving programs in the Transportation Industry Sector career pathways. Recommendations for modernization include upgrades to flooring, wall siding, roofing, and ventilation. The fire alarm system will also be upgraded to meet requirements of both DSA and the City of Fremont Fire Department.

The building housing the Auto Body Painting and Refinishing Program located on the north side of Kennedy High School has been assessed to have a useful life of only one or two more years. Mission Valley ROP has received notification from Fremont Unified School District (FUSD) that the site plan for the Kennedy High School Campus will result in the elimination of this facility. In order to accommodate the displaced students from this program as well as anticipated growth of all automotive programs, the building designated as K2B located at Kennedy High School must be remodeled. The work area of K2B will be extended with canopies to add five additional automotive bays as student work areas. The remodel of the interior work areas will include installation of roll up doors to allow for an additional three bays with lifts. The modernization and extension of building K2B will require the ventilation system be upgraded to meet OSHA requirements. The covered canopy will have a curtain surrounding the vehicles to control airborne dust and debris from auto repair activities.

These modifications will address the dire need for space, safety and maintenance issues for the MVROP Transportation Industry Sector. The MVROP Governing Board has already budgeted matching funds for this proposed project. This project is one of the important goals of the MVROP career technical education plan to enhance and promote the instructional quality of these highly successful and popular programs for our students.

ELEMENT 1. CAREER TECHNICAL EDUATION PLAN

A. Description of the Career Technical Education Plan

The Mission Valley ROP Career Technical Education Plan (CTE Plan) is a broad plan covering 15 industry sectors supported by the ROP's classes and programs. The CTE plan is an attachment for review in its entirety. The CTE plan is aligned with career-technical needs of the Fremont Unified School District, Newark Unified School District and New Haven Unified School District. Mission Valley ROP adheres to State established CTE quality criteria and indicators that reflect the education community's consensus of the elements that should be present in all CTE programs.

Current facilities for Auto Body Painting and Refinishing are located in a facility on the north side of Kennedy High School. The building housing the this program has been assessed to have a useful life of only one or two more years. Mission Valley has received notification from Fremont Unified School District (FUSD) that the site plan for the Kennedy High School Campus will result in the elimination of this facility.

In order to accommodate these existing students and anticipated growth, a building designated as K2 B located at Kennedy High School needs remodeling. K2B will be modernized and the work area extended with canopies to add five additional automotive bays as student work areas. The remodel of the existing work areas will include installation of roll up doors to allow for an additional 3 bays with lifts. The use of the three bays inside the building will require the ventilation system be upgraded to meet OSHA requirements.

The Auto Technology facility is also in dire need of repair. The buildings involved in this project relate to both the Auto Body and Auto Technology Programs. On May 24 and June 15, 2007, inspections were completed of the facilities serving programs in the Transportation Industry Sector career pathways. Recommendations for modernization include:

1. Remove and replace all gutters and downspouts
2. Prep and paint all buildings (pressure washing, scraping, sanding, resetting nails, caulking, and priming)
3. Eighty (80) sheets of T-11 exterior siding have severe dry rot and need replacing
4. One thousand linear feet of exterior trim needs replacement due to severe dry rot
5. All roof flashings, roof mount equipment, vents, and exhaust fans need resealing and sheet metal painted as necessary
6. Building K2B has improper slope of the roof's surface. It is recommended that this area be removed and built up to proper slope and replaced with matching material. The sheet metal roof in K2 needs resealing.
7. All seams of rolled roofing on K2, K2B, and K3 need to be resealed.

8. The sheet metal beam to the overhang in building K3 (Auto Tech) is rusted. The beam needs replacement, priming and repainting. New sheet metal roofing needs to be installed as needed.

Total construction costs including design and project management are estimated at $988,875.

B. Membership of Advisory Committee

Business and Industry Representatives:

- Wilmer Clark, Technical Manager, Sears, 925-674-6007
- Ram Lal, Owner, Rama Video Production, 510-623-7262
- Robert O'Brien, Division Chief, Fremont Fire Department, bobrien@ci.fremont.ca.us
- Kelli Simmons, EKG Technician, Kaiser Permanente, 510-784-4598
- Phil Subasa, Information Technology Supervisor, Mission Valley ROP, psubasa@mvrop.org
- Kimberly Thompson, District HR Manager, Sears, 925-674-6007
- Vahid Aryana, Owner, Cinevision, cinevision@mac.com
- Rick Wong, Vice President of Finance and Administration, New Wave Research, rwong@new-wave.com
- Jose Zapien, Business Manager, Laborers, International Union of North America, Local 304, 510-581-4681

Member of General Public Knowledgeable About the Disadvantaged:

- Tina Dodson, Program Coordinator, Tri-Cities One Stop, tdodson@ohlone.cc.ca.us

Students:

- Mary Baptista, student, 510-791-7060
- Eric Olvera, high school student, 510-894-1836
- Jack Dane, adult student, newarkdane@aol.com
- Cory Moore, adult student, 510-386-6488

Teachers:

- Barbara Feist, Mission Valley ROP, bfeist@mvrop.org
- Roland Perez, Mission Valley ROP, rperez@mvrop.org
- Corey Shultz, Mission Valley ROP, cshultz@mvrop.org
- Margie Trujillo, Mission Valley ROP, mtrujillo@mvrop.org
- Dhana Uppula, Mission Valley ROP, duppula@mvrop.org
- Bruce Voeltz, Mission Valley ROP, bvoeltz@mvrop.org

School Administration:

- Shelley Adams, Adult Coordinator, Mission Valley ROP, sadams@mvrop.org
- Charles Brown, Superintendent, Mission Valley ROP, cbrown@mvrop.org
- Marie dela Cruz, Director of Business Services, Mission Valley ROP, mdelacruz@mvrop.org
- Rick Herrmann, Director of Educational Services, Mission Valley ROP, rherrmann@mvrop.org
- Jim Omlid, High School Coordinator, Mission Valley ROP, jomlid@mvrop.org

Office of the Department of Employment Development:

- Allen Jackson, Site Manager, EDD, ajackso2@edd.ca.gov

C. School's commitment to Ensuring that all Students are Given the Opportunity to Participate in CTE Programs, Activities and Experiences:

The following methods are utilized to provide opportunities for students to participate in CTE programs, activities and experiences:

1. Each year a catalog is developed detailing each CTE program and courses available. These catalogs are distributed to all high school students via career fairs, open houses, in CTE classes, and in meetings with guidance counselors as well as Career and College Tech Specialists.
2. A master schedule of classes is provided to students at registration time including CTE course offerings of the ROP.
3. The school's and ROP's websites are used to promote CTE classes. Online enrollment is available for adult students. High school students register through their counselors, and Career and College Tech Specialists.
4. Course brochures/pamphlets are provided for each program area.
5. Courses are advertised in the ROP catalog distributed to all households in the Tri-cities Area (Fremont, Newark, and Union City).
6. The ROP and district promote the program through press releases and other publicity including media targeting special populations.
7. Programs are promoted at yearly career fairs, open houses and Board of Education presentations.
8. Posters about CTE programs are displayed throughout campuses.
9. CTE programs are promoted through civic organization presentations.

D. Describe how the CTE program includes industry validated certifications, State Board of Education adopted CTE Standards, a sequence of CTE courses, and career pathways:

Certifications:

The Auto Technology facility is NATEF Certified. Students also participate in the AYES program. Besides receiving a certificate of competency to be awarded upon program completion, the auto technology program prepares students to take the ASE examination in Engine Performance, Electrical Systems, Brakes, Steering and Suspension. The ROP is looking at the possibility of preparing students for the ASE exam for Master Collision Repair and Refinish Technicians.

State Board of Education Adopted CTE Standards:

Individual courses are aligned with State Board of Education adopted academic content and CTE standards, as well as NATEF Program Standards.

Career Pathways and Sequence of Courses:

Career pathways will designate a CTE career study plan for each pathway. See the Mission Valley ROP CTE Plan. Career pathways for the Transportation Industry Sector include: 1) Vehicle Maintenance, Service, and Repair and 2) Collision Repair and Refinishing.

TRANSPORTATION
(Vehicle Maintenance, Service, and Repair)

9th Grade
English
Math
Life Science
PE
Health/Basic Car Care
Elective

10th Grade
English
Math
Physical Science
PE
World History
Elective

11th Grade
English
US History
Math
Elective
Elective
Elective

12th Grade
English
Econ/Government
VAPA/Foreign Language
Elective-Auto Technology 3 & 4 (2-hr)
Elective

Electives	
Auto Technology 1	Auto Technology 2
Auto Body Major Collision	Auto Body Painting and Refin 1

Repair 1 Auto Body Major Collision Repair 2	Auto Body Painting and Refin 2 Small Engine Repair

Transportation
(Collision Repair and Refinishing)

9th Grade
English
Math
Life Science
PE
Health/Basic Car Care
Elective

10th Grade
English
Math
Physical Science
PE
World History
Auto Technology 1

11th Grade
English
US History
Math
Elective
Elective
Elective

12th Grade
English
Econ/Government
VAPA/Foreign Language
Elective
Elective
Elective

Electives	
Auto Body Major Collision Repair 1	Auto Body Painting and Refin 1
Auto Body Major Collision Repair 2	Auto Body Painting and Refin 2

ELEMENT 2. PROJECTIONS OF STUDENT ENROLLMENT

A. Total Number of Pupils Expected to Attend the CTE Program:

We estimate that 300 students will be served each year in this program. The determination for this number is as follows:

Projected 2007 – 2008 Enrollment (based current sections)	220
Projected adult enrollment (based on adult student survey)	60
Projected adult out-of-district enrolment	20

Total	300

B. Procedures to ensure that projected student enrollment will be met:

The following procedures are planned to ensure projected enrollment will be attained:

Enrollment figures have already determined that the courses in these facilities will be full. The important issue is that without the modifications of this plan, current enrollment cannot be accommodated for more than one year.

Planning sessions with counselors, site administrators, and ROP administration are conducted each year to ensure that they have the latest and accurate information about course offerings. Monthly meetings are conducted with College and Career Tech Specialists from each high school site. These individuals (partially funded by the ROP) have a primary assignment of promoting ROP and comprehensive high school CTE courses. CTE courses are incorporated in student study plans.

ELEMENT 3. IDENTIFICATION OF FEEDER SCHOOLS AND PARTNERS

A. Feeder Schools and Partners:

The following schools will be affiliated with the program:

New Haven Unified School District

Alvarado Middle School	Yvonne Hull, Principal
Bernard-White Middle School	Gus Samaniego, Principal
Cesar Chavez Middle School	Mareya Casarez, Principal
Conley-Caraballo High School	Judy Silver, Principal
James Logan High School	Don Montoya, Principal
New Haven Adult School	Nancy George, Principal

Fremont Unified School District

American High School	Mitchell Carter, Principal
Irvington High School	Pete Murchison, Principal
Kennedy High School	Tom Hanson, Principal
Mission San Jose High School	Stuart Kew, Principal
Robertson High School	Sal Herrera, Principal
Washington High School	Linda Fernandez, Principal
Fremont Adult School	Melanie Wade, Principal

Newark Unified School District

Bridgepoint High School	Kurt Carter, Principal

Newark Memorial High School	Bill Morones, Principal
Newark Adult School	Carolyn Scott, Principal

Regional Occupational Centers and Programs

Mission Valley ROP	Charles Brown, Superintendent

Community Colleges

Chabot College	Thomas Clark, Dean
Ohlone College	Jim Wright, Vice-President Instruction

Post Secondary Partners

Bay Area Auto Technology Partnership (SB 70 grant)	Dan Siln, Coordinator
Wyo Tech	Joe Casolary, Director

Students

Gener Zertuche, student
Mary Baptista, student, 510-791-7060
Eric Olvera, high school student, 510-894-1836
Jack Dane, adult student, newarkdane@aol.com
Cory Moore, adult student, 510-386-6488

Parents

Kim Youngberg

Counselors

Linda Kingston, Logan High School

Business and Industry Partners/Community Members

Brian Aghajani, Fremont Toyota
George Andrade, Andrade's Automotive,
Craig Andrews, Local 1546
Ken Becker, Central Chevrolet
Ron Bessette, Vic Hubbard Auto Supply
Bill Brunelli, Owner, Central Chevrolet
Don Crasatto, Local 1546
Gary Hom, Color Factory
Kathy Mello, TGIF Body Shop

Monte Munoz, Magnussen Lexus
Randy Nonnenberg, BMW of North America,
Andrew Passage, Toyota Motor Sales
Don Signor, Signor Buick Cadillac
Steve Silva, Steve Silva Body and Registration
Ken Tough, California Motor Car Dealers Association

Other Key Stakeholders

Tina Dodson, Program Coordinator, Tri-Cities One Stop, tdodson@ohlone.cc.ca.us
Allen Jackson, Site Manager, EDD
Octobere Vance, EDD, Regional Director

ELEMENT 4. THE ACCOUNTABILITY PLAN

A. School's Accountability Plan for Enrollments and Outcomes:

The program is serving 300 students per year. Of that number we are anticipating that 75% of the students enrolled will receive one or more certificates and industry certifications. Approximately 50% of the students who complete the program are expected to enter related employment, the military, or an apprenticeship program. It is anticipated that 60% of the students successfully completing the program will transition into post-secondary institutions.

At the end of each year a follow-up survey will be conducted to ascertain how the program is doing in reaching or exceeding these goals. A report to the district and ROP governing boards will be part of the program's annual review.

B. Meeting or Exceeding Obligations Pursuant to Education Code Section 51228(b):

The Mission Valley ROP Career Technical Education Plan (CTE Plan) prepares students in career pathways in each of 15 industry sectors. The Transportation Industry Sector programs are aligned with CTE and Academic standards as well as prepare students for industry certification. The CTE plan is aligned with career-technical needs of the Fremont Unified School District, Newark Unified School District and New Haven Unified School District. Mission Valley ROP adheres to State established CTE quality criteria and indicators that reflect the education community's consensus of the elements that should be present in all CTE programs.

ELEMENT 5. EDUCATIONAL SPECIFICATIONS AND EQUIPMENT/SPACE REQUIREMENTS SHEET

SEE FORM B ATTACHED

SEE SCHEMATIC DRAWING ATTACHED

ELEMENT 6. BUDGET JUSTIFICATION/DETAIL SHEET

A. Estimated capital cost per pupil:
(Estimated construction costs) $732,500/(Number of pupils served) 300 = $2,441.67

Construction activities for this project are addressed in the MVROP CTE plan pages 19-20 (Transportation Industry Sector). Facility inspections were completed in May and June 2007 listing specific modernization recommendations for buildings K2, K3, K2B (see MVROP CTE Plan page 20).

SEE FORM C ATTACHED

B. Financial Participation of Industry Partners

Wyo Tech - $1500 cash contribution towards the purchase of tool sets
Chrysler Corporation- 2001 Plymouth Neon, 2000 PT Cruiser, 1999 Chrysler Minivan
American Honda Corporation -1999 Acura Sports Utility Vehicle (vehicles valued at $33,000)
El Cerrito Honda – alignment machine valued at $5000
Greenslip - BAR 90 exhaust analyzer and dynamometer valued at $10,000

CALIFORNIA DEPARTMENT OF EDUCATION

CAREER TECHNICAL EDUCATION FACILITIES APPLICATION FORM B – EDUCATIONAL SPECIFICATIONS AND EQUIPMENT/SPACE REQUIREMENTS SHEET (Rev. 2/07)

Use additional sheets as necessary.

Type of Project: ☐ New Construction XX Modernization/Reconfiguration ☐ Equipment Only

County	Project Tracking Number	Expected Number of Students Served
Alameda	1	300

Local Education Agency	Name of Project
Mission Valley ROP	Modernization of Transportation Technology Facilities

Name of School	Proposed Schematic Drawing Attached? x Yes ☐ No
Mission Valley ROP Career-Technical Education Center	

Project Summary

Generally describe the scope of the career technical project and its educational goals.

Current programs for Auto Body Painting and Refinishing and Automotive Technology are located in facilities that need modernization in order to continue operation. All buildings in the project need new siding and roof repairs. One Auto Body building has been assessed to have a useful life of only one or two more years. Mission Valley ROP has received notification from Fremont Unified School District (FUSD) that the site plan for the Kennedy High School Campus will result in the elimination of this facility.

In order to accommodate existing students and anticipated growth, a building designated as K2 B located at Kennedy High School needs remodeling. K2B will be modernized and the work area extended with canopies to add five additional automotive bays as student work areas. The remodel of the existing work areas will include installation of roll up doors to allow for an additional 3 bays with lifts. The use of the three bays inside the building will require the ventilation system be upgraded to meet OSHA requirements.

The educational goal of these programs is to provide entry level training, preparation for certification, and preparation for post-secondary training in the Transportation Industry Sectors.

Program and Space Functionality
Describe the program activities for this career technical project/equipment and how the teaching station will support those functions.

This project will modernize three existing structures of approximately 14,250 square feet.

Each of the three buildings includes a classroom for instruction and a lab for hands-on training. After modification, building K2B will provide eight new work areas for the hands-on portion of the program. Both classroom and shop facilities will be adequate for current and planned enrollment. This will compensate for the loss of eight work areas which will be eliminated.

Space and Equipment Requirements
List required equipment needed to support the career technical project and the square footage requirements for all its other spaces (teaching station, storage, office, lab, lecture area, etc.). Please attach a schematic drawing of the proposed project.

No equipment is requested in this grant application.
Funding is requested for construction only- see attached schematic drawing.

Complete furnishings and equipment appropriate to the curriculum will be provided by MVROP to support the program.

Functional Relationship to Site
Describe how the new construction or modernized building will impact other areas of the site.

The modernization will relieve the overflow of students from oversubscribed classes and provide facilities for classes displaced as a result of another building which has reached its useful life. The canopy at building K2B, a covered exterior space to be provided for automotive work repairs, will include curtains to maintain dust and airborne debris within the covered space.

Site Development Considerations
Provide, if any, additional site development needs associated with the career technical project.

The proposed project may require paving upgrades to provide proper slope for drainage and a new fire alarm system to bring all buildings up to code.

CALIFORNIA DEPARTMENT OF EDUCATION

CAREER TECHNICAL EDUCATION FACILITIES APPLICATION
FORM C – BUDGET JUSTIFICATION/DETAIL SHEET (Rev. 2/07)

One Form per School Site, per Project

Local Education Agency	Project Name
Mission Valley ROP	Modernization of Transportation Technology Facilities

Provide sufficient detail to justify the budget. The budget justification page(s) must provide all required information even if the items have already been identified and discussed in another section. For each project or equipment description, list the associated costs. Please use additional sheets as necessary.

Project/Equipment Description	Subtotal Each Item
Project 2A(Modernize flooring, siding, roofing, & ventilation):	
Modernize K2, K2B, & K3 (~14,250 sf x $30/sf)	$427,500
Sitework (could vary depending on data, intrusion, etc.)	$25,000
Fire Alarm System	$170,000
	$622,500
Project 2B (Add Canopy & Curtains @ K2B):	
Modular Canopy	$40,000
Curtains ($2,000.00 each bay x 5)	$10,000
Ventilation (in Modernization costs)	$0.00
Sitework (concrete, etc.)	$20,000
Fire Sprinklers (bldg & U.G.)	$40,000
	$110,000
Planning, Design, Project Management Inspection	$256,375
TOTAL ESTIMATED PROJECT COST:	**$988,875**
Total Amount of Funds Requested	$494,438

Total Match Amount	Source of Match
$494,438	MVROP budgeted Capital Facilities Reserve
Time Payment Required	**Financial Support from Industry Partners**
☐ Yes x No	equipment and tools
Other Sources of Funding	

ELEMENT 7. UNIQUE CONDITIONS

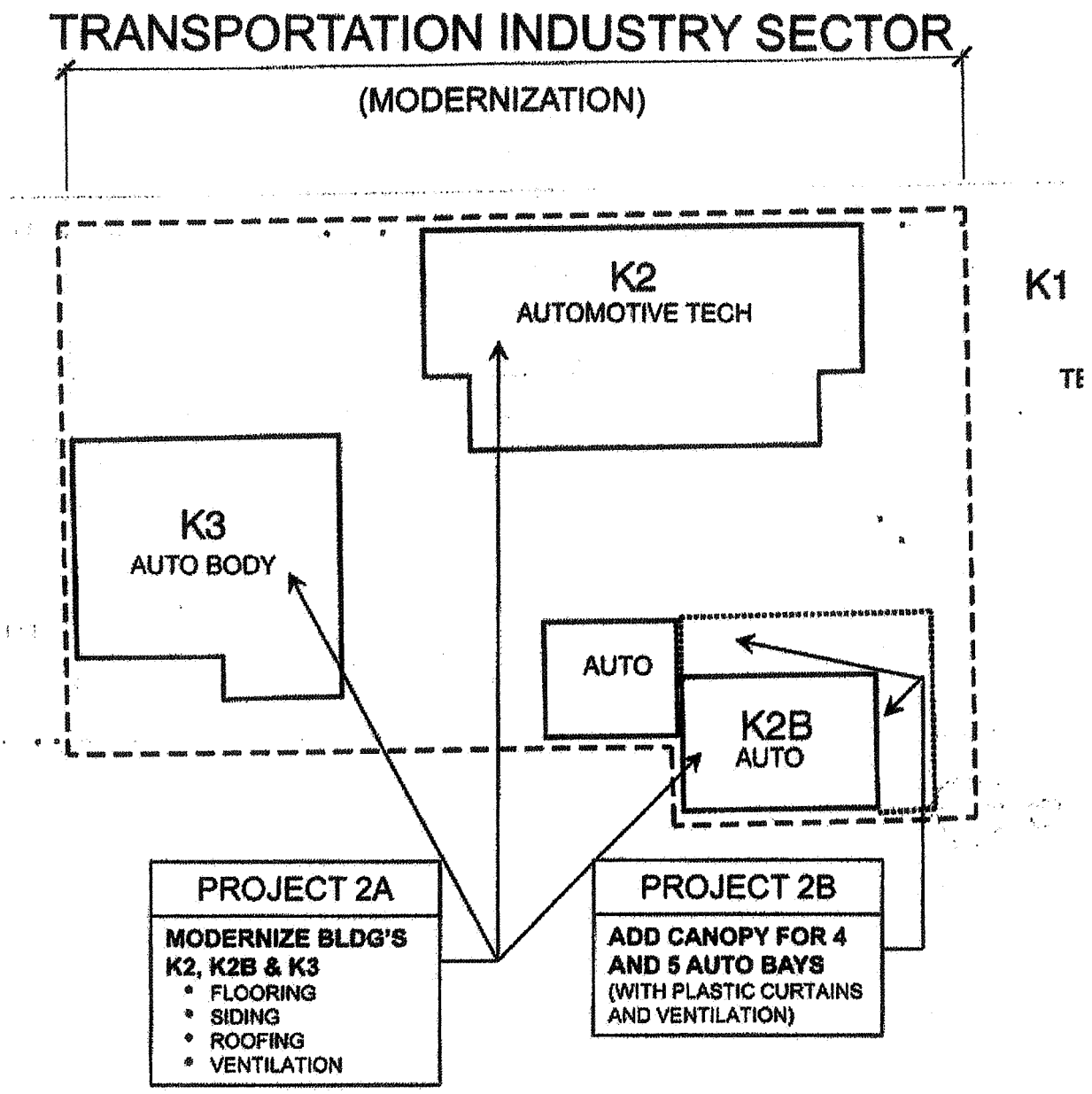
A. Unique Conditions:

1. Mission Valley ROP Tri-cities Partnership
The Mission Valley Regional Occupational Program is a unique collaboration of three neighboring school districts: Fremont Unified School District, Newark Unified School District, and New Haven Unified School District. The Mission Valley ROP Career-Technical Training Center draws students from 10 high schools from these three school districts.

2. Facility Needs
MVROP is committed to a long range facilities plan for the modernization of its 30 year old buildings currently housing the Automotive programs at Kennedy High School. Additionally, the expansion of building K2B is the result of needing to close an existing facility on the high school campus which has exceeded its useful life. There is an imperative need to maintain these facilities since these buildings are the only public industrial technology education facilities in this region, including the local community college.

3. Industry Certified Program
This project involves one of the NATEF certified high school facilities in California. NATEF certification allows for students to receive instruction towards ASE certification thereby qualifying students for high wage, high demand, high tech positions.

4. Regional Automotive Partnership
MVROP Automotive program is an active participant in the Bay Area Automotive Technology Partnership. This partnership funded through an SB 70 grant involving high schools, ROPs, and community colleges is committed to linking and improving automotive technology programs in the San Francisco Bay area.



MISSION VALLEY ROP MASTER PLAN
FREMONT UNIFIED SCHOOL DISTRICT
KENNEDY HIGH SCHOOL

DC ARCHITECTS

REVISED: JULY 6, 2007

CALIFORNIA DEPARTMENT OF EDUCATION

MV ROP RECEIVED AUG 01 2007

CAREER TECHNICAL EDUCATION FACILITIES APPLICATION
FORM A – COVER PAGE (Rev. 2/07)

Local Educational Agency Contact

Local Educational Agency (LEA)	CDS Code
Fremont Unified School District	61176

Printed Name and Title of Contact
Therese Gain, Director, Facilities Management

Address
4210 Technology Drive, Suite 130

City	Zip Code	County
Fremont	94538	Alameda

Telephone Number	Fax Number	E-mail Address
510-979-7700	510-438-9603	tgain@fremont.k12.ca.us

Project Information

Type of Project: ☒ **New Construction** ☐ Modernization/Reconfiguration ☐ Equipment Only

School Name
Kennedy High School

Name of Project
New Buildings for Fire Science Program

Career Technical Education Industry Sector
Public Services

Number of Teaching Stations	Expected Number of Students Served	Square Footage of Project	Construction Cost Estimate
2	180	7,320	$1,830,000

Approval

Date CTE Plan Approved by Governing Board
June 20, 2007 by MVROP Board July 25, 2007 by FUSD Board

Certification

The local educational agency (LEA) certifies that the Advisory Committee pursuant to Education Code Section 8070 has met and approved the CTE Plan, and the other requirements contained in Education Code Section 17078.72, including sections (i) (1 thru 7) have been accomplished, and minutes and other supporting documentation are on file at the LEA's Office. Further, the project is on a comprehensive high school site that meets the requirements of Education Code sections 51224, 51225.3, and 51228.

Therese Gain	[signature]	July 30,2007
Print Name of Authorized LEA Representative	Signature of Authorized LEA Representative	Date

For California Department of Education Use Only

☐ Original Application and Three Copies ☐ Floppy Disk ☐ CD Backup

Application Log Number	Reviewer Number	Date of Review	Received by

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PROJECT ABSTRACT

This project would provide new space on the Kennedy High School Campus to house students enrolled in the Fire Science and Emergency Medical Technician (EMT) Preparation programs. It will provide an opportunity to organize this portion of the campus in a way that will enhance the delivery of instruction and to improve the facilities used by these programs.

Two existing classroom buildings are scheduled to be demolished. Both facilities are over 30 years old and have exceeded their useful life. They will be replaced with new, modern classroom buildings of a more adequate size to provide instruction in these public service programs. Both programs require extensive training in the safe use of modern emergency equipment. In addition, a new garage building will be constructed to house fire apparatus including an ambulance, one or more fire engines and related equipment.

Both of the new classroom spaces will be modular buildings. The new Fire Science Classroom will be a modular building of 2400 square feet. It will include one flexible classroom space of 1,920 square feet and a storage area of 480 square feet. The new EMT Classroom will also include a flexible oversized classroom space of 1,920 square feet and a 480 square foot storage area.

The Fire Science Garage will be built using conventional wood framing. It will be built over the course of two academic years by CTE students enrolled in the ROP Construction Technology program. The building will be 2,520 square feet divided into 4 areas for housing vehicles and equipment. One of the bays will be devoted to housing bulky equipment used in Fire Science instruction.

The last phase of this project will include the clearing of miscellaneous unused buildings from the Fire Science yard and the paving of the area to provide adequate safe area for outdoor instruction. The Fire Science yard is an important extension of the classroom instructional space. As such, this improvement will address much needed safety and maintenance issues for the program.

The MVROP Board has already budgeted for the matching funds for this proposed project. It is part of a long term commitment to enhancing and promoting the instructional quality of this highly successful and popular program.

PROJECT ELEMENTS

ELEMENT 1. CAREER TECHNICAL EDUCATION PLAN

A. Description of the Career Technical Education Plan

The Mission Valley ROP Career Technical Education Plan (CTE Plan) is attached. It was approved by the Advisory Committee on June 4, 2007, by the MVROP Board of Education on June 20, 2007, and the Fremont Unified School District Board of Education on July 25, 2007. The CTE Plan is a broad plan covering 15 sectors which are supported by the ROP's classes and programs. The CTE plan is aligned with career technical needs of the three participating school districts, including Fremont Unified. Mission Valley ROP adheres to State established CTE quality criteria and indicators that reflect the education community's consensus of the elements that should be present in all CTE programs.

The new construction included in this proposal will greatly enhance the ability to provide current state-of-art training in Fire Science and Emergency Medical Technician preparation. These are important components of the Public Services sector.

The California Employment Development Department, Labor Market Division, reports that between 2004 and 2014, there will be an increase of employment for Firefighters of approximately 26.2% and for Emergency Medical Technicians and Paramedics of 26.5%.

B. Membership of Advisory Committee

Business and Industry Representatives:

- Wilmer Clark, Technical Manager, Sears, 674-6007
- Ram Lal, Owner Video Production, 510-623-7262
- Robert O'Brien, Division Chief, Fremont Fire Department, bobrien@ci.fremont.ca.us
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- Kimberly Thompson, District HR Manager, Sears, 925-674-6007
- Vahid Aryana, Owner, Cinevision, cinevision@mac.com
- Rick Wong, Vice President of Finance and Administration, New Wave Research, rwong@new-wave.com
- Jose Zapien, Business Manager, Laborers International Union of North America, Local 304, 510-581-4681

Member of General Public Knowledgeable About the Disadvantaged:

- Tina Dodson, Program Coordinator, Tri-Cities One Stop, tdodson@ohlone.cc.ca.us

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- Dhana Uppula, Mission Valley ROP, duppula@mvrop.org
- Bruce Voeltz, Mission Valley ROP, bvoeltzt@mvrop.org

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- Shelley Adams, Adult Coordinator, Mission Valley ROP, sadams@mvrop.org
- Charles Brown, Superintendent, Mission Valley ROP, cbrown@mvrop.org
- Marie dela Cruz, Director of Business Services, Mission Valley ROP, mdelacruz@mvrop.org
- Rick Hermann, Director of Educational Services, Mission Valley ROP, rhermann@mvrop.org
- Jim Omlid, High School Coordinator, Mission Valley ROP, jomlid@mvrop.org

Office of the Department of Employment Development:

- Allen Jackson, Site Manager, EDD, ajackso2@edd.ca.gov

C. School's Commitment to Ensuring that all Students are Given the Opportunity to Participate in CTE Programs, Activities and Experiences:

The following methods are utilized to provide opportunities for students to participate in CTE programs, activities and experiences:

1. Each year a catalog is developed detailing each CTE program and the courses available. These catalogs are distributed to all high school students via career fairs, open houses, in CTE classes, and in meetings with guidance counselors as well as Career and College Tech Specialists.
2. A master schedule of classes is provided to all high school students at the time of registration which includes the CTE course offerings of the MVROP.
3. The website of each school and also of MVROP is used to promote CTE classes. Online enrollment is available for adult students. High school students register through their counselors and Career/College Tech Specialists.
4. Course brochures and pamphlets are provided for each program area describing the industry sector and related courses.
5. Courses are advertised in the MVROP catalog distributed to all households in the Tri-cities area (Fremont, Newark and Union City).
6. The MVROP and Fremont Unified School District promote Career Technical Education through press releases and other publicity including media targeting special populations. Advertisements are places in ethnic newspapers. Under an MOU with the Employment Development Department, weekly orientations are given for EDD clients. The Special Education Marketing class, working with Resource Specialists of the three school districts, is promoted to the special needs populations of the three communities.
7. Career Technical Education programs are promoted at yearly career fairs, open houses and Board of Education presentations.
8. Posters about CTE programs are displayed throughout all of the feeder school campuses.
9. CTE programs are promoted through civic organization presentations, such as Kiwanis Club, Women's Soroptomist International, Rotary Clubs and Chamber of Commerce presentations for the Chamber of each of the three cities.

D. Describe how the CTE program includes industry validated certifications, State Board of Education adopted CTE Standards, a sequence of CTE courses, and career pathways:

<u>Certifications:</u>

Students receive a certificate of competency to be awarded upon program completion. Competencies include CPR< American Heart Associations Basic Life Support, and the CPR AED training program.

State Board of Education Adopted CTE Standards:

The Fire Science and EMT programs are aligned with the State Board of Education adopted academic content and Career Technical Education standards.

Career Pathways and Sequence of Courses:

Career pathways will designate a CTE career Study plan for each pathway. See the Mission Valley ROP CTE Plan. The offered career pathway for the Public Services Sector consists of the Protective Services curriculum.

PUBLIC SERVICES
(Protective Services)

9th Grade
English
Math
Life Science
PE
Health/Elective
Keyboarding/Intro Comp Info/WP

10th Grade
English
Math
Physical Science
PE
World History
Forensic Science 1

11th Grade
English
US History
Math
Forensic Science 2
Elective
Elective

12th Grade
English
Econ/Government
VAPA/Foreign Language
Elective
Elective
Elective

Electives	
EMT Prep	Fire Science 2
Fire Science 1	Law Enforcement

ELEMENT 2. PROJECTIONS OF STUDENT ENROLLMENT

A. Total Number of Pupils Expected to Attend the CTE Program:

We estimate that 180 students will be served each year in this program. The determination for this number is as follows:

Projected 2007-2008 High School Enrollment (based on current sections):	160
High School ROP enrollment from other districts (interest survey)	20
Total	180

B. Procedures to ensure that projected student enrollment will be met:

The following procedures are planned to ensure projected enrollment will be attained:

Enrollment figures have already determined that the courses in these facilities will be full.

Planning sessions with counselors, site administrators, and ROP administration are conducted each year to ensure that they have the latest and accurate information about course offerings. Monthly meetings are conducted with College and Career Tech Specialists from each high school site. These individuals (partially funded by the ROP) have a primary assignment of promoting ROP and comprehensive high school CTE courses. CTE courses are incorporated in student study plans.

City of Fremont Fire Department and Mission Valley ROP are planning to offer students the opportunity to explore Fire Science careers. This will include hands on activities at the City's soon to be constructed fire training center. Local demand for skilled Fire Fighters and Emergency Medical Technician combined with expanded square footage of the proposed facility will allow for projected enrollment to be attained.

ELEMENT 3. IDENTIFICATION OF FEEDER SCHOOLS AND PARTNERS

A. Feeder Schools and Partners:

The following schools will be affiliated with the program:

New Haven Unified School District

Alvarado Middle School	Yvonne Hull, Principal
Bernard-White Middle School	Gus Samaniego, Principal
Cesar Chavez Middle School	Mareya Caasarez, Principal
Conley-Carabello High School	Judy Silver, Principal
James Logan High School	Don Montoya, Principal

Fremont Unified School District

American High School	Mitchell Carter, Principal
Irvington High School	Pete Murchison, Principal
Kennedy High School	Tom Hanson, Principal
Mission San Jose High School	Stuart Kew, Principal
Robertson High School	Sal Herrera, Principal
Washington High School	Linda Fernandez, Principal

Newark Unified School District

Bridgepointe High School	Kurt Carter, Principal
Newark Memorial High School	Bill Morones, Principal

Regional Occupational Centers and Programs

Mission Valley ROP	Charles Brown, Superintendent

Student Partners

Gener Zeruche, high school student
Mary Baptista, high school student
Eric Olvera, high school student
Jack Dane, adult student
Cory Moore, adult student

Parents

Kim Youngberg

Counselors

Linda Kinston, Logan High School
Sonia Torres, Newark Memorial High School
Linda Kimmel, Irvington High School

Business and Industry Partners/Community Members

Wilmer Clark, Technical Manager, Sears
Ram Lal, Owner Video Production
Robert O'Brien, Division Chief, Fremont Fire Department
Kelli Simmons, EKG Technician, Kaiser Permanente
Phil Subasa, Information Technology Supervisor, Mission Valley ROP
Kimberly Thompson, District HR Manager, Sears
Vahid Aryana, Owner, Cinevision
Rick Wong, V. P. of Finance and Administration, New Wave Research
Jose Zapien, Business Mgr., Laborers International Union of North America, Local 304

Community Colleges

Chabot College	Thomas Clark, Dean
Ohlone College	Jim Wright, Vice-President Instruction

Other Key Stakeholders

Employment Development Department	Allen Jackson Octobere Vance
Tri-Cities One Stop Career Center	Tina Dodson

ELEMENT 4. THE ACCOUNTABILITY PLAN

A. School's Accountability Plan for Enrollments and Outcomes:

The program is serving 180 students per year. Of the students enrolled, we are anticipating that 75% will receive one or more certification. Approximately 30% of the students who complete the program are expected to enter related employment, enter unrelated employment, enter the military, or enter an apprenticeship program. It is anticipated that 70% of the students successfully completing the program will transition into post-secondary institutions.

At the end of each year a follow-up survey will be conducted to ascertain how the program is doing in reaching or exceeding these goals. A report to the district and ROP governing boards, partnering fire departments and industry sector advisory committee will be part of the program's annual review. This report will be made available to parents, community members, business and industry partners, and other key stakeholders.

B. Meeting or Exceeding Obligations Pursuant to Education Code Section 51228(b):

The Mission Valley ROP Career Technical Education Plan (CTE Plan) prepares students in career pathways in each of 15 industry sectors. The Public Services Sector programs are aligned with CTE and academic standards, as well as preparing students for industry certification. The CTE Plan is aligned with career educational technical needs of the Fremont Unified School District as well as the other districts. Mission Valley ROP adheres to state established CTE quality criteria and indicators that reflect the education community's consensus of the elements that should be present in all CTE programs.

ELEMENT 5. EDUCATIONAL SPECIFICATIONS AND EQUIPMENT/SPACE REQUIREMENTS SHEET

SEE FORM B ATTACHED

SEE SCHEMATIC DRAWING ATTACHED

ELEMENT 6.

A. We estimate that 180 students will be served each year in this program (See Element 2A and 2B). $1,410,000.000 (Estimated Construction Costs)/ 180 (Number of Pupils served annually) = $7833.33 estimated capital cost per pupil. Construction

timelines and activities for this project are addressed in the MVROP CTE plan pages 20-21 (Public Services Industry Sector).

BUDGET JUSTIFICATION/DETAIL SHEET

SEE FORM C ATTACHED

B. Each year the Fire Departments from Fremont, Newark and Union City make significant donations to the Fire Science/ EMT Program including: Turnouts (Fire Science uniforms) as well as safety equipment. Additionally, the MVROP Fire Science program received a cash contribution towards the purchase of equipment in the amount of $1,434 from one of our industry partners, Keller Williams Benchmark Properties.

CALIFORNIA DEPARTMENT OF EDUCATION

CAREER TECHNICAL EDUCATION FACILITIES APPLICATION FORM B – EDUCATIONAL SPECIFICATIONS AND EQUIPMENT/SPACE REQUIREMENTS SHEET (Rev. 2/07)

Use additional sheets as necessary.

Type of Project: ☒ **New Construction** ☐ Modernization/Reconfiguration ☐ Equipment Only

County	Project Tracking Number	Expected Number of Students Served
Alameda	61176-115	180

Local Education Agency	Name of Project
Fremont Unified School District	New Buildings for Fire Science Program

Name of School	Proposed Schematic Drawing Attached?
Kennedy High School	☒ Yes ☐ No

Project Summary

Generally describe the scope of the career technical project and its educational goals.

The existing section of the Kennedy High campus that houses the Fire Science Program is a hodge-podge of old modular buildings. The proposed project will provide replacement facilities to allow expansion of the Fire Science and Emergency Technician curriculums. It will provide ample indoor and outdoor space for the needed hands-on training that the program requires.

Program and Space Functionality

Describe the program activities for this career technical project/equipment and how the teaching station will support those functions.

The project will include three new structures. The demolition of various existing outdated structures will be required in order to place the new buildings. Two buildings will be modular classroom buildings. One will house the Fire Science classroom and the other will house the EMT classroom. Both will be oversized to allow for ample demonstration area and will include storage areas for related equipment. The third building will be a conventionally framed garage structure, which will be built by MVROP students in the Construction Technology program. It will house the fire engine, other emergency service vehicles and large pieces of equipment used to support the program.

Space and Equipment Requirements
List required equipment needed to support the career technical project and the square footage requirements for all its other spaces (teaching station, storage, office, lab, lecture area, etc.). Please attach a schematic drawing of the proposed project.

No equipment is requested in this grant application.
Funding is requested for construction only- see attached schematic drawing.

However, complete furnishings and equipment appropriate to the curriculum will be provided by MVROP to support the program.

Functional Relationship to Site
Describe how the new construction or modernized building will impact other areas of the site.

The proposed project will help to organize the portion of the site housing the Fire Science program into a more functional and cohesive campus. The replacement of outdated modular classrooms with new structures will enhance the aesthetics of the complex and help to tie this campus with the newly constructed Career Technical Training Center.

The proposed paving of the remaining area will create a yard area that is desperately needed by the Fire Science program. This will allow for adequate demonstration area for equipment and procedures that cannot be accommodated within the classrooms themselves.

Site Development Considerations
Provide, if any, additional site development needs associated with the career technical project.

The proposed project will require the demolition of several structures, connection of utilities for the new construction, new fencing and new paving.

CALIFORNIA DEPARTMENT OF EDUCATION

CAREER TECHNICAL EDUCATION FACILITIES APPLICATION

FORM C – BUDGET JUSTIFICATION/DETAIL SHEET (Rev. 2/07)

One Form per School Site, per Project

Local Education Agency	Project Name
Fremont Unified School District	New Buildings for Fire Science Program

Provide sufficient detail to justify the budget. The budget justification page(s) must provide all required information even if the items have already been identified and discussed in another section. For each project or equipment description, list the associated costs. Please use additional sheets as necessary.

Project/Equipment Description	Subtotal Each Item
Two new modular classrooms K-5 and K-8	**860,000**
Demolition	40,000
Modular Buildings	540,000
Sitework	200,000
Fire Sprinklers	80,000
New student built garage building K-9	**445,000**
Fence relocation	5,000
New frame construction building	500,000
Savings from student labor (versus a construction contract)	(200,000)
Sitework	100,000
Fire Sprinklers	40,000
Yard Improvements	**105,000**
Demolition	20000
Sitework and asphalt paving	85000
Planning, Design, Project Management, Inspection	**420,000**
TOTAL ESTIMATED PROJECT COST	**$1,830,000**
Total Amount of Funds Requested	$915,000

Total Match Amount	Source of Match
915,000	MVROP budgeted Capital Facilities Reserve
Time Payment Required	Financial Support from Industry Partners
☐ Yes ☒ No	Equipment and cash contribution (see Element 6B)
Other Sources of Funding	

ELEMENT 7. UNIQUE CONDITIONS

1. Mission Valley ROP Tri-cities Partnership

The Mission Valley Regional Occupational Program is itself a unique partnership. The program is a collaboration of three neighboring school districts: Fremont Unified School District, Newark Unified School District, and New Haven Unified School District.

2. Partnerships with local Fire Departments

The MVROP has ongoing relationships with all three of the fire protection agencies in the cities served by the program. City of Fremont Fire Department is experiencing significant growth and is currently constructing 3 new fire stations requiring additional training for new and existing employees. Fremont Fire Department is collaborating with MVROP in planning new training facilities. It is anticipated that this partnership with include internship opportunities and additional training experiences or our high school students.

3. Facility Needs

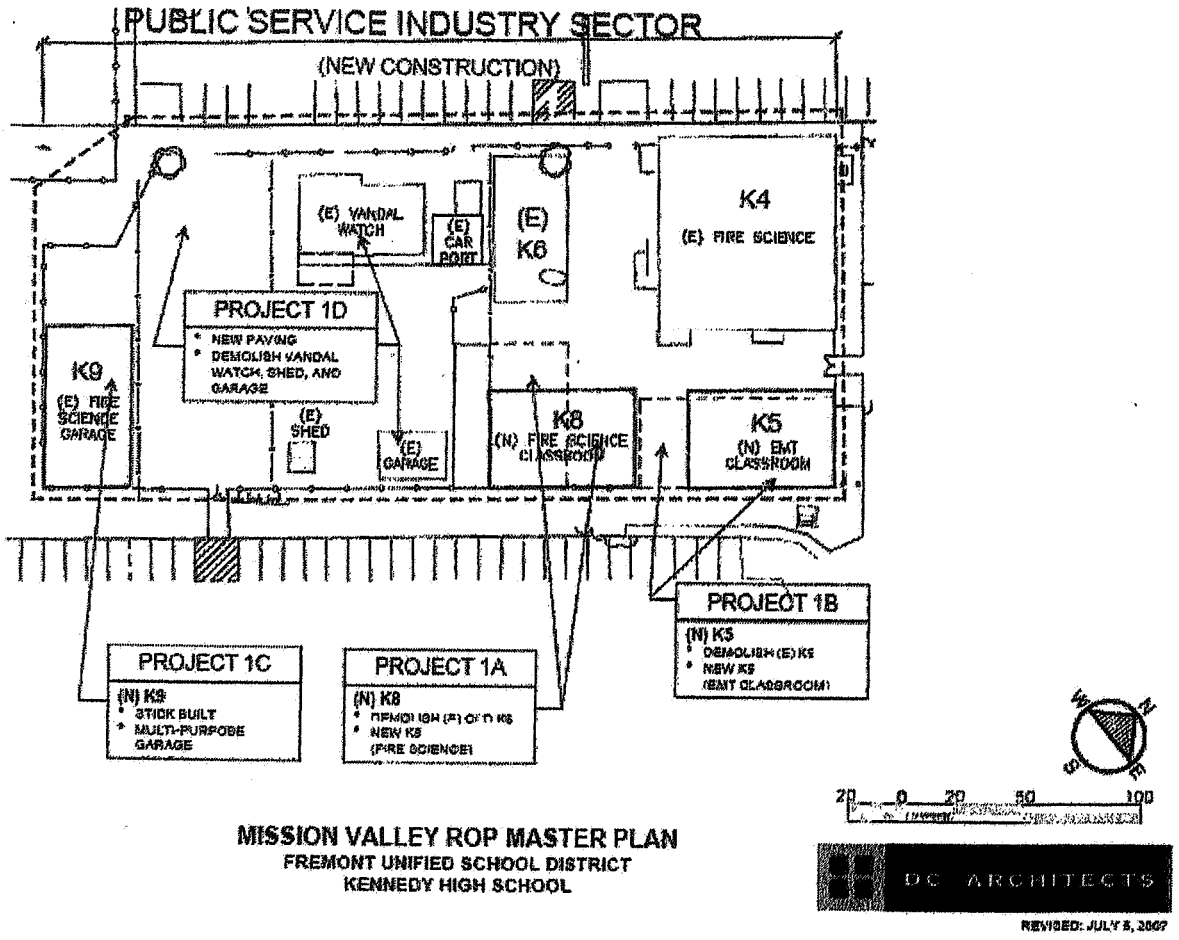
The MVROP Fire Science and EMT programs are currently housed in modular facilities that are over 30 years old, have exceeded their life expectancy and are in need of replacement. MVROP has committed to a long range facilities plan for the replacement of these aging buildings. Approval of this grant request will enable the next phases to move forward per the MVROP CTE Plan.

4. Interrelated Educational Opportunities

The proposed construction includes a building to be built by the students of another MVROP program, the Construction Technology Program. MVROP has long sought opportunities for hands on experience for students in this program that also produce facilities that are of value to the community. The Construction Technology Program's past projects include: Vandal Watch residences for school sites, sports facility support structures; an office for the local Healthy Start program, roof structures for Fire Officer Training (Newark Fire Department) and the MVROP's own new construction technology classroom facility.

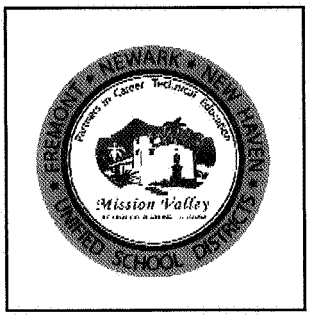
5. Unique Cost Avoidance

Because of the ability of the MVROP Construction Technology Program to construct the four bay Fire Science Garage, the cost of that structure will be much less than through conventional project delivery. Only the cost of materials and some specialized systems installation will be incurred.



MISSION VALLEY ROP MASTER PLAN
FREMONT UNIFIED SCHOOL DISTRICT
KENNEDY HIGH SCHOOL

REVISED: JULY 5, 2007



Business & Finance #2

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
Business & Finance # 2

Date of Board Meeting: **October 17, 2007**

TITLE: **Cosmetology Contract**

Background:

Mission Valley ROP contracts with Arnold Beauty College for vocational skill training in Cosmetologist, Manicurist, and Cosmetician.

Recommendation:

Staff recommends approval of the 2007/2008 Cosmetology Contract with the following rates:

Cosmetologist	$2.29 per student hour
Cosmetician	$2.73 per student hour
Manicurist	$2.58 per student hour

The contract amount for 2007-2008 shall not exceed the cost of 475 ADA up to a maximum of $587,000.

Charles Brown	Business	Charles Brown
Staff Contact	Division	Superintendent, Mission Valley ROP

STANDARD AGREEMENT FOR VOCATIONAL EDUCATION

THIS AGREEMENT, made and entered into this 1st day of July, 2007, in the State of California, by and between a local educational agency (LEA) through its duly elected or appointed qualified officer.

Title of officer acting for LEA	Local education agency (LEA)	Code
PRESIDENT OF THE COUNCIL	MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM	74021

Region	Code	County	Code
NORTHERN	Y Y	ALAMEDA	01

Hereinafter called the LEA,

and ARNOLD BEAUTY COLLEGES INC

Name of private postsecondary school (Contractor)

FREMONT BEAUTY COLLEGE

hereinafter called the Contractor, a private postsecondary school authorized or approved pursuant to the provisions of Education Code sections 94300 through 94350 and which has been in operation not less than two full calendar years prior to the effective date of this contract, to provide vocational skill training authorized by this code.

The parties do agree as follows:

I. Term of Contract. The beginning date of this contract is JULY 1, 2007 and the ending date is JUNE 30, 2008
Any amendments to this contract may only be made by submittal of a new contract.

II. Statement of Work. The Contractor shall provide vocational skill training in the following course:

Title	ID	Rate
COSMETOLOGIST	17-007-77	$2.29 per student hour

CBEDS Program Title	CBEDS CODE
COSMETOLOGIST	5814

Title	ID	Rate
MANICURIST	17-019-87	$2.58 per student hour

CBEDS Program Title	CBEDS CODE
MANICURIST	5814

Title	ID	Rate
COSMETICIAN	17-020-89	$2.73 per student hour

CBEDS Program Title	CBEDS CODE
COSMETICIAN	5819

and contractor agrees that this course of instruction shall meet the standards set forth in the *California Five-Year State Plan for Vocational Education.* Such instruction shall be provided at the following location(s): FREMONT BEAUTY COLLEGE, 4149 PERALTA BLVD., FREMONT 94536

III. Compensation. The LEA shall compensate the Contractor for services provided under the contract at the rate stated above. The amount contracted per student shall not exceed the total direct and indirect per-student costs of providing the same training in the named LEA schools or the tuition the named contractor charges its private students, whichever is lower. **Total contract amount for 2007-2008 shall not exceed the cost of 475 ADA up to a maximum of $587,000. The maximum amount of this contract may be changed with written approval by both parties to this agreement.**

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

LOCAL EDUCATIONAL AGENCY	CONTRACTOR
Agency MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM 5019 STEVENSON BLVD FREMONT CALIFORNIA 94538	ARNOLD BEAUTY COLLEGES INC 6222 THORNTON AVENUE NEWARK CA 94560-3732
By (Authorized Signature)	By (Authorized Signature)
Title Superintendent	Title PRESIDENT/CEO

Business & Finance #3

X____ Information
X____ Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
Business & Finance #3

Date: October 17, 2007

Title: Approval of 1 FTE ROP Campus Supervisor Position

Background:

Campus security and student safety are a primary Mission Valley ROP goals. To assure student safety on the Mission Valley ROP Career-Technical Education Center campus, an ROP Campus Supervisor is required. This is an immediate need.

Current Status:

The position is being currently advertised with employment to take effect as soon as possible after approval by the Governing Council.

Recommendation:

Approve the establishment of an ROP Campus Supervisor position (1.0 FTE)

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

MISSION VALLEY ROP

ROP CAMPUS SUPERVISOR

Definition

Under general supervision, to assist school administrators in maintaining a safe and orderly site environment by patrolling campus buildings, parking lot and grounds to ensure students observe safety practices and rules of conduct; to monitor lounge area, restrooms and bus loading and unloading and other areas; to maintain order and prevent vandalism, fire, theft and litter, discouraging unauthorized visitors and activities; and to perform other related duties as assigned.

Responsible to

Director of Educational Services

Examples of Duties

1. Assists school administrators in creating a safe and positive school environment by patrolling the campus during class hours and before and after school.

2. Observes student behavior and ensures compliance with Mission Valley ROP Policies, regulations and procedures related to the safety and conduct of students.

3. Supervises the student lounge area, corridors, walkways, classrooms, restrooms, bus loading/unloading, entrances/exists to the school and areas adjacent to the school.

4. Checks student passes to ensure that students are in class or have appropriate authorization to be elsewhere.

5. Escorts students to appropriate administrator, as requested/needed.

6. Assists visitors with campus orientation and directions.

7. Reports unusual activities or unauthorized visitor to administration.

8. Discourages unauthorized persons from entering campus or loitering in parking lots or other areas.

9. Discourages unauthorized parking in staff and visitor areas and monitors student driving in the Mission Valley ROP parking area.

10. Assists in maintaining good relations with neighbors and law enforcement officials by encouraging appropriate student behavior and adherence to school rules, regulations and policies.

11. Prepares and maintains simple logs, records or reports related to work activities as required.

12. Performs other duties as assigned.

13. Maintains an awareness of all vehicles entering and leaving campus.

14. Develops and maintains an effective working relationship with Kennedy High School campus supervisors in order to minimize intruder traffic.

15. Monitors and opens/closes gates leading to Kennedy High School according to a schedule determined by administration.

Qualifications Guide

Knowledge of:

1. Basic methods of individual and group supervision, and appropriate and effective approaches to discipline.

2. Basic interests, attitudes and emotional development.

3. Approved procedures and techniques involved in supervising and disciplining students.

4. First Aid procedures, health and safety regulations.

5. Mission Valley ROP organization, operations, policies and objectives.

6. Oral and written communication skills.

7. Applicable sections of State Education code and other applicable laws.

8. Interpersonal skills using tact, patience and courtesy.

9. Regulations pertaining to juveniles.

Ability to:

1. Communicate effectively with students, teachers, administrators and the general public.

2. Learn, explain and apply Mission Valley ROP rules and regulations related to acceptable student behavior.

3. Assist in controlling the behavior and activities of students in a variety of situations.

4. Assist in identifying drug and alcohol related problems.

5. To encourage a positive student approach to learning self-responsibility and discipline.

6. To analyze situations accurately and to use good judgment and appropriate initiative in selecting a course of action.

7. Perform duties with patience, tact and good judgment.

8. Give First Aid.

9. Understand and carry out oral and written directions.

10. Work independently with little direction.

11. Maintain cooperative working relationships with those contacted in the course of work.

12. Maintain written records.

Training and Experience

Equivalent education to the completion of the twelfth grade; a work history indicating reliability and familiarity with students; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Licenses

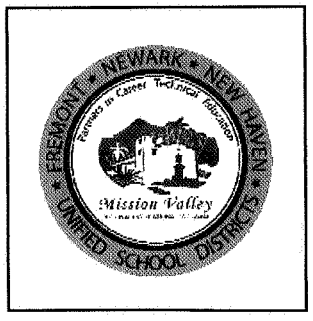
Possession of a standard First Aid certificate

California Driver's License

Salary

$18 per hour, 184 day position

Job Description Established: September 25, 2007



Board of Education #1

__X__ Information
__X__ Action
_____Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
Board of Education #1

DATE OF BOARD MEETING: October 17, 2007

Title: Approval of Contract Employment of a Business Partnership Facilitator

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Background:

The mission of MVROP involves developing state-of-the-art Career Technical programs that

- Are ***industry validated***
- Lead to either ***industry certification*** or a post-secondary degree
- Prepare students for ***careers***
- Reinforce academic subjects including readiness for CAHSEE
- Offer opportunities for ***workplace learning***
- Are responsive to changes in the needs of the ***workplace***
- Provide students with professional development and leadership opportunities leading to ***successful careers***

In order to accomplish this mission, Mission Valley ROP needs to develop strong business/industry partnerships. These business industry partnerships can best be developed by a contracted employee focusing on business partnerships.

Current Status:

Currently business partnerships are the responsibility of teachers and administrators. Because of operational and instructional needs, adequate time is not focused on development of Business and Industry Partnerships. Staff developed the following description of services for a Business Partnership Facilitator position:

- Work closely with the instructional team and staff to develop a partnership needs analysis for partnering with private and public sector business/industry
- Identify and recruit business/industry and other partners
- Design and implement partnerships to assist individual programs in providing opportunities for students to take effective and successful pathways to careers
- Create a Business/Industry Steering Committee dedicated to building partnerships and advocacy for programs, developing internship opportunities for students, identifying and

providing resources for programs, and creating, establishing and securing funds for a ***Foundation*** to support the ROP and ROP students

- Train teachers on how to establish and maintain business/industry partnerships
- Identify additional sources of funding and apply for grants and other awards
- Identify and develop programs that involve internship opportunities for students.
- Other responsibilities as identified in a program of work developed by the Partnership Development Specialist and Instructional Team

Compensation:
The position will be compensated at a similar level to teachers on the 1st column, 7th step of a 7-hour salary schedule with additional performance bonuses upon reaching certain goals.

The contract amount would be:
$66,066 + required fringe benefits payable in 12 monthly payments for a period of one (1) year

The following additional bonuses are available in $5,000 increments:

$5,000 upon establishment, planning, and implementation of a partnership with Washington Hospital to offer a summer health institute using ROP medical programs as a recruiting ground to feed the program. The program will offer up to 25, but not less than 20 students, opportunities for internships where students receive a stipend for the summer and have a variety of training experiences.

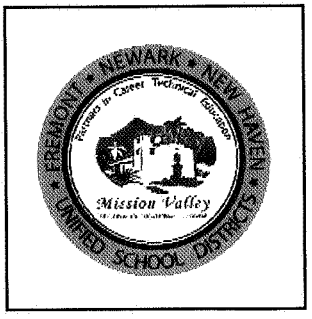
$5,000 upon establishment of an active Mission Valley ROP Business/Industry Steering Committee composed of leading executives who are at the level where they can commit resources. Committee members will represent 10 of the 15 industry sectors as established by the California Department of Education. The committee is deemed active when a majority of the members are in attendance at regularly scheduled meetings.

$5,000 upon research, development and establishment of a Foundation for the support of Mission Valley ROP and ROP students with total deposits of at least $20,000. The Business Partnership Facilitator would be responsible for all aspects of developing this foundation.

$5,000 upon establishment of at least one business partnership consisting of equipment donations of $1,000 or more, utilized internships, and/or other Instructional Team approved partnerships for each of the programs in the ROP. In addition, the Business Partnership Facilitator must identify a business chairperson for each of the program advisory committees.

RECOMMENDATION:
Staff recommends approval of contract employment of a Business Partnership Facilitator as specified above.

Rick Herrmann (510-657-1865 x15138)	ROP Center	Education Services	Charles Brown
Staff/Contact Person	**Location**	**Division**	**Superintendent**



Board of Education #2

X____ Information
X____ Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
Board of Education #2

Date of Board Meeting: **October 17, 2007**

TITLE: **AR 4317 Employee Use of Technology / Technology Use Agreement**

Background:

Mission Valley ROP established an Employee Technology Use Agreement in April 2003 to comply with Board Policy 3590 Employee Use of Technology.

Current Status:

MVROP staff has revised the User Obligations and Responsibilities section of AR 3590 to expand the scope of these regulations to include 1) personal use of work computer for projects outside the scope of employment and 2) the monitoring of employee computer time for improper use.

AR 3590 needs to be re-numbered to AR 4317 to reflect the appropriate Personnel section of the Board Policies.

Recommendation:

Review and provide input to the revision of AR 4317 Employee Technology Use Agreement.

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

Employee Use of Technology

User Obligations and Responsibilities

Employees are authorized to use the district's WAN, ~~or~~ other on-line services, and work computers in accordance with employees' obligations and responsibilities specified below.

1. The employee in whose name an on-line services account is issued is responsible for its proper use at all times. Employees shall keep personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own account number.
2. Employees shall use the WAN system and work computers only for purposes related to their employment with the district. Commercial and political use of the system is strictly prohibited. Personal use of a work computer for projects outside the scope of employment is inappropriate. The district reserves the right to monitor any on-line communications and computer time for improper use.
3. Employees shall not use the system to promote unethical practices or any activity prohibited by law or district policy.
4. Employees shall not transmit material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex orientation, age, disability, religion, or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Employees may download copyrighted material for their own use only and only in accordance with copyright laws.
6. Vandalism will result in the cancellation of employee privileges. Vandalism includes purposeful uploading, downloading, creating computer viruses, and or any malicious attempt to harm or destroy district equipment or materials or the data of any other use.
7. Employees should observe appropriate judgment and ethics in sending electronic mail as representatives of the district. The district reserves the right to monitor e-mail transmissions and computer use on a need-to-know basis.
8. Employees are encouraged to keep messages brief and use appropriate language.
9. Employees shall report any security problem, ~~or~~ misuse of the network, or misuse of work computers to the Superintendent or designee.
10. This policy and administrative regulation will be reviewed to reflect the changes in practices, technology, and the law.

Regulation Established: April 1, 2003
Regulation Revised: October 17, 2007

Employee Use of Technology

MISSION VALLEY ROP
EMPLOYEE TECHNOLOGY USE AGREEMENT

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided in our district Board Policy 3590 so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Mission Valley ROP employee violates any of these provisions, his/her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed and has (have) read the terms and conditions carefully and understand (s) their significance.

NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Be brief. Do not be abusive in your messages to others,
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your personal address or phone numbers of students or colleagues.
4. **Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.**
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property.

I have read the Internet Use Agreement. I agree to follow the rules contained in the Board Policy and Administrative Regulation. I understand if I violate the rules, my Internet access can be terminated and I may face progressive disciplinary action and/or possible legal action.

Employee's Name (please print): _____

Location: _____ Date: _____

Employees Signature: _____

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

Philosophy

The Mission Valley Regional Occupational Program Council recognizes the Internet as a vital educational vehicle for accessing information from millions of resources all over the world. The Council supports the opportunities offered via Internet for "electronic field trips" to distant locations and for instructors to utilize new and innovative curriculum. Mission Valley Regional Occupational Program Internet accounts will be used for the purposes of research, education, and school-related business and operations.

Such broad access to computers, communications systems, and people also bring access to materials that may not be considered to be of educational value within the context of the school setting. The Council considers that the information and interaction available outweigh the possibility of users procuring material that is not consistent with the educational goals of the ROP. It is essential that guidelines be established so that instructional goals can be achieved, information that does not support classroom learning can be avoided, and students' privacy rights are protected. Users shall have no expectation of privacy in their own use of the network. Access to harmful materials as defined by Penal Code section 313 shall be prohibited.

The Council authorizes the ROP Superintendent to prepare and implement administrative regulations for use of this important resource. The Council emphasizes that careful consideration is to be given to requirements and regulations for all staff and students to limit such use to the advancement of learning within the relevant curriculum and to actively avoid any information that is inappropriate to and/or does not support classroom learning.

All users must sign an Acceptable Use Contract which incorporates this policy and relevant administrative regulations.

First Reading: 1-22-98
Second Reading: 2-26-98
Adopted: 2/26/98

The Superintendent will determine appropriate use, as proposed by faculty, for inclusion of Internet access in the curriculum.

Instructors shall demonstrate agreement with Council policy for the use of Internet (or "network") by reviewing and signing the "Sponsoring Teacher" agreement.

Instructors shall review the Council policy, this regulation, and the Network Acceptable Use Agreement with students.

Students shall be permitted access to the Internet under the direction and supervision of faculty only after the "Acceptable Use Agreement" has been signed by the student and his or her parent or guardian and returned to the classroom file.

Use of the network is a privilege which may be revoked by Administration at any time. Unethical and/or unacceptable behavior will be considered just cause for disciplinary action, including revoking networking privileges and/or initiating legal action for any activity through which an individual:

- Uses the network for illegal, inappropriate or obscene purposes, or in support of such activities or access sites that contain or make reference to harmful matter
    - "Illegal activities" are activities which violate local, state and/or federal laws, including but not limited to copyright, civil rights laws, etc.
    - "Inappropriate use" is a use which is not an intended use as defined by the Council policy and this administrative regulation.
    - "Harmful matter" is defined in Penal Code section 313 and means matter taken as a whole, which to the average person applying contemporary statewide standards, appeals to prurient interest, and is a matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious, artistic, political, or scientific value for minors.
    - "Obscene" means a matter taken as a whole that to the average person applying contemporary statewide standards, appeals to the prurient interest, that taken as a whole, depicts or describes sexual conduct in a patently offensive way, and that, taken as a whole, lacks serious literary, artistic, political, or scientific value.
- Uses the network for any illegal activity, including but not limited to violation of copyright or other contracts or license agreement.
- Intentionally disrupts network traffic or crashes the network and/or connected systems.

- Damages, degrades, or disrupts equipment or system performance.
- Uses the network or equipment for political lobbying, commercial or financial gain or fraud.
- Steals data, equipment, software or intellectual property.
- Alters computer software.
- Gains or seeks to gain unauthorized access to resources or entities.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of individuals.
- Posts anonymous messages.
- Creates, distributes, or purposely activates a computer virus.
- Uses the network to send or request racist, inflammatory, or sexist messages.
- Conceals or misrepresents the user's identity while on the network.
- Provides personal identification (such as name/photographs/location) on the Internet.
- Sends or requests messages or documents that are inconsistent with school policies, guidelines, or codes of conduct.
- Possesses any data obtained in violation of theses rules on paper, disk, or any other form.

<u>Consequences of student violations include but are not limited to:</u>

- Revocation and/or suspension of Internet access
- Revocation and/or suspension of computer access
- School suspension and/or expulsion
- Legal action by outside legal authorities

End of Board Packet