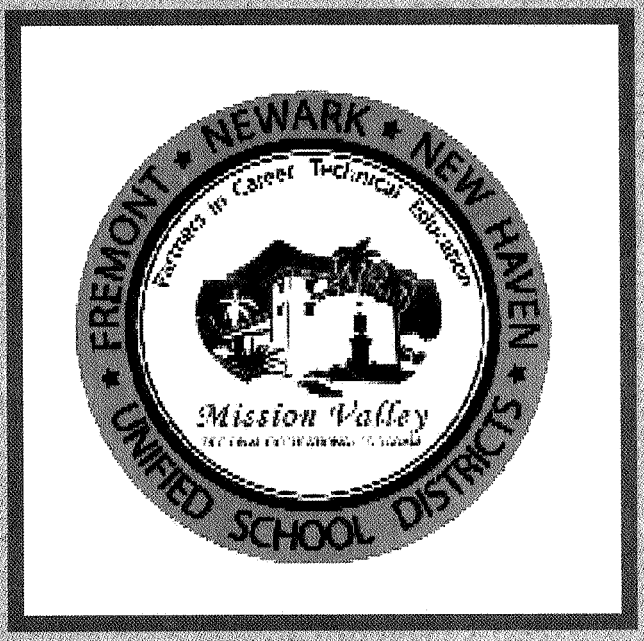


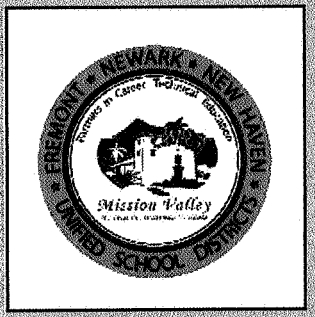
Mission Valley ROP

Wednesday, February 20, 2008

3:30 p.m. Governing Council Meeting

ROP Board Room

(510) 657-1865 Ext. 15141


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

Agenda

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Program/Center
ROP Auditorium
Wednesday, February 20, 2008

Call to order _____p.m.

Pledge of Allegiance

Roll Call:

_____ Ray Rodriguez, President
_____ Jenn Stringer, Vice President
_____ Larry Sweeney, Clerk
_____ Alternate Board Members

Approval of Agenda:

Motion: _____
Second: _____
Vote: _____

Communication:

a. Items from the Board
b. Items from the Staff
c. Oral Communication
   - *Presentation by MVROP Construction & Trades Program*
d. Written Communication
e. Public Comment
   - Blue Speaker Card – Items on the agenda
   - Green Speaker Card – Items not on the agenda

Consent Calendar:

a. Minutes:
Approve minutes from Governing Council Meeting on January 16, 2008

b. Business and Finance:

B&F#1	Approve Purchase Orders over $5,000
B&F#2	Approve Warrants $5,000 and above
B&F#3	Adopt Resolution Number 6-0708
B&F#4	Adopt Resolution Number 7-0708

c. Curriculum and Instruction:

C&I#1	Course Approval for Accounting Principles

C&I#2 Course Approval for Office Internship/ Work Experience
C&I#3 DECA Fieldtrip in Irvine, CA

d. Employment and Personnel:
E&P#1 Approve Report of Certificated Personnel Actions
E&P#2 Approve Report of Classified Personnel Actions

End of Consent Calendar:

Motion: _____
Second: _____
Vote: _____

Board comments on Consent Calendar:

_____
_____
_____
_____

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

Approve Grant Application for Prop 1D Career Technical Education Facilities Program.

Motion: _____
Second: _____
Vote: _____

Adjourn to Closed Session: _____ p.m.

Agenda _Closed Session

The Board of Education may adjourn to closed session during this meeting pursuant to Government Code Section 3549.1 to discuss and/ or give direction to its representatives. Items for discussion may include the following:

- *Public Employee Discipline/ Dismissal/ Release*
- *Superintendent Evaluation and Goals*
- *Personnel Action*
- *Potential Litigation*

Reconvene to Open Session_____p.m.

Meeting adjourned _____pm

Communication

Consent Calendar

Minutes

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Center/Program
Wednesday, January 16, 2008

President Larry Sweeney called the meeting to order at 3:33 p.m.

President:	Larry Sweeney, President Ray Rodriguez, Alternate Gertrude Gregorio, Alternate
Absent:	Jenn Stringer Jan Crocker

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

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

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

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

Following the election process Larry Sweeney turned the gavel over to Ray Rodriguez who presided over the meeting as the new president of MVROP Governing Council.

Communication:

a. **Items from the Board**
President Ray Rodriguez thanked members for selecting him to serve as president of the Governing Council. "I have been on the ROP board for about eight of the twelve years I have served as a member of the Newark Unified School District Board." "It is an honor." Mr. Rodriguez stressed the tough year education will be facing with proposed budget cuts coming through from Sacramento, and said he looked forward to working with

Superintendent Brown to minimize the effect of the budget cuts on MVROP in the year ahead.

Mrs. Gregorio mentioned the recent tragedy that took place in front of Bernard-White Middle School the last day of school before the winter break. The district received an overwhelming show of support from the community as evidenced at the prior evening's board meeting. The tone was very supportive and the situation has brought the community together in a move to find solutions against violence in the community.

Ray Rodriguez reported on the advisory meeting he attended recently for the Automotive Tech Program. Mr. Herrmann added that we are changing the location of our advisory meetings for Auto Tech by rotating to each of our sites; thereby, providing an opportunity for advisory members to view each of our facilities throughout the district.

b. **Items from the Staff**

Mr. Brown suggested moving Oral Communication before Items from the Staff to allow our culinary instructors to give a presentation about their programs.

c. **Oral Communications**

Shelley Adams introduced Chef Moschetti (Bridgepoint High School, Mission San Jose High School, and American High School), Chef Le Biavant (Logan High School), and Chef Carey (American High School). Instructors gave a short update of their background before coming to teach at MVROP as well as an update on the instructional programs at each of their locations.

Following the instructors' presentation, Mr. Herrmann introduced Enrique Palacios, Executive Director for Operations at New Haven Unified School District. New Haven Unified is in the transitioning process of taking their current foods program to a full-fledged, state-of-the art culinary arts program. The culinary program will be a model for the entire state! Mr. Palacios presented slides showing the new facility which is targeted to open in June of 2009. The 8,513 square foot building will have a total construction cost of $5,279,916. The district is applying for a Prop 1D Grant of $2,639,958. The full service restaurant and teaching facility is projected to serve 500 ROP and adult education students.

Mr. Rodriguez asked Mr. Palacios if students from outside New Haven Unified can participate in the Culinary Arts Program. Mr. Herrmann said MVROP and New Haven are looking to develop a program for students who are really interested in going into the culinary field. Mr. Hermann also stated that we are looking into a fee based East Bay Culinary Academy. Our academy would be comparable, but more affordable than

the 18 month $55,000 fees charged by area culinary academies. Initially, the academy would serve Logan students, then adults; and then expand later to a full-fledged academy.

Mr. Sweeney thanked Mr. Palacios for his vision and for his creative approach to putting the funding together for this project. "It will not only grow the reputation of ROP," Mr. Sweeney stated, "but it is a tremendous opportunity for people who see this as a means to achieve their career." Mr. Palacios added that New Haven Unified is also pursuing additional pathways in other areas including a proposed Performing Arts Center which will include a 600 seat theater, choir and band rooms and house a stagecraft classroom for ROP students. That proposal is being planned with the access of Prop 1D Grant money. "Logan," Mr. Palacios stated, "is looking forward to a long lasting partnership with Mission Valley ROP."

Mr. Rodriguez added his thanks to Mr. Palacios and the ROP staff. He also thanked the ROP staff for locating an instructor to take over the Newark Memorial Home Economics class. The former instructor passed away suddenly over the winter break. Staff at ROP worked diligently over the break to find a replacement instructor.

b. **Items from Staff**

Superintendent Brown introduced Allison Aldinger who was hired to take the position of Public Relations Administrator/Administrative Assistant to the Board and Superintendent. Allison previously worked as an Aide for Senator Liz Figueroa, Senator Ellen Corbett, and currently is employed with Scott Haggerty, Alameda County Supervisor. Allison will begin her new position with MVROP on Monday, January 28.

Superintendent Brown invited board members to attend the CTE Advisory Committee meeting scheduled for this Thursday, January 16. The committee is helping in an advisory capacity for our Prop 1D projects. The meeting will begin at 5:30 p.m. and will focus on the 2nd round of Prop 1D proposals. After the opening meeting, members will have dinner and then go into individual cluster meetings. We are working on proposals for our K4 and K1 buildings.

Mr. Brown and Marie dela Cruz, Business Director, attended meetings regarding the Governor's budget. The process starts with the Governor's Budget in January; but until the May revise, we won't know for sure how the budget will affect ROCPs. There are mid year cuts to education for 2007-08 of about 400 million. We expect up to a half percent cut. The 2008/2009 year, however, will be extremely difficult. ROCPs will have deeper cuts than school districts. We expect a 10.9% cut across the board. This will result in not receiving COLA along with a 6-1/2 to 7% cut

to our budget. The governor's budget is just a starting point. CAROCP, our state association, is lobbying to have the governor treat ROPs the same as districts. If that happens, we would end up with no COLA and a 2.4% cut to our budget. Mr. Rodriguez asked Mr. Brown to let board members know if there is anything they could do to help. If information is put together regarding the budget proposal, board members could share the information with local legislators when they visit them. Mr. Sweeney commended the ROP staff for building up the reserve and taking fiscal responsibility.

Mrs. Gregorio asked about the personal fitness program included in the high school catalog. Mr. Herrmann said it is just being offered at Irvington High School and is a new program for this next school year. Mr. Brown added that the Physical Fitness and Sports Therapy courses should be articulated with Ohlone. Mr. Sweeney said Irvington dedicated a lot of their block grant money to provide a sequence of career pathway courses.

Consent Section:

Mrs. Gregorio made a motion to approve all items included in the Consent Section of the Board packet. Mr. Sweeney made a second to the motion. Members voted 3-0 to approve all consent items included in the January Board Packet.

The meeting adjourned at 4:40 p.m.

_____

Ray Rodriguez, President

_____

Larry Sweeney, Clerk

Business and Finance

MISSION VALLEY ROP

PO REPORT
BOARD MEETING
February 20, 2008
Period: 1/9/08-2/8/08
AGENDA ITEM - B&F #1
PO'S OVER $5000

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT

NO PO'S OVER $5000 DURING THIS PERIOD

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

B&F #2
February 20, 2008

Date	Warrant #	Vendor	Purpose	Amount	PO number
1/8/08	629704	Arnold Beauty College	Contracted instruction for ROP students	$ 54,348.08	802897
1/8/08	629698	ASAP Inc	Mo. fees to host ASAP database -pd qrtly	$ 6,391.24	801084
1/8/08	629810	PG&E	Electricity - monthly bill	$ 6,272.78	
1/15/08	603485	Clean Source	2 vacuums, floor scrubber	$ 5,006.75	803345
1/15/08	603213	Folgergraphics	High School catalog	$ 13,905.09	801249
1/22/08	630213	PG&E	Electricity - monthly bill	$ 5,766.75	
1/25/08	630666	ACOE	EL training for 25 ROP instructors	$ 12,500.00	806132
1/25/08	630667	Arnold Beauty College	Contracted instruction for ROP students	$ 46,949.04	802897
2/4/08	TF 800462	FUSD	ROP busing for December 2007	$ 15,434.82	
2/5/08	630811	PG&E	Electricity - monthly bill	$ 5,799.54	

_____ Information
__X__ Action
_____ Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

A G E N D A I T E M

B&F #3

DATE OF BOARD MEETING: February 20, 2008

TITLE: Adopt Resolution Number 6-0708
Adjustments to Income and Expenditures
General Fund

Current Status:

Resolution number 6-0708 reflects adjustments to income and expenditures based on the Governor's 2008-2009 Budget proposal presented in January 2008. This includes a .5% mid-year reduction to 2007-2008 revenues and transfers of unspent budget balances to fund balance reserves.

Recommendation:

Staff recommends adoption of Resolution number 6-0708 authorizing the adjustments to income and expenditures.

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

Based on Form J-62
State Department of Education

District Request No. 6-0708
B&F #3

FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

Fremont, California

Date: February 20, 2008

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:

Mid-Year Cut/Budget Freeze

TRANSFER FROM	AMOUNT	TRANSFER TO	AMOUNT
81-6350-0-6999-1001-1105-660-6013	5,000		
81-6350-0-6999-2101-5830-660-6013	17,293		
81-6350-0-6999-1001-4110-660-6998	10,848		
81-6350-0-6999-1001-4410-660-6013	32,747		
81-6350-0-6999-1001-4410-675-6013	25,000		
81-6350-0-6808-1001-5210-662-6998	10,000		
81-6350-0-6999-1001-5210-660-6013	5,000		
81-6350-0-6999-2101-5830-660-6013	62,707		
81-6350-0-6999-2421-4310-660-6005	22,000		
81-6350-0-6401-1001-5830-660-6998	33,000		
81-6350-0-6999-1001-5846-660-6005	30,000		
81-6350-0-6999-1001-5846-660-6013	10,000		
81-6350-0-6999-2701-5675-660-6013	20,000		
	283,595		
		81-6350-0-6999-8201-2205-660-6013	22,293
		81-6350-0-0000-0000-8791-671-0000	37,374
		81-6350-0-0000-0000-9790-000-0000	223,928
			283,595

Respectfully submitted,

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

_____ Request Approved _____ Not Approved

Posted by: 16

_____ Information
__X__ Action
_____ Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

A G E N D A I T E M

B&F #4

DATE OF BOARD MEETING: February 20, 2008

TITLE: Adopt Resolution No. 7-0708
Increase to Income
Carl Perkins Vocational Education Grant, Section 132

Background:

At the time of the final budget adoption the ROP budgeted Carl Perkins Grant income based on prior year's allocation of $30,337.

Current Status:

On November 20, 2007, the State Department of Education issued the final allocations for the 2007-08 Carl Perkins Grant. The allocation has been increased to $31,377.

Recommendation:

Staff recommends adoption of resolution number 7-0708 authorizing the increase to income.

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

Based on Form J-62
State Department of Education

District Request No.7-0708
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: February 20, 2008

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

Carl Perkins "132" grant

INCOME APPROPRIATION	ACCOUNT NO.	AMOUNT
Carl Perkins "132" grant	81-3555-0-0000-0000-8290-000-6030	1,134

EXPENDITURE APPROPRIATION	ACCOUNT NO.	AMOUNT
Supplies	81-3555-0-6999-1001-4310-660-6030	1,134

Respectfully submitted,

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

_____ Request Approved _____ Not Approved

Posted by:_____



Curriculum and Instruction

MISSION VALLEY REGIONAL OCCUPATION PROGRAM
ACCOUNTING PRINCIPLES COURSE OUTLINE

1. Course Title:

Accounting Principles

2. CBEDS Title:

Accounting/Computer Accounting

3. CBEDS Number:

4600

4. Job Titles/O*NET Codes/DOT Codes:

Accountants	13-2011.01	
Auditors	13-2011.02	
Bookkeeping, Accounting, and Auditing Clerks	43-3031.00	
Tax Examiners, Collectors, & Revenue Agents	13-2081.00	
Accountant, Tax		160.162-010
Accountant, Budget		160.162-022
Accountant, Cost		160.162-026
Auditor, Internal		160.162-034
Revenue Agent		160.167-050

5. Course Description:

Accounting principles is the study of accounting concepts, procedures, terminology, and practices relating to service and merchandising businesses. This course prepares students to make entries manually. It enables students to obtain employment as entry-level accounting clerks or further their accounting education.
Upon completion of this course students will be capable of manually recording transactions using the general journal and specialized journals, posting to the general and subsidiary ledgers, preparing financial statements, computing and journalizing, adjusting entries, processing correcting entries, preparing closing entries, closing the books, payroll, cash control, bank reconciliation, and employee and employer payroll taxes.

Accounts Receivable/Payable covers the basic concepts and vocabulary of fundamental recordkeeping activities related to accounts receivable and accounts payable. Basic concepts include sales records, inventory records, accounts payable/receivable records and basic accounting records.

Upon completion of this module, students will gain hands on experience with various aspects of Bookkeeping, Vendors, and Customers. In addition students will learn to interact appropriately with various internal departments within an organization.

6. Hours:

Class	270
CC	90
CVE	90
Total Hours	**360**

7. Prerequisites/ Co requisites:

Business Math and MS Excel

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

January 28, 2008

Abbreviations:

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

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

Standards = **National Business Education Association Standards**
C.D.-Career Development
C.-Communications
A.-Accounting
Co.-Computation
P.F.-Personal Finance
I.T.-Information Technology
M.-Management

9. Course Outline:

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

		WORKPLACE BASIC SKILLS AND BEHAVIORS	Class	CC/CVE	Standards
I.		**PERSONAL SKILLS**	Integrated throughout course		**C.D.** I. A,B III. A
		Understand how personal skill development-including positive attitude, honest, self-confidence, work ethic, time management, and other positive traits-affects employability *(MVROP #1)*			**C.** II. A V. E
	A.	Demonstrate an understanding of classroom policies and procedures.			**I.T.** XVI.
	B.	Define business ethics and explain the importance of ethical standards and confidentiality in the business environment.			
	C.	Discuss importance of the following personal skills in the business environment.			
		1. Positive attitude			
		2. Self-confidence			
		3. Honesty			
		4. Perseverance			
		5. Self-discipline			

			Class	CC/CVE	Standards
	D.	Define personal hygiene and identify acceptable business attire.			
	E.	Prioritize tasks and meet deadlines.			
II.		**INTERPERSONAL SKILLS** Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation *(MVROP ESLR #1).*	Hours are integrated throughout course		**C.D.** III. B,C,G
	A.	Identify and discuss the key concepts of group dynamics.			**C.** II. B V. B,C,D
	B.	Identify strategies for solving conflict in the workplace.			
	1.	Setting limits that build mutual respect.			
	2.	Using key words and phrases that establish a spirit of cooperation.			
	3.	Building win-win relationships avoiding manipulation, stereotyping, harassment, and intimidation.			
	4	Resolving conflicting job assignments.			
	C.	Discuss negotiation and its importance within the business environment.			
	D.	Discuss the laws, which apply to sexual harassment, and discuss tactics for handling harassment situations.			
	E.	Work cooperatively, share responsibilities, accept supervision, and assume leadership roles.			
	F.	Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups.			
III.		**ACADEMIC SKILLS** Understand the importance of good academic skills, critical thinking and problem-solving skills in the workplace. *(MVROP ESLR #1).*	Hours are integrated throughout course		**C.D.** IV. A
	A.	Recognize the importance of good reading, writing, math, and keyboarding and 10 key skills in the business environment and implement a plan for self-improvement as needed.			
	B.	Read, write, and give directions.			
	C.	Exhibit critical and creative thinking skills.			
	D.	Recognize problem situations, identify, locate, and organize needed information or data; and propose, evaluate, and select from alternative solutions.			
	E.	Use appropriate reference materials.			
IV.		**COMMUNICATION SKILLS** Understand principles of effective communication skills. *(MVROP ESLR #1).*	Hours are integrated throughout course		**C.D.** III. D
	A.	Read and implement written instructions, technical manuals, written communication, and reference books.			**C.** I. A,B,C,D III. V. A
	B.	Demonstrate writing/editing skills as follows:			
	1.	Write, proofread, and edit business correspondence			
	2.	Use correct grammar, punctuation, capitalization, vocabulary and spelling			

			Class	CC/CVE	Standards
	C.	Demonstrate effective communication techniques using the telephone, fax, and electronic mail.			
	D.	Present a positive image through verbal and nonverbal communication through use of appropriate methods.			
	E.	Demonstrate active listening through oral and written feedback.			
	F.	Demonstrate proper etiquette in business communications.			
V.		**MATHEMATIC SKILLS** Understand the applications of mathematics skills. *(MVROP ESLR # 2)*	Hours are integrated throughout course		**Co.** I. II. IV. V.
	A.	Apply estimation, measurement, and calculation skills to business applications, including the following:			
	1.	Whole numbers, decimals, fractions, percents, ratios, averages, and proportions			
	2.	Units of measurement (currency) and time (days, months)			
	3.	Use data within tables, charts, and graphs			
		CAREER TECHNICAL SKILLS			
VI.		**TECHNOLOGY** Understand and adapt to changing technology *(MVROP ESLR #2)*	Hours are integrated throughout course		**I.T.** I. VI.
	A.	Identify & demonstrate use of computer hardware & peripherals.			
	B.	Demonstrate proficiency in alpha-numeric keyboarding.			
	C.	Demonstrate 10 key proficiency.			
	D.	Demonstrate basic skills in use of industry specific equipment and tools.			
	E.	Understand the importance of lifelong learning in adapting to changing technology.			
VII.		**SAFETY STANDARDS** Discuss and implement good safety practices, including avoidance of physical hazards *(MVROP ESLR #2)*	Hours are integrated throughout course		**I.T.** XV.
	A.	Describe the avoidance and reporting of physical hazards in the work environment.			
	B.	Demonstrate safe operation of equipment.			
	C.	Describe proper handling of hazardous materials.			
	D.	Apply sound ergonomic principles in organizing one's workspace.			
VIII.		**BUSINESS FUNCTIONS** Demonstrate an awareness of how a business or industry functions *(MVROP ESLR #2).*	Hours are integrated throughout course		**M.** III. A,C IV. A
	A.	Identify, organize, plan, and manage time, money, materials, facilities, and human resources.			**I.T.** IV.
	B.	Operate in social, organizational, & technological systems.			
	C.	Monitor and correct performance.			
	D.	Suggest improvements.			

			Class	CC/CVE	Standards
	E.	Recognize areas of administration, operations, personnel, finance, legal, production, distribution, services, & marketing.			
		APPLIED CAREER TECHNICAL SKILLS			
IX.		**NATURE OF ACCOUNTING**	10	2	**Ac.** IV. A
	A.	Define related terms.			
	B.	Explain who uses accounting information.			
	C.	Identify 3 forms of business organization & operations.			
	D.	Describe the elements of accounting.			
	E.	State the accounting equation.			
	F.	Record business transactions, including those affecting equity.			
	G.	Prepare basic financial statements.			
X.		**RECORDING BUSINESS TRANSACTIONS**	10	3	**Ac.** II. A,B,C
	A.	Demonstrate double-entry, standard form, & T accounting.			
	B.	Explain debt and credit as applied to accounts.			
	C.	Explain owner's equity accounts.			
	D.	Record business transactions in T accounts and prepare a trial balance.			
XII.		**THE ACCOUNTING CYCLE FOR A SERVICE BUSINESS**	34	20	**Ac.** I. III. A,B
	A.	Record business transactions in a two-column journal.			
	B.	Prepare a chart of accounts.			
	C.	Post from a two-column journal to ledger accounts.			
	D.	Prepare a trial balance from a ledger after posting.			
	E.	Describe the four-column ledger account form.			
	F.	Describe the procedures for locating and correcting errors in the accounting process. Make the entries in the ledger.			
	G.	Make adjusting entries for supplies, insurance, depreciation, and unpaid wages.			
	H.	Complete a work sheet for a service business.			
	I.	Prepare a financial statement from a work sheet.			
	J.	Journalize adjusting entries.			
	K.	Explain the purpose of the closing process. Journalize and post closing entries.			
	L.	Prepare a post-closing trial balance.			
XIII.		**CASH & THE COMBINED JOURNAL**	10	10	**Ac.** II. A
	A.	Define cash and describe internal control procedures.			
	B.	Record transactions in a combined journal, post the combined journal to the ledger, and cross-reference the two records.			
	C.	Describe the purpose of a petty cash fund. Record the establishment and replenishment of a petty cash fund.			
	D.	Record cash shortages and overages.			
	E.	Prepare a bank reconciliation.			

			Class	CC/CVE	Standards
XIV.		**THE ACCOUNTING CYCLE FOR A MERCHANDISING BUSINESS**	48	50	**Ac.** I. III. A,B
	A.	Describe the procedures and forms used in purchasing merchandise.			
	B.	Record credit purchases in a general journal and a purchases journal. Post entries to the accounts payable ledger and the general ledger.			
	C.	Record purchases returns, allowances, and discounts.			
	D.	Record cash payments in a journal, and post to the accounts payable and general ledger.			
	E.	Prepare a schedule of accounts payable.			
	F.	Record freight charges on incoming merchandise.			
	G.	Describe procedures and forms used in selling merchandise.			
	H.	Record sales of merchandise in a sales journal and post to the general and accounts receivable ledger.			
	I.	Record sales returns, allowances, and discounts.			
	J.	Record cash receipts in a journal and post to the general and the accounts receivable ledger.			
	K.	Prepare a schedule of accounts receivable.			
	L.	Record credit card sales.			
	M.	Make adjustments to the merchandise inventory account.			
	N.	Make other needed adjustments and complete a work sheet for a merchandising business.			
	O.	Prepare financial statements for a merchandising business.			
	P.	Journalize adjusting and closing entries for a merchandising business.			
	Q.	Prepare a post-closing trial balance.			
	R.	Make reversing entries for accrued (unpaid) salaries.			
XV.		**ACCOUNTING FOR PAYROLL**	30	5	**Ac.** IV. B,C
	A.	Describe payroll records.			
	B.	Calculate gross earnings for employees.			
	C.	Explain and calculate payroll deductions and net pay.			
	D.	Complete a payroll register & use it to record & pay the payroll.			
	E.	Make accounting entries for employee earnings and deductions, and for payment of the payroll.			
	F.	Describe & calculate payroll taxes imposed on employer's.			
	G.	Record the employer's payroll taxes.			
	H.	Record the deposit of employees' federal income taxes and FICA taxes and report these taxes to the government.			
	I.	Record and report payments of the employer's federal and state unemployment taxes.			
	J.	Report employee earnings and tax deductions to the federal government at the end of the year.			
	K.	Describe and account for workers' compensation insurance.			

			Class	CC/CVE	Standards
XVI.		**MERCHANDISING BUSINESS SIMULATION**	38	0	**Ac.** IV. D V. A,B
	A.	Analyze source documents for processing.			
	B.	Journalize business transactions in the appropriate journals.			
	C.	Post transactions to the general ledger and subsidiary ledgers.			
	D.	Write checks.			
	E.	Prepare deposit slips.			
	F.	Reconcile the bank statement.			
	G.	Prepare a monthly trial balance.			
	H.	Prepare end-of-fiscal-period work			
XVII		**ACCOUNTING FOR ACCOUNTS RECEIVABLE/ PAYABLE**	90		**Ac.** IV. D V. A,B
	A.	Understand the importance of accurately evaluating credit			
	B.	Identify and understand the different types of financial statements			
	C.	Prepare clear and accurate invoices			
	D.	Recognize the effect terms have on collections			
	E.	Evaluate different collection techniques; knowing when to turn an account over to a collection agency and when to involve a lawyer to approach a debtor			
	F,	Apply cash efficiently and effectively			
	G.	Evaluate problems that occur when accounts are not updated correctly			
		JOB EMPLOYMENT SKILLS			
XVIII		**EMPLOYABILITY**	Hours are integrated throughout course		**C.D.** II. A III. E IV. A,B,C V. B,C VI. B
.		Understand career paths and strategies for obtaining employment *(MVROP ESLR #3)*			
	A.	Identify career opportunities, projected trends, and required education, training, and experience.			
	B.	Identify related career pathways and their requirements.			
	C.	Develop job acquisition documents, including the following: job application, resume, appropriate cover and follow-up correspondence, and portfolio.			**C.** IV.
	D.	Identify and demonstrate effective interviewing techniques.			
	E.	Demonstrate an awareness of the importance of lifelong learning.			
		Hours	270	90	
		Total Approved Course Hours		**360**	

10. Additional Items:

a. Articulation:

BA 106 Applied Accounting-Ohlone College

b. Academic Credit:

none

c. Instructional Strategies:

- Lecture with Questioning
- Demonstration
- Problem Solving Techniques
- Testing
- Hands-on Practice
- Simulation

d. Instructional Materials:

Textbook Approval:
October 28, 2004

- *Accounting Principles*
  - *College Accounting, Fourth Edition 2000 (revised)*
  - *College Accounting Study Guide and Working Papers, 4th edition*
- *Accounts Receivable and Accounts Payable:*
  - *Essentials of Credit, Collections and Accounts Receivable-by Mary S. Schaeffer*
  - Essentials of Accounts Payable (Essentials Series) by Mary S. Schaeffer

e. Certificate Competency List:

Overall average of 70% is required to receive a certificate of completion.

Career Preparation Standards

- Demonstrate Personal Skills
- Use Effective Interpersonal Skills
- Apply Academic Skills
- Use Effective Communication Skills
- Demonstrate Expected Technology Skills
- Implement Good Safety Practices
- Identify Business Functions
- Develop Job Employment Skills

Accounting Principles

- Prepare Financial Accounting Statements
- Record Business Transactions Using General Journal
- Explain Debt and Credit as Applied to Accounts
- Define Cash and Describe Internal Control Procedures
- Prepare a Bank Reconciliation
- Record Business Transactions Using Specialized Journals
- Prepare a Schedule of Accounts Payable
- Prepare a Schedule of Accounts Receivable
- Calculate and Record Adjusting Entries for Service & Merchandising Business
- Calculate and Record Employee & Employer Payroll Earnings, Deductions, & Taxes

- Complete a Merchandising Business Simulation

Accounts Receivable/Payable

- Understand the importance of accurately evaluating credit
- Identify and understand the different types of financial statements
- Prepare clear and accurate invoices
- Recognize the effect terms have on collections
- Evaluate different collection techniques; knowing when to turn an account over to a collection agency and when to involve a lawyer to approach a debtor
- Apply cash efficiently and effectively
- Evaluate problems that occur when accounts are not updated correctly
- Understand accounting and bookkeeping as they affect accounts payable
- The ability to recognize documents needed to make a payment
- Invoice handling and the ability to recognize problem areas with invoices
- Establish procedures for printing, handling and signing checks
- Know why exception handling should be a concern
- Accounting and bookkeeping terminology

MISSION VALLEY REGIONAL OCCUPATION PROGRAM
OFFICE INTERNSHIP/WORK EXPERIENCE COURSE OUTLINE

1. Course Title:

Office Internship/Work Experience

2. CBEDS Title:

Other office/computer course

3. CBEDS Number:

4698

4. Job Titles/O*NET Codes/DOT Codes:

Administrative Assistant	43-6011.00
Billing, Cost, and Rate Clerks	43-3021.02
Court Services Clerk	43-4031.00
Customer Service Rep.	43-4051.00
Data Entry	43-9021.00
File Clerk	43-4071.00
General Office Clerk	43-9061.00
Information and Record Clerks, All Other	43-4199.99
Receptionist and Information Clerks	43-4171.00
Bookkeeping, Accounting, and Auditing Clerks	43-3031.00

5. Course Description:

This competency-based course introduces students to the modern business office. It includes instruction in employment literacy, communications and interpersonal skills, business ethics and attitudes, job orientation and job search skills, safety, computer operations and applications, records management, telephone techniques, mail and shipping procedures, reprographics, business documents, reference sources, and employment preparation.

6. Hours:

Class	27
CC	144
CVE	135
Total Hours	**171**

7. Prerequisites/ Co requisites:

Business Math and Microsoft Office, QuickBooks (Accounting Clerks)

8. Date of creation: January 28, 2008 **Date of Board Approval:**

Abbreviations:

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

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

Standards = **National Business Education Association Standards**
C.D.-Career Development
C.-Communications
A.-Accounting
Co.-Computation
P.F.-Personal Finance
I.T.-Information Technology
M.-Management

9. Course Outline:

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

		WORKPLACE BASIC SKILLS AND BEHAVIORS	Class CC/CVE	Standards
I.		**PERSONAL SKILLS** Understand how personal skill development-including positive attitude, honest, self-confidence, work ethic, time management, and other positive traits-affects employability *(MVROP #1)*	Integrated throughout course	**C.D.** I. A,B III. A **C.** II. A V. E **I.T.** XVI.
	A.	Demonstrate an understanding of classroom policies and procedures.		
	B.	Define business ethics and explain the importance of ethical standards and confidentiality in the business environment.		
	C.	Discuss importance of the following personal skills in the business environment.		
	1.	Positive attitude		
	2.	Self-confidence		
	3.	Honesty		
	4.	Perseverance		
	5.	Self-discipline		
	D.	Define personal hygiene and identify acceptable business attire.		
	E.	Prioritize tasks and meet deadlines.		
II.		**INTERPERSONAL SKILLS** Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation (*MVROP ESLR #1).*	Hours are integrated throughout course	**C.D.** III. B,C,G **C.** II. B V. B,C,D
	A.	Identify and discuss the key concepts of group dynamics.		
	B.	Identify strategies for solving conflict in the workplace.		
	1.	Setting limits that build mutual respect.		
	2.	Using key words and phrases that establish a spirit of cooperation.		
	3.	Building win-win relationships avoiding manipulation, stereotyping, harassment, and intimidation.		
	4	Resolving conflicting job assignments.		

			Class	CC/CVE	Standards
	C.	Discuss negotiation and its importance within the business environment.			
	D.	Discuss the laws, which apply to sexual harassment, and discuss tactics for handling harassment situations.			
	E.	Work cooperatively, share responsibilities, accept supervision, and assume leadership roles.			
	F.	Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups.			
III.		**ACADEMIC SKILLS** Understand the importance of good academic skills, critical thinking and problem-solving skills in the workplace. *(MVROP ESLR #1).*	Hours are integrated throughout course		**C.D.** IV. A
	A.	Recognize the importance of good reading, writing, math, and keyboarding and 10 key skills in the business environment and implement a plan for self-improvement as needed.			
	B.	Read, write, and give directions.			
	C.	Exhibit critical and creative thinking skills.			
	D.	Recognize problem situations, identify, locate, and organize needed information or data; and propose, evaluate, and select from alternative solutions.			
	E.	Use appropriate reference materials.			
IV.		**COMMUNICATION SKILLS** Understand principles of effective communication skills. *(MVROP ESLR #1).*	Hours are integrated throughout course		**C.D.** III. D
	A.	Read and implement written instructions, technical manuals, written communication, and reference books.			**C.** I. A,B,C,D III. V. A
	B.	Present a positive image through verbal and nonverbal communication through use of appropriate methods.			
	C.	Demonstrate active listening through oral and written feedback.			
	D.	Demonstrate proper etiquette in business communications.			
		CAREER TECHNICAL SKILLS			
V.		**TECHNOLOGY** Understand and adapt to changing technology *(MVROP ESLR #2)*			**I.T.** I. VI.
	A.	Identify & demonstrate use of computer hardware & peripherals.		2/1	
	B.	Demonstrate proficiency in alpha-numeric keyboarding.	1	2/1	
	C.	Understand the importance of lifelong learning in adapting to changing technology.	1		
VI.		**SAFETY STANDARDS** Discuss and implement good safety practices, including avoidance of physical hazards *(MVROP ESLR #2)*			**I.T.** XV.
	A.	Describe the avoidance and reporting of physical hazards in the work environment.	1	1/.5	

			Class	CC/CVE	Standards
	B.	Demonstrate safe operation of equipment.	1	2/.5	
	C.	Describe proper handling of hazardous materials.	1		
	D.	Apply sound ergonomic principles in organizing one's workspace.	1		
VII.		**BUSINESS FUNCTIONS**			**M.**
		Demonstrate an awareness of how a business or industry functions *(MVROP ESLR #2).*			III. A,C IV. A
	A.	Identify, organize, plan, and manage time, money, materials, facilities, and human resources.		4/4	**I.T.**
	B.	Operate in social, organizational, & technological systems.	1	5/5	IV.
	C.	Monitor and correct performance.	1	5/5	
	D.	Suggest improvements.		5/5	
	E.	Recognize areas of administration, operations, personnel, finance, legal, production, distribution, services, & marketing.		5/5	
IX.		**INTERNSHIP** Each training site is a unique business situation. Students working with their training supervisors will further enhance their competencies in a variety of business skill areas. At the end of each training period, the supervisor will rate the student's performance in any of the competencies below that pertain to the student's assignment:			
	A.	Become a Good Employee	7	30/25	
	1.	Demonstrates good grooming habits			
	2.	Able to keep confidentiality requirements			
	3.	Demonstrates good work habits			
	4.	Works well with the public			
	B.	Demonstrates ability to operate Electronic Office Equipment	2	5/5	
	1.	Email			
	2.	Facsimile			
	3.	Copier			
	4.	Calculator			
	C.	Maintains a Professional Workstation	1	7/7	
	1.	Is organized and neat			
	2.	Follows office procedures			
	3.	Utilizes office manual and references			
	D.	Demonstrates ability to work with Filing Systems		8/8	
	E.	Telephone Techniques	2	3/3	
	1.	Uses an appropriate and personable telephone voice			
	2.	Delivers good customer service to callers			
	3.	Demonstrates good telephone mechanics in using the equipment			
	4.	Takes accurate and informative messages			
	F.	Demonstrates an understanding of proper Business English	2	20/20	
	G.	Business Math/Accounting	1	20/20	
	1.	Uses appropriate business math calculations associated with project			

			Class	CC/CVE	Standards
	2.	Executes proper cash handling and preparation of documents			
	3.	Understands concepts and procedures for processing payroll			
	4.	Demonstrates knowledge of basic recordkeeping and account procedures			
H.		Keyboarding	2	10/10	
	1.	Demonstrates ability to use a word processing program in an accurate and efficient manner			
	2.	Formats documents in appropriate business styles			
	3.	Submits documents which are accurately proofread and corrected			
I.		Demonstrates an ability with Computer Applications and can produce documents in the following software:	2	10/10	
	1.	Word			
	2.	Excel			
		JOB EMPLOYMENT SKILLS			
VIII.		**EMPLOYABILITY**	Hours are		**C.D.**
		Understand career paths and strategies for obtaining employment *(MVROP ESLR #3)*	integrated throughout course		II. A III. E IV. A,B,C V. B,C VI. B
A.		Identify career opportunities, projected trends, and required education, training, and experience.			
B.		Identify related career pathways and their requirements.			
C.		Develop job acquisition documents, including the following: job application, resume, appropriate cover and follow-up correspondence, and portfolio.			**C.** IV.
D.		Identify and demonstrate effective interviewing techniques.			
E.		Demonstrate an awareness of the importance of lifelong learning.			
		Hours	27	144/135	
		Total Approved Course Hours		**171**	

10. Additional Items:

a. Articulation:
none

b. Academic Credit:
none

c. Instructional Strategies:
- Demonstration
- Problem Solving Techniques
- Hands-on Practice
- Simulation

d. Instructional Materials: **Textbook Approval:**
Microsoft Office software

e. Certificate Competency List:

Overall average of 70% is required to receive a certificate of completion.

Career Preparation Standards

- Demonstrate Personal Skills
- Use Effective Interpersonal Skills
- Apply Academic Skills
- Use Effective Communication Skills
- Demonstrate Expected Technology Skills
- Implement Good Safety Practices
- Identify Business Functions
- Develop Job Employment Skills

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
BOARD OF EDUCATION

AGENDA ITEM

_____ Information
__x__ Action
_____ Presentation

Date of Board Meeting: February 20, 2008

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.

Jim Omlid	MVROP	Instruction	Charles Brown
Staff Contact Person	Department	Division	Superintendent
657.1865 x 15137			

Employment Personnel

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
GOVERNING COUNCIL

AGENDA ITEM

_____ **Information**

Date: February 20, 2008 **__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.*

Rick Herrmann
(510) 657-1865

Certificated Personnel
Division

Charles Brown
Superintendent

ECL 1

CONSENT ITEMS
MISSION VALLEY ROP

Certificated Personnel

Percentage of Salary Schedule

NAME	HOURS PER DAY	SUBJECT	OTHER
Hector Albizo	60% of 6 hours	Industrial Technology	
Lance Brookner	60% of 6 hours	Marketing	$600.00 DECA Stipend
Patricia Chepourkova	6 hours	Culinary Arts	Newark Memorial

(con6Feb0708)

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
GOVERNING COUNCIL

AGENDA ITEM

_____ **Information**

Date: February 20, 2008 ___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.*

Marie dela Cruz
(510) 657-1865

Classified Personnel
Division

Charles Brown
Superintendent

ECL 1

CONSENT ITEMS
MISSION VALLEY ROP

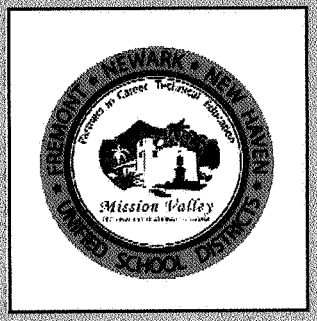
Classified Personnel

New Hires

NAME	POSITION	HOURS	SUPERVISOR	OTHER
Allison Aldinger	Administrative Assistant/ Public Relations Administrator	40 hrs/week	Charles Brown	
Martha Garcia	Classroom Teacher Aide	8 hrs/week	Joyce Veasley	

(con7Feb0708)

End of Consent



Board of Education #1

X Information
X Action

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM

Date of Board Meeting: **February 20, 2008**

TITLE: **Approve Grant Application for Prop 1D Career Technical Education Facilities Program**

Background:

In November 2006, California voters passed Proposition 1D, establishing funds for a number of school facilities programs. One of the provisions established in the Proposition and the enabling legislation, AB 127, was the establishment of the "Career Technical Education Facilities Program" (CTEFP).

The application deadline for the first funding cycle for the CTEFP was August 3, 2007. In July staff prepared and submitted applications for two Industry Sector programs offered to Fremont Unified, Newark and New Haven students in modular industrial technology buildings at Kennedy High School.

One application was for replacement of buildings in the MVROP complex at the Kennedy High campus, the other was to modernize modular buildings in the MVROP automotive complex. Those applications were successful and funding of the grants is expected to be approved by the State Allocation Board at its' March 26th meeting.

Current Status:

The State is now accepting applications for the second funding cycle of the CTEFP. MVROP has submitted another application for this second funding cycle. The new application is for a new building for the Fashion Merchandising and Interior Design program. The program is currently housed in a 30 year old modular building within the MVROP complex on the south side of the Kennedy High School campus.

It was previously envisioned that the current building could be modified to suit the new program needs. However, the building is not adequately configured for the program's needs. In addition, the existing building has been inspected and has been determined to have only two more years of

useful life. Therefore, a new modular building is required to adequately address the instructional needs. A new modular building of 3,840 square feet is proposed.

One of the requirements of the grant application is the submittal of an approved Career Technical Education Plan (CTE Plan). The CTE plan was reviewed and approved by the Governing Council in June 2007, and the current proposal is consistent with the plan adopted.

The new construction application has been submitted for review and approval to the MVROP Career Technical Education Advisory Committee, and the FUSD Board. All grants applications involving new construction are required to be submitted through the Local Educational Agency (LEA). Therefore FUSD, as the LEA for the Kennedy campus, is submitting this grant application on behalf of the MVROP.

Under the provision of the CTEFP program, MVROP is requesting a loan from the state for the local match.

Recommendation:

Approve submittal for the application for state funding for Career Technical Education Facilities Program grant.

Charles Brown	ROP Center
Superintendent	Department
Mission Valley ROP	

CALIFORNIA DEPARTMENT OF EDUCATION

CAREER TECHNICAL EDUCATION FACILITIES APPLICATION
FORM A – COVER PAGE (Rev. 11/07)

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 (including equipment) ☐ Modernization/Reconfiguration (including equipment) ☐ Equipment Only

School Name
Mission Valley ROP

Name of Project
New building for Fashion Merchandising/Interior Design

Career Technical Education Industry Sector	Estimated Total Cost of Project *(See Form C)*
Fashion and Interior Design	$1,405,000

Number of Teaching Stations	Annual Number of Students Served	Square Footage of Project	Total Amount of State Funds Requested *(See Form C)*
3	300	3,840	$702,500

Approval

February 13, 2008 by FUSD Board February 20, 2008 by MVROP Board	January 17, 2008 by CTE Advisory Committee

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 LEA certifies that the project is on a comprehensive high school site that meets the requirements of Education Code sections 51224, 51225.3, and 51228.

Therese Gain	Therese Gain	1-28-2008
Print Name of Authorized LEA Representative	Signature of Authorized LEA	Date

For California Department of Education Use Only			
Application Log Number	Reviewer Number	Received By	☐ Original Application and Three Copies ☐ Floppy Disk ☐ CD Backup

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Schematic Plan .....Attachment

PROJECT ABSTRACT

This project would provide new space for the Fashion Merchandising and Interior Design programs at Mission Valley ROP. This project would involve the demolition of the existing 30-year-old portable housing the Fashion Merchandising and Interior Design programs to make way for a new modular building with total square footage of 3,840. Currently the Fashion Merchandising and Interior Design program encompasses 2200 square feet and shares the existing portable with the Fire Science program. Proposition 1D funding from the first cycle will enable the Fire Science program to move to a new modular building thereby permitting expansion of the Fashion Merchandising and Interior Design programs. Inadequate space needs have disallowed program expansion despite a strong interest among students in the tri-cities area.

Over 300 students per year will be accommodated among 4 block periods ranging from 85 minutes to 2 hours. Students may be introduced to the Fashion Design and Interior Design career pathways during their freshmen or sophomore years. Program location adjacent to neighboring Kennedy High School provides a unique opportunity for younger students to begin their CTE experience with Mission Valley ROP while still remaining close to their home school. Students have the ability to walk between the two campuses while remaining on school premises thereby allowing for an exceptional situation in which younger students benefit from the opportunities of the ROP, but remain within the construct of their home school environment. Additionally, a joint powers agreement among Fremont, New Haven and Newark Unified School Districts allows for students from all three school districts to feed the Fashion Merchandising and Interior Design program.

Project costs of $1,405,000 for new construction of the modular building include: demolishing the existing portable building; electrical and site work of the new modular to include sewer and water connections, grading, paving and fire service, as well as raising and plastering of the 3,840 square foot modular building, furniture, an industrial sewing machine, and network copier. Site plans include 1480 square feet for a Fashion Merchandising classroom, 960 square feet for an Interior Design Classroom, 960 square feet for a 35 station computer lab, 80 square feet for a unisex restroom, and 360 square feet for storage.

Matching funds for this proposed project will be sought through a Career Technical Education Facilities Program (CTEFP) loan. This proposed project is part of a long term commitment to enhancing and promoting the instructional quality of this highly successful and popular program.

ELEMENT 1. CAREER TECHNICAL EDUATION PLAN

A. Description of the Career Technical Education Plan

The Mission Valley ROP Career Technical Education Plan (CTE Plan) for the Fashion Merchandising and Interior Design Industry Sectors is aligned with the 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.

The Fashion Merchandising program at Mission Valley ROP offers students the opportunity to develop the skills necessary to explore the field of fashion merchandising as a career. The program combines an introduction to the global fashion industry, as well as the basics of the design and creation of fashion items. Mission Valley ROP is currently offering Fashion Merchandising 1 and Fashion Merchandising 2. Each class may be completed in one school year and students may earn up to 20 high school elective credits. Current culmination projects include a professional fashion show which is developed and administered by the students each spring. The popularity of the program has resulted in a rapid expansion and there is an urgent need to provide a facility equipped with the proper furniture, tools, materials and space necessary. Classes to offer in the future at MVROP include Visual Merchandising and Store Design, Fashion Retail Management, Fashion Merchandising Management, Fashion Journalism, Import Buying, Textile Design, Product Development, Theatre Costume Design, Jewelry Design, Footwear Design, Knitwear, Menswear, Children' Wear, and more.

California Labor Market Statistics indicate that there will be 39% increase in the number of job openings for Fashion Merchandising and Design related careers from 2004-2014 with an hourly mean wage of $33.89.

The Interior Design program at Mission Valley ROP is comprised of Interior Design 1 and 2 where students may earn up to 20 high school elective credits per year. Students develop abilities in all aspects of design related to residential and commercial spaces such as floor plan, elevations, section, and details. Students begin with courses in drawing, perspective, proportion, color theory, basic design, and other various fundamentals. The program also incorporates courses in 2-D and 3-D computer-aided design, history of interior design and cultural contexts, furniture design, materials, textiles, environmental systems, architectural detailing, lighting design, building codes, computer rendering, 3-D modeling, accessory design and other topics related to the field. In addition to developing aesthetic sensibilities, the program explores how the profession interfaces with others, ethical sensitivities, and how to manage the business side of the profession. Program expansion for Interior Design will include offering specialty classes such as: Entrepreneurship: Setting-up Your Own Business, Green Design: Eco-Friendly, Interior Construction Design, Kitchen Design, and Drafting:

Drawing Practice among others. The program will also incorporate a review class designed to prepare students for the qualifications necessary to become a certified interior designer. Students pursuing a certificate or associate's degree rather than a bachelor's degree will require more work experience before being qualified to take the National Council for Interior Design Qualification (NCIDQ) examination.

According to U.S. Bureau of Labor Statistics, interior designers of all types are nearly four times as likely to be self-employed, often as residential interior designers as are other specialty professionals. Many work in small firms of one to five employees.

California Labor Market Statistics indicate that there will be 21% increase in the number of job openings for interior designers from 2004-2014. The hourly mean wage is $27.47. Beginning interior designers earn about $30,000/year with mid-level interior designers earning $35,000-40,000/year. Interior design managers earn $50,000-$55,000 and principals or partners of established firms earn as much as $75,000 to $100,000 or more.

Mission Valley ROP will be seeking to articulate with local community college Ohlone to provide a seamless transition for interior design as well as fashion merchandising and design students looking to continue with post-secondary training.

Current facilities for Fashion Merchandising and Interior Design are located on the south side of Kennedy High School and have been in existence for approximately 30 years. The building housing this program has been assessed to have a useful life of only one or two more years. The current square footage allocated to the Fashion Merchandising and Interior Design program is approximately 2200 square feet and currently allows for only one teaching station.

Project costs of $1,405,000 for new construction of the modular building include: demolishing the existing portable building; electrical and site work of the new modular to include sewer and water connections, grading, paving and fire service, as well as raising and plastering of the 3,840 square foot modular building, furniture, an industrial sewing machine, and network copier. Site plans include 1480 square feet for a Fashion Merchandising classroom, 960 square feet for an Interior Design Classroom, 960 square feet for a 35 station computer lab, 80 square feet for a unisex restroom, and 360 square feet for storage.

Member of General Public Knowledgeable About the Disadvantaged:

- Tina Dodson, Director, Tri-Cities One Stop, CTE Director Ohlone College, tdodson@ohlone.edu

Students:

- Michelle Haye, Irvington high school student
- Marissa Ohye, Irvington high school student
- Stacey Nepacena, Kennedy high school student

Teachers:

- Roland Perez, Mission Valley ROP, rperez@mvrop.org
- Margie Trujillo, Mission Valley ROP, mtrujillo@mvrop.org
- Julie Vallarta, Mission Valley ROP, jvallarta@mvrop.org
- Bob Rizzetto, Mission Valley ROP, brizzetto@mvrop.org
- Faina Fraynt, Mission Valley ROP, ffraynt@mvrop.org

MVROP School Administration:

- 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
- Shelley Adams, Adult Coordinator, Mission Valley ROP, sadams@mvrop.org
- Jim Omlid, High School Coordinator, Mission Valley ROP, jomlid@mvrop.org
- Phil Subasa, Information Technology Supervisor, Mission Valley ROP, psubasa@mvrop.org

Fremont Unified School District Administration

- Therese Gain, Director of Facilities, Fremont Unified School District, tgain@fremont.k12.ca.us

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 goal of the Mission Valley ROP Interior Design career pathway is to acquaint students with the requirements necessary for passage of the National Council for Interior Design Qualification (NCIDQ) examination. Getting NCIDQ certification is necessary for meeting the licensing requirements for interior designers in many states and jurisdictions. To qualify to take the NCIDQ certification exam, students must have a combination of interior design education credit hours and work experience hours.

Interior Design Education and Work Experience Requirements

Degree	Education Credits Required	Work Experience Required
Bachelor's	**Quarter Credits:** 180 total, with 90 in design **Semester Credits:** 120 total, with 60 in design	3,520 hours
Associate's	**Quarter Credits:** 90 total, with all 90 in design **Semester Credits:** 60 total, with all 60 in design	5,280 hours
Certificate	**Quarter Credits:** 60 total, with all 60 in design **Semester Credits:** 40 total, with all 40 in design	7,040 hours

The exam consists of three parts and covers six aspects of the interior design field:

- Programming
- Schematic Design
- Design Development
- Contract Documents
- Contract Administration
- Professional Practice

The commitment to becoming a licensed interior designer is a massive undertaking and the Mission Valley ROP program is designed to stimulate the creativity of those students with an expressed interest in the field. Interior designers who are better educated and have strong business skills as well as talent and perseverance are likely to fare better in the competition for better-paying design jobs.

Mission Valley ROP will be seeking to articulate with local community college Ohlone to provide a seamless transition for interior design as well as fashion merchandising and design students looking to continue with post-secondary training. Currently Ohlone has an articulation with the Art Institute of California, San Francisco providing Ohlone interior design, fashion design, and fashion marketing students with the opportunity to have seven of their general education requirements waived towards the attainment of their bachelor's degree.

State Board of Education Adopted CTE Standards:

Individual courses are aligned with State Board of Education adopted academic content and CTE standards.

Career Pathways and Sequence of Courses:

Career pathways for the Fashion and Interior Design Industry Sector include: 1) Fashion Design, Manufacturing and Merchandising 2) Interior Design, Furnishings, and Maintenance.

Fashion and Interior Design
Fashion Design, Manufacturing, and Merchandising

9th Grade
English
Math
Life Science
PE
Health/Elective
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-
Elective

Electives
Fashion Merchandising 1
Fashion Merchandising 2

Fashion and Interior Design
Interior Design, Furnishings, and Maintenance

9th Grade
English
Math
Life Science
PE
Health/Elective
Elective

10th Grade
English
Math
Physical Science
PE
World History
Elective

11th Grade
English
US History

12th Grade
English
Econ/Government

Math	VAPA/Foreign Language
Elective	Elective
Elective	Elective
Elective	Elective

Electives	
Interior Design 1	CAD1
Interior Design 2	CAD2

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:

2007 – 2008 Enrollment (based current sections)	105
Projected 2008-2009 Enrollment (with increase to 4 sections)	140
Projected 2009-2010 Enrollment (4 sections, 3 teaching stations)	280
Adult enrollment (based on adult student survey)	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, projected enrollment based upon student interest cannot be accommodated.

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	Karen Saucedo, Principal
Cesar Chavez Middle School	Alberto Solorzano, Principal
Conley-Caraballo High School	Mireya Casarez, 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

Students

Michelley Haye, high school student

Marissa Ohye, high school student
Stacey Nepacena, high school student

Parents

Kim Youngberg

Counselors

Linda Kingston, Logan High School

Business and Industry Partners/Community Members

Carole Wang, Fashion Designer,
Colleen Weiler, Interior Designer, Gabriella Ronegas Designs, Inc
Jeanette Gulledge, Vice-President, Newpark Mall
Ana Lehmer, Assistant Store Manager, JC Penny Newpark Mall

Other Key Stakeholders

Tina Dodson, Director Tri-Cities One Stop
Allen Jackson, Site Manager, EDD
Octobere Vance, EDD, Regional Director

Geographic Proximity of Similar Programs

Chabot College (Hayward) 12 miles
Brooks College (Sunnyvale) 16 miles
Ohlone College (Fremont) 3 miles
The Art Institute of California (Sunnyvale, San Francisco) 16 miles, 37 miles
Maric College (Stockton, Sacramento) 72 miles, 114 miles
UC Berkeley Extension Center (Berkeley) 31 miles
Los Positas College (Livermore) 26 miles

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 80% of the students enrolled will receive one or more certificates. Approximately 65% of the students who complete the program are expected to enter related employment, the military, or 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 will be part of the program's annual review.

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

The Fashion Merchandising and Interior Design 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) $1,405,000/(Number of pupils served) 300 = $4,683

SEE FORM C ATTACHED

B. Financial Participation of Industry Partners

Marriott Hotel, Fremont, 1-Night Hotel Accommodation
Hilton Hotel, Newark/Fremont, 2-Night Hotel Accommodations
Briana Schmidt, former student, $200.00
Melissa Richards, former student, $100.00
Marili Viray, Accountant, $150.00

Carole Wang, Fashion Designer, Clothes for Fashion Show 2007
Cris Applegate, Fashion Designer, Clothes for Fashion Show 2006
Andrei Soriano, Fashion Designer, Clothes for Fashion Show 2007, 2005
Gabriela Ronegas Designs, Inc., Interior Design, Sample Materials, Interior Design books and magazines
The Hungry Hunter, $40 Gift Certificate
Olive Garden, $30 Gift Certificate
Mrs. Field's Cookies, $10 Gift Certificate
Carrows, $25 Gift Certificate

CALIFORNIA DEPARTMENT OF EDUCATION

CAREER TECHNICAL EDUCATION FACILITIES APPLICATION FORM B – EDUCATIONAL SPECIFICATIONS AND EQUIPMENT/SPACE REQUIREMENTS SHEET (Rev. 11/07)

Use additional sheets as necessary.

Type of Project: ☒ New Construction (including equipment) ☐ Modernization/Reconfiguration (including equipment) ☐ Equipment Only

County	Number of Teaching Stations for this Project	Number of students occupying teaching station(s) or using equipment (per class period)
Alameda	3	35

Local Education Agency	Name of Project
Fremont Unified School District	New building for Fashion Merchandising/Interior Design
Name of School	Proposed Schematic Drawing Attached? ☒ Yes ☐ No School Site Plan Drawing Attached? ☒ Yes ☐ No
Mission Valley ROP	

Project Summary

Summarize the scope of this project and its CTE educational goals and outcomes.

This project would provide new space for the Fashion Merchandising and Interior Design programs at Mission Valley ROP. This project would involve the demolition of the existing 30-year-old portable housing the Fashion Merchandising and Interior Design programs to make way for a new modular build total square footage of 3,840 to accommodate a rapidly growing program. Currently the Fashion Merchandising and Interior Design program encompasses 2200 square feet and shares the existing portable with the Fire Science program.

CTE educational goals and outcomes for the proposed project include providing entry level training, and preparation for post-secondary training in the Fashion Merchandising and Interior Design Industry Sectors. Expansion of the current course offerings of both Fashion Merchandising and Interior Design to include: Visual Merchandising and Store Design, Fashion Retail Management, Fashion Merchandising Management, Fashion Journalism, Import Buying, Textile Design, Product Development Costume Design, Jewelry Design, Footwear Design, Knitwear, Menswear, Children' Wear, Entrepreneurship: Setting-up Your Own Business, Green Design: Eco-Friendly, Interior Construction Design, Kitchen Design, and Drafting: Drawing Practice.

Program and Space Functionality

Explain the program activities and how this CTE teaching station/equipment will support those activities. Include the number of students expected to occupy various spaces or work stations (i.e. lecture, lab, equipment areas) at one time.

Over 300 students per year will be accommodated among 4 block periods ranging from 85 minutes to 2 hours. The expansion from one teaching station to three will allow for 3 classes of 35 students each to be taught over the course of 4 periods. Two of the teaching stations will be configured with a divider to allow for sharing a large classroom space of 1,920 square feet or working within two prescribed work areas of 960 square feet each as deemed appropriate by the instructors. The addition of a

dedicated computer lab allows for CAD classes as well as current fashion and interior design software to be introduced and added to the program.

Space and Equipment Requirements

Identify square footage of areas used for equipment, lecture space and hands-on teaching spaces. Label equipment and all spaces (teaching station, storage, office, lab, lecture area, etc.) on schematic drawing. If possible, provide dimensions of the spaces.

Project costs of $1,405,000 for new construction of the modular building include: demolishing the existing portable building; electrical and site work of the new modular to include sewer and water connections, grading, paving and fire service, as well as raising and plastering of the 3,840 square foot modular building, furniture, an industrial sewing machine, and network copier. Site plans include 1480 square feet for a Fashion Merchandising classroom, 960 square feet for an Interior Design Classroom, 960 square feet for a 35 station computer lab, 80 square feet for a unisex restroom, and 360 square feet for storage.

Functional Relationship to Site

Describe how the location of the new construction or modernized building will integrate with educational programs on the site. Please label applicable buildings related to the industry sector on the school site plan.

New construction of K4 to include a computer lab and network copier will provide an opportunity for greater technology usage among not only the Interior Design and Fashion Merchandising programs, but also access for the adjacent educational programs to include Fire Science, Veterinary, Automotive Technology, and Auto Body Repair.

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.

Site Development Considerations

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

The proposed project will require the demolition of the current K4 structure, connection of utilities for the new construction, new graving and new paving.

CALIFORNIA DEPARTMENT OF EDUCATION

CAREER TECHNICAL EDUCATION FACILITIES APPLICATION
FORM C – BUDGET JUSTIFICATION/DETAIL SHEET (Rev. 11/07)

Use additional sheets as necessary.

Local Education Agency	Project Name
Fremont Unified School District	New Building for Fashion Merchandising/Interior Design

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. The scope and budget in this application must be consistent with the funding application submitted to Office of Public School Construction. Equipment without a ten year life span and supplies are not eligible to participate in the CTEFP.

Project/Equipment Description	Subtotal Each Item
New modular building K4	**$993,000**
Modular building (3,840 sf @ $170/sf) (48 x 80) (includes fire sprinklers and exterior plaster)	$653,000
Sitework (includes sewer and water connection, grading and paving, and fire service)	$125,000
Electrical for modular building	$165,000
Demolition of existing building	$ 50,000
Planning, Design, Project Management, Inspection	**$377,000**
Furniture for 3 teaching stations	$20,000
Network Copier	$10,000
Industrial Sewing Machine	$5,000
TOTAL ESTIMATED PROJECT COST	**$1,405,000**
Estimated Total Cost of Project:	$1,405,000

State Funding Guidelines: Under *Education Code* Section 17078.72, the state grant maximum is $3 million for new construction and $1.5 million for modernization CTE projects.

Loan From the State: Under *State Allocation Board Regulations* Section 1859.194, LEAs may request a loan up to $3 million for new construction and $1.5 million for modernization CTE projects from the Office of Public School Construction.

Will the LEA request a loan from the state? ☒ Yes ☐ No
If yes, please provide the amount in section c.

Project Cost Breakdown

a. LEA Cash Match:	$ 0
b. State Funding:	$ 702,500
c. Loan from State:	$ 702,500
d. Total Amount of State Funds Requested Total (b + c)	$1,405,000
Estimated Total Cost of Project Total (a + d)	$1,405,000

ELEMENT 7. UNIQUE CONDITIONS

A. Unique Conditions:

1. Mission Valley ROP Tri-cities Partnership

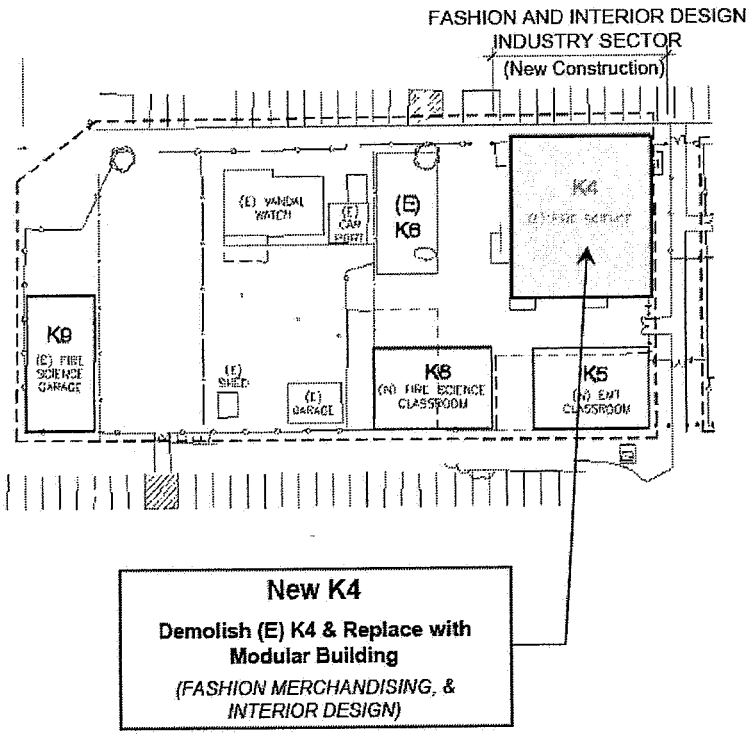
The Mission Valley Regional Occupational Program is a unique collaboration of three neighboring school districts: Fremont Unified School District, Newark Unified School District, and New Haven Unified School District. The Mission Valley ROP Career-Technical Training Center draws students from 10 high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

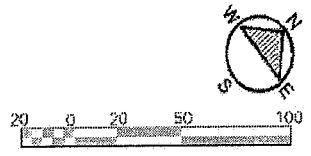
2. Facility Needs

MVROP is committed to a long range facilities plan for the modernization of its 30 year old buildings currently housing the Fashion Merchandising and Interior Design programs at Kennedy High School. Additionally, the building housing this program has been assessed to have a useful life of only one or two more years. The current square footage allocated to the Fashion Merchandising and Interior Design program is approximately 2200 square feet and currently allows for only one teaching station. Student interest in the program cannot be accommodated utilizing the current facility and its configuration. The increased square footage and ability to teach via multiple teaching stations as a result of this new construction will allow for maximization of student outreach and skill attainment.

3. Program Access

Program location adjacent to neighboring Kennedy High School provides a unique opportunity for younger students to begin their CTE experience with Mission Valley ROP while still remaining close to their home school. Students have the ability to walk between the two campuses while remaining on school premises thereby allowing for an exceptional situation in which younger students benefit from the opportunities of the ROP, but remain within the construct of their home school environment. Additionally, students from the three school districts (Fremont, Newark, and New Haven) served by Mission Valley ROP are provided with bus transportation.





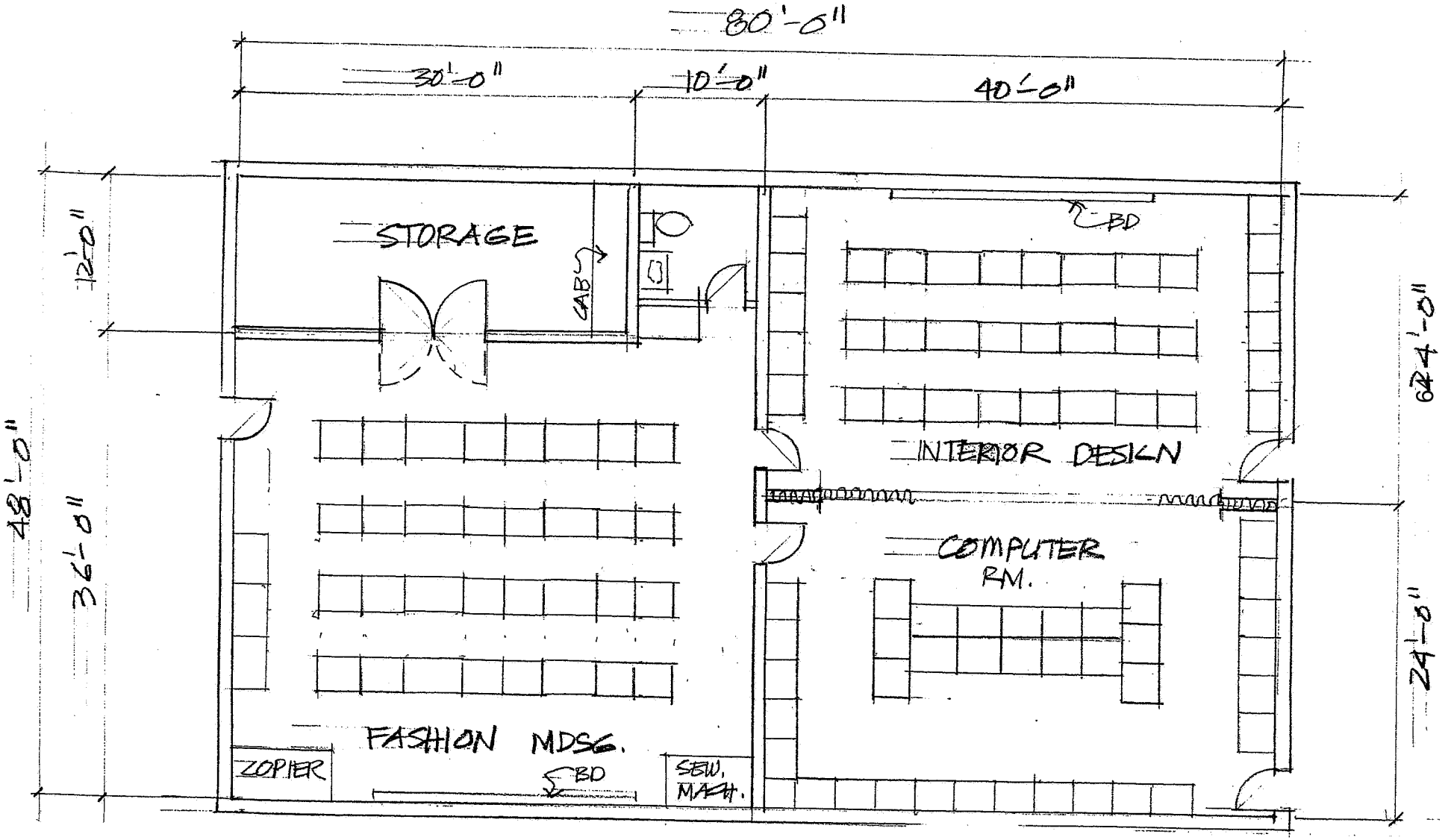
MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
FREMONT UNIFIED SCHOOL DISTRICT
KENNEDY HIGH SCHOOL

DC ARCHITECTS

January 14, 2008

FASHION MDSG & INTERIOR DESIGN

3840 SF



FLOOR PLAN

SCALE 3/32" = 1'-0"

B. Membership of Advisory Committee

Business and Industry Representatives:

Name	Title	Organization	Tel	Email
Jeanette Gulledge	Vice President	Newpark Mall		Jeanette.gulledge@CCP.com
Ana Lehmer	Asst. Store Manager	JC Penny		alehmer@JCPenney.com
Carole Wang	Fashion Designer	Carole Wang Studio LLC	(510) 791-8608	
Colleen Weiler	Instructor Designer	Gabriella Ronegas Designs, Inc	(510) 792-3682	colleen@gabriellaronegas.wm
Heather Day	Sales Representative	PDM Steel Service Centers Inc	(408) 892-7460	
Charles Martinek	President	Martinek Manufacturing	(510) 438-0357	
Bob O'Brien	Deputy Chief	Fremont Fire Department	(510) 494-4223	bobrien@ci.fremont.ca.us
Seth Bates	Prof. San Jose State University	Dept. of Aviation & Technology	(408) 924-3227	sbates@sjsu.edu
Glen Colyers	Owner	Colyers Appliance	(510) 471-7642	
Chris Fowler	Installer	Gibbs Heating PO Box 15063 San Rafale, CA 94930		
Johnny Gallon	Apprentice Coordinator	Boilermakers Local 549	(925) 427-4121	JGallon@BMLocal549.org
Josh Leber	Director of Operations	TEMCO-Tower Electric Motor Co	(510) 490-2187	JLeber@GetPower.us
Stephen Evans	Operations Manger	Northaire Supply Company		steve.northaire@sbcglobal.net
Dennis Piorier		Inland Metals		
Joselito Ruperto		Mr. Appliance of East Bay	(510) 230-8484	
Cronelio Ruperto		Mr. Appliance of East Bay	(510) 284-7781	
Tim Spengler	Business Owner/Subcontractor	Rayit Home Improvement	(510) 366-7609	Timshandyman.timbird5@netzero
Sofiya Farberon	Owner	APS Optics	(510) 407-1412	sofiyaz@yahoo.com
Boris Zalay	Sr. CAD Engineer	Thermal Mechanical Inc.	(408) 988-8744	
Serena Van Bemmer	Fire Protection Eng.	Fire Tech, Inc	(510) 770-9830	

Career Technical Education Advisory Board Meeting
January 17, 2008
Minutes

The meeting began at 5:30 p.m. Superintendent Charles Brown welcomed guests and explained the purpose for the meeting as well as the format for the evening. Members and staff were asked to introduce themselves.

Superintendent Brown explained the role of the advisory committee. "ROCPs are required to have a number of business/industry advisory committees to provide advice to our Career Technical Education Programs." "The focus of this committee," Mr. Brown said, "is to provide advice on facilities for CTE as it relates to the Proposition 1D Bond funds for new construction and/or modernization of CTE facilities." "We would like you to review, provide input, and approve our facility projects for Round 2 of the Prop 1D funding grants." "Additionally, we are required by the state to have advisory committees to provide advice and input to all our programs." Superintendent Brown spoke about the first round of grants under the Prop 1D funding. Four facility projects were approved last year by the CTE Advisory Committee. All four received high scores and are in the third phase of the funding process and are expected to be fully funded. Members received handouts for Project 1 and 2 including costs and matching state funds. We are applying for a second round grant to re-build our K4 and K1 classrooms. A handout with descriptions and funding costs was passed out to committee members. As these proposals require new construction, Mission Valley ROP will apply for the grants through Fremont Unified School District.

Superintendent Brown introduced Jim Omlid, High School Coordinator and Shelley Adams, Adult Services Coordinator.

Mr. Omlid explained the proposal to replace our 30-year-old K1, Welding and Machine Shop, with a modern building appropriate to teach a variety of courses in the Engineering and Design Technology. Courses offered will include Computer Aided Design (CAD), Engineering Technology, Alternative Fuels and Energy Technology, Robotics Systems Technology, Heating, Ventilation and Air Conditioning (HVAC), and Welding/Metal Fabrication and Layout. The existing building has 5,133 square feet of classroom, shop, office and storage areas, the new facility will consist of 5,880 square feet. Each classroom/work area will be designed proportionally to meet the needs of the individual program. MVROP has a long-term commitment to enhancing and promoting the instructional quality of these highly sought after programs. Members received handouts consisting of cost estimates and program design plans and sample course sequences for program instruction.

Shelley Adams spoke about the plan to replace our current K4 structure with a modern facility that will meet the needs of our Fashion Merchandising and Interior Design programs. MVROP's Fashion Merchandising Program offers students the career-oriented skills necessary to begin their new career. The field, however, is expanding and

has created a need to provide a facility equipped with furniture, tools and materials to accommodate the demands in the fashion industry. Mission Valley ROP currently offers Fashion Merchandising 1 and Advanced Fashion Merchandising. Future classes included may be Visual Merchandising and Store Design, and Fashion Merchandising Management. Over 120 students per year will be accommodated among 4 block periods. Students may be introduced to the Fashion and Interior Design pathways during their freshmen or sophomore years by enrolling in either Fashion Design 1 or Interior Design 1 followed by advanced training each year thereafter. Members received handouts with details of the proposal including project costs.

Following the explanation of MVROP's proposed projects for Prop 1D Funding, Superintendent Brown asked the CTE Advisory Committee for a motion to approve MVROP's application for state funding. A motion was made by Bob O'Brien to approve the 2nd Round Prop 1D CTE projects to be submitted to the state for funding. A second to approve the motion was made by Allen Jackson. Members voted unanimously to approve the 2nd Round Prop 1D CTE projects to be submitted to the state for funding with the exception of one member who abstained from voting.

Following the meeting on the Prop 1D Projects, members adjourned to dinner before participating in individual meetings for Industry Sector Advisory Committees.

The meeting adjourned at 7:00 p.m.