Mission Valley ROP

Wednesday, April 23, 2008

3:30 p.m. Governing Council Meeting

ROP Board Room

(510) 657-1865 Ext. 15141

Agenda

Regular Meeting of the Governing Council
Mission Valley Regional Occupational Program/Center
ROP Board Room
Wednesday, April 23, 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 Staff
b. Oral Communication
c. Written Communication
d. Items from the Board
e. Public Comment
   - Blue Speaker Card – Items on the agenda
   - Green Speaker Card – Items not on the agenda

Consent Calendar:

a. Minutes:
Approve minutes from Governing Council Meeting on March 19, 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 10-0708
B&F#4	Adopt Resolution Number 11-0708
B&F#5	Adopt Resolution Number 12-0708

c. Curriculum and Instruction:

C&I#1	Course Approval for Virtual Enterprise
C&I#2	Course Approval for Small Engine Repair
C&I#3	DECA Fieldtrip in Atlanta, Georgia

e. **Employment and Personnel:**
E&P#1 Approve Report of Classified Personnel Actions

End of Consent Calendar:

Motion: _____
Second: _____
Vote: _____

Board comments on Consent Calendar:

_____
_____
_____
_____

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

Approve Architect Firms for Facilities Projects

Motion: _____
Second: _____
Vote: _____

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

Approve Funding Application- Career Technical Education Facilities Program Grant (Round Two)

Motion: _____
Second: _____
Vote: _____

Meeting adjourned _____pm

Communication

Consent Calendar

Minutes

Regular meeting of the Governing Council
Mission Valley Regional Occupation Center/ Program
Wednesday, March 19, 2008

In President Ray Rodriguez's absence Vice President Jenn Stringer called the meeting to order at 4:25pm.

Present: Jenn Stringer, Vice President
Larry Sweeney, Clerk

Approval of Agenda:
Vice President Jenn Stringer made a motion to approve all items on the March agenda. Member Larry Sweeney made a second to approve the motion. Members voted 2-0 to approve all items on the agenda.

Communication:

a. **Items from Staff:**
Superintendent Brown shared the ACOE letter received by MVROP. This letter is the response of ACOE review of MVROP's salary increase proposal.

Superintendent Brown informed the board that there was a State Allocation Board meeting to take place on March 26, 2008 to approve Prop 1D first round funding. It is likely that MVROP projects will be approved for funding. We have contracted with Underwood and Rosenbloom to complete a topographical survey. Superintendent Brown then announced that MVROP will go through a selection process for architect services. Since interviews for architect firms will not take place until April 17, 2008, there is a need to reschedule the April 16, 2008 meeting to April 23, 2008.

MVROP held an Open House on March 13, 2008. It was well attended by the community, with over 150 people in attendance. Some classrooms were heavily visited while others were not. There was a pre-recorded video presentation by Superintendent Brown that was broadcasted over the TV network so that it played in every classroom. Superintendent Brown was very proud of all the hard work that was dedicated towards the event by many staff members. He made special mention that the Video Production students who filmed his message were very talented and professional. At the end of the evening, a reception was held where visitors could visit with all instructors and administrators while enjoying refreshments. Vice President Stringer hoped that the outtakes for the filming of Superintendent Brown's talking head message were saved to be used for a future roasting.

Other events that have taken place include the Irvington High School/ Lam classroom dedication that took place today (March 19, 2008). Superintendent Brown was very impressed by the powerful partnership that took place between IHS, MVROP, Lam, and SEMI and thanked Larry Sweeney for attending the event. He hoped that there will be many more partnerships like this one to come. Another event that was very successful was the Fashion Merchandising and Interior Design Fashion Show that took place on March 9, 2008 at the Newark Hilton Hotel. Superintendent Brown boasted that the room was at full capacity for the event. Some of the clothing were original student designs. The event also had a band playing during intermission which helped to keep the audience entertained. This show was a collaboration between the Fashion Merchandising and Interior Design, Construction Technology, and Video Production classes. It took many people to make this event a success and Superintendent Brown claimed that this was one of the best shows he had seen so far. He believes that this show will only continue to get better in the years to come.

Jim Omlid presented the sheds that are currently for sale built by the Construction Technology classes. Two sheds have been sold and there are three more that are available. Vice President Stringer suggested that if those final sheds do not sell that an ad could be placed in the Pennysaver. Jim shared that local businesses are working with him if there is an issue of not being able to sell all of the sheds.

b. **Oral Communication:**
None

c. **Written Communication:**
No comments made

d. **Items from the Board:**
None

e. **Public Comments:**
None

Consent Calendar:
Vice President Stringer motioned to approve all items included on the Consent Calendar of the March agenda. Clerk Sweeney made a second to the motion. Members voted 2-0 to approve all items on the Consent Calendar.

Business and Finance # 1 **Approve Certification of Second Interim Financial Report**

Superintendent Brown informed the board that AB 2448 reduces growth ADA for high participating ROPs, such as MVROP, while increasing growth to low participating ROPs. MVROP will lose one-fourth of the growth it would have had before AB 2448, as a result of this legislation.

According to Marie dela Cruz, expenditures are 3% lower than what the 1st interim stated. Due to the Governor's proposed budget cuts, MVROP implemented a budget freeze in January. The purpose of this was to increase reserves for this year to help alleviate the cuts for next year. The overall ending balance is $3.9 million, which is more than what was originally projected. This consists of: $1.7 million for the Prop 1D projects, 8% for economic uncertainties, and $261,000 undesignated. Marie shared that regarding the criteria and standards review, MVROP did not meet requirements in a couple of areas. This was partly due to the implementation of the budget freeze causing less spending in one area therefore changing the ratio in others. Clerk Sweeney inquired about the Alameda County due date being March 16th. Page two of the county letter was confusing to Clerk Sweeney and he asked for further explanation regarding property taxes and whether MVROP would be in deficit spending. Marie dela Cruz then explained that MVROP has provided documentation that MVROP actually received far more property tax income than had originally been projected, and that property tax revenue projections for the next two years were more conservative. Clerk Sweeney then commended Marie dela Cruz for always providing transparent records and documentation. MVROP has never received a negative audit and this was comforting to Clerk Sweeney. Vice President Stringer then added that in this current state of budget cuts in education overall, it is only through MVROP's due diligence that she can attend meetings where we are in good shape instead of discussing cuts. It is very heartening for Vice President Stringer to hear.

Clerk Sweeney made a motion to approve Certification of the Second Interim Financial Report. Vice President Stringer made a second to the motion. Members voted 2-0 to approve the financial report.

Business and Finance #2 **Approve Plan to Balance 2008-09 Budget**

Superintendent Brown informed the board that the objective for the 2008-09 budget plan was to save money but not effect what was taking place in the classroom. The Budget Advisory Committee met on February 27, 2008 where all parts of the budget were reviewed and given a large amount of support. The impact of step and column salary increases were considered as well as the 3.5% increase to the MVROP Building Lease. The budget plan includes reductions in various areas including: certificated FTE's (3.0), books and supplies (50%), travel and conference (50%), equipment rentals, repairs and maintenance, printing services, transportation, and postage. Lottery reserves will be used to support books and supplies (25%). This saved a total of $941,000. Marie dela Cruz thought that there may be room to make adjustments for the final budget in June depending on the May revise.

Clerk Sweeney made a motion to approve the Plan to Balance 2008-09 Budget. Vice

President Stringer made a second to the motion. Members voted 2-0 to approve the 2008-09 budget.

Business and Finance #3 **Approve Increases to Salaries 2007-08**

Marie dela Cruz shared with the board that there was a year when most districts received a 10% salary increase when MVROP had not. This put MVROP behind and has forced MVROP to play catch-up when it comes to wages. Therefore, MVROP is asking for approval to increase salaries by 5.53% (4.53% COLA +1) for all employees. MVROP is confident that this can be done and still be financially secure. Marie dela Cruz stated that MVROP has the dollars in the 2007-08 budget and in the future as well. The projected cost of the increase is $289,000. This will be funded by the revenue limit and excess property tax. The 2008-09 budget plan and salary increase go hand-in-hand, therefore, one cannot take place without the other. There still will be an 8% reserve for economic uncertainties; which is well over the required 3% minimum.

Clerk Sweeney stated that he struggled with this at first, but after reviewing how MVROP compared versus other districts and ROP salaries, he came to the conclusion that we must do what we can when we can. He also indicated that the extra information that was provided to him by Superintendent Brown and Marie dela Cruz was especially helpful in making his final decision to support the salary increase.

Clerk Sweeney made a motion to approve the Increases to Salaries for 2007-08. Vice President Stringer made a second to the motion. Members voted 2-0 to approve the 2007-08 salary increase.

Board of Education #1 **Approve Salary Increase for Superintendent 2007-08**

The salary increase for the Superintendent would be 5.53% which is the same as other certificated staff.

Clerk Sweeney made a motion to approve the Salary Increase for Superintendent 2007 -08. Vice President Stringer made a second to the motion. Members voted 2-0 to approve the 2007-08 salary increase.

The meeting was adjourned to Closed Session at 5:16pm.

The meeting was reconvened to Open Session at 5:45pm.

Clerk Sweeney made a motion to approve amendments to the Contract of the Superintendent. Vice President Stringer made a second to the motion. Members voted 2-0 to approve the amendments to the Superintendent's Contract.

The meeting was adjourned at 5:47pm.

Ray Rodriguez, President

Jenn Stringer, Vice President

Larry Sweeney, Clerk



Business and Finance

MISSION VALLEY ROP

PO REPORT
BOARD MEETING
April 23, 2008
Period: 3/9/08-4/15/08
AGENDA ITEM - B&F #1
PO'S OVER $5000

PO NUMBER	VENDOR NAME & ACCOUNT CODE	DESCRIPTION	AMOUNT
808188	NEW HAVEN UNIFIED SCHOOL DISTRICT	CONTRACT SERVICES	
	81-6350-0-6999-1001-5830-660-6007	TEACHERS	$425,543.88
	81-6350-0-6999-3111-5830-660-6007	CAREER TECH	$ 23,946.90
	81-6350-0-6999-2101-5830-660-6007	ADMINISTRATOR	$ 27,546.11
		TOTAL PO	$477,036.89
808578	NEWARK UNIFIED SCHOOL DISTRICT	CONTRACT SERVICES	
	81-6350-0-6999-2101-5830-660-6008	ADMINISTRATOR	$ 23,103.37
	81-6350-0-6999-3111-5830-660-6008	CAREER TECH	$ 31,354.08
		TOTAL PO	$ 54,457.45
808677	UNDERWOOD AND ROSENBLUM	TOPOGRAPHIC SURVEY	$ 12,100.00
	81-6350-0-6999-8501-6221-661-6410	KENNEDY TECH	

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

B&F #2
April 23, 2008

Date	Warrant #	Vendor	Purpose	Amount	PO number
3/11/08	655932	PG&E	Electricity - monthly bill	$ 10,135.26	
3/14/08	TF 800629	FUSD	ROP busing for February 2008	$ 18,373.92	
3/25/08	656352	PG&E	Electricity - monthly bill	$ 7,288.32	
4/1/08	662564	East Bay Sch Insur Group	Property + Liability Insurance premiums	$ 69,822.00	8086709
4/8/08	662873	New Haven USD	Contracted Salaries	$286,465.85	8086188
4/8/08	662874	Newark USD	Contracted Salaries	$ 27,228.73	8086578
4/8/08	662878	PG&E	Electricity - monthly bill	$ 6,505.44	
4/14/08	TF 800711	FUSD	ROP busing for March 2008	$ 12,574.50	

_____ 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: April 23, 2008

TITLE: Adopt Resolution No. 10-0708
Decrease to Income
SB70 grant

Background:

Mission Valley ROP was allocated a total of $30,500 for the SB70 Quick Start Partnerships in Biotechnologies/Biosciences with Ohlone College. The grant was to be used for laboratory supplies, textbooks, lab equipment, salary compensation, travel and conference.

Current Status:

The grant amount has been reduced by $23,364 leaving a balance of $7136 based on Ohlone's Learning Alliance for Bioscience (LAB) project objectives.

Recommendation:

Staff recommends adoption of Resolution 10-0708 authorizing the decrease in 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.10-0708
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: April 23, 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 a decrease in income of said school district for the following reasons:

SB70 - Biotech Grant with Ohlone College

INCOME APPROPRIATION	ACCOUNT NO.	AMOUNT
Ohlone Biotech grant	81-9654-0-0000-0000-8699-000-6054	(23,364)

EXPENDITURE APPROPRIATION	ACCOUNT NO.	AMOUNT
Textbooks	81-9654-0-6999-1001-4110-000-6054	(1,280)
Supplies	81-9654-0-6999-1001-4310-000-6054	(5,584)
Non Capitalized Equipment	81-9654-0-6999-1001-4410-000-6054	(15,000)
Conference	81-9654-0-6999-1001-5210-000-6054	(1,500)
		(23,364)

Respectfully submitted,

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

_____ Request Approved _____ Not Approved

Posted by:_____

_____ 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: April 23, 2008

TITLE: Adopt Resolution Number 11-0708
Increase to Income and Expenditures
General Fund

Current Status:

Resolution number 11-0708 reflects adjustments to income and expenditures based on the first principal apportionment certified on February 20, 2008. This includes an increase to our revenue limit from local income and excess property tax.

Recommendation:

Staff recommends adoption of Resolution number 11-0708 authorizing the increase 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. 11-0708
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: April 23, 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:

Increase in Revenue Limit

TRANSFER FROM	AMOUNT	TRANSFER TO	AMOUNT
81-6350-0-0000-0000-8791-671-0000	516,162		
		81-6350-0-6999-1001-1105-660-6013	169,432
		81-6350-0-6999-2101-1305-660-6001	15,800
		81-6350-0-6999-2701-1305-660-6001	3,400
		81-6350-0-6999-7150-1305-660-6001	8,500
		81-6350-0-6999-2701-2305-660-6013	6,800
		81-6350-0-6999-2421-2305-660-6005	4,700
		81-6350-0-6999-2701-2305-660-6010	2,050
		81-6350-0-6999-7150-2305-660-6013	2,050
		81-6350-0-6999-8201-2205-660-6013	8,000
		81-6350-0-6999-2701-2405-660-6013	14,000
		81-6350-0-6999-2101-2405-660-6013	2,000
		81-6350-0-6999-2421-2405-660-6005	3,000
		81-6350-0-6999-3111-2405-660-6003	3,000
		81-6350-0-6999-3901-2405-660-6013	6,000
		81-6350-0-6999-1001-3111-660-6013	13,978
		81-6350-0-6999-2101-3111-660-6001	1,300
		81-6350-0-6999-2701-3111-660-6001	400
		81-6350-0-6999-7150-3111-660-6001	500
		81-6350-0-6999-2421-3112-660-6005	400
		81-6350-0-6999-1001-3211-660-6013	800
		81-6350-0-6999-2701-3212-660-6013	5,000
		81-6350-0-6999-2701-3232-660-6013	1,700
		81-6350-0-6999-1001-3311-660-6013	2,500
		81-6350-0-6999-2701-3312-660-6013	4,000
		81-6350-0-6999-1001-3411-660-6013	1,700
		81-6350-0-6999-1001-3412-660-6013	3,000
		81-6350-0-6999-1001-3512-660-6013	200
		81-6350-0-6999-1001-3611-660-6013	25,000
		81-6350-0-6999-2701-3612-660-6013	10,000
		81-6350-0-6999-1001-3711-660-6013	7,000
		81-6350-0-0000-0000-9790-000-0000	189,972
			516,162

Respectfully submitted,

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

_____ Request Approved _____ Not Approved

Posted by: _____

_____ Information
__X__ Action
_____ Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

A G E N D A I T E M
B&F #5

DATE OF BOARD MEETING: April 23, 2008

TITLE: Adopt Resolution No. 12-0708
Increase to Income
SB70 grant - Transportation

Background:

Mission Valley ROP was allocated a total of $21,558 for the SB70 Quick Start Partnerships in Advanced Transportation with the City College of San Francisco. The grant was to be used for equipment, supplies, salary compensation, and contracted services.

Current Status:

A balance of $7104 was carried over from fiscal year 2006-2007. Funds were used to purchase equipment.

Recommendation:

Staff recommends adoption of Resolution 12-0708 authorizing the increase in income and use of funds.

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.12-0708
B&F #5

FOR MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM

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

Fremont, California

Date: April 23, 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:

SB70 - Transportation Grant with San Francisco City College

INCOME APPROPRIATION	ACCOUNT NO.	AMOUNT
San Francisco City College grant	81-9659-0-0000-0000-8699-000-0000	7,104

EXPENDITURE APPROPRIATION	ACCOUNT NO.	AMOUNT
Equipment	81-9659-0-6703-1001-5410-667-6998	7,104

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
VIRTUAL ENTERPRISE COURSE OUTLINE

1. Course Title: **Virtual Enterprise**

2. CBEDS Title **Small Business Ownership and Management**

3. CBEDS Number: 4121

4. Job Titles	**DOT Codes**	**O*NET Codes:**
Entrepreneur		
Financial Manager		11-3031.01
Advertising, marketing, promotions, public relations, and sales managers		11-2011.00

SAMPLE CAREER PATHWAY OPTIONS:

Entry Level	**DOT Codes**	
Bank Teller	211.132-010	
Book Keeper	210.382-014	

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

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

Professional Level (Four Year University):

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

Professional Level (Graduate/Postgraduate School)

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

5. Course Description:

This course simulates a business modeled on the successful Virtual Enterprise International program taught in high schools and colleges throughout the world. It is designed to give students experience in a real business environment. Students determine the nature of their business, products and services, management and structure, and learn the daily operation of a business under the guidance of the instructor with the support of real business partners. Students conduct business transactions with other high school and college Virtual Enterprise companies from California, the United States, and throughout the world. Learn market research, advertising, buying and selling products and services, accounting, paying wages, taxes and monthly business and personal expenses along with negotiating loans with a central bank. Participation in local state, national, and international business competitions is also part of the Academy.

6. Hours:

Class 360 hours

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

8. Date of revision: February 25, 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

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

Certificates And/or Certifications: **None**

9. Course Outline:

CAREER PREPARATION STANDARDS	Class	CC	CVE
I. WORKPLACE BASIC SKILLS & BEHAVIORS (Integrated throughout the course) *(MVROP ESLR #1)*			
A. Apply skills learned in class			
B. Analyze information and make decisions			
C. Work independently and as a team member in a diverse workplace			
D. Work reliably, responsibly, and ethically			
E. Communicate verbally and in writing			

	CONTENT AREA SKILLS	Class	CC	CVE
II.	**JOB EMPLOYMENT SKILLS (Infused throughout the course)** *(MVROP ESLR #3)*			
	A. Develop a plan to achieve career goals			
	B. Use effective job search strategies			
	C. Demonstrate an awareness of the importance of lifelong learning			
III.	**UNDERSTANDING ENTREPRENEURSHIP**	10		
	A. Describe free enterprise system			
	B. Discuss supply and demand			
	C. Identify target market			
	D. Review characteristics of entrepreneurship			
IV.	**ECONOMIC PRINCIPLES**	20		
	A. Recognize economic terms, concepts, and economic reasoning			
	B. Explain America's market economy in a global setting			
	C. Discuss influence of the federal government on the American economy			
	D. Describe U.S. labor market in a global setting			
	1. Review union trends, wages, and collective bargaining			
	2. Discuss labor laws			
	E. Review aggregate economic behavior of the U.S. economy			
	F. Explain international trade benefits and structure			
V.	**LAUNCHING A NEW VENTURE**	50		
	A. Identify a marketing niche			
	B. Discuss testing feasibility and review financial analysis of product/service			
	C. Recognize competition			
VI.	**BUSINESS STRUCTURE AND MANAGEMENT**	40	40-45	
	A. Identify types of business organizations			
	1. Explain advantages and disadvantages of sole proprietorships, corporations, and partnerships			
	B. Practice defining departmental duties			
	1. Describe accounting department procedures for payroll, accounts payable/receivable, financial statements, operating costs, start-up costs, and budgets			
	2. Review Human Resources department responsibilities that include organizational charts, personnel evaluations, employee manuals, and employee relations			
	3. Identify Marketing department responsibilities, such as advertising, market research, logos, promotional designs, and preparation of a catalog			
	4. Discuss Administration department responsibilities that include a company directory, purchasing, budgets for departments, workflow, business plan, office layout, and correspondence			
	5. Recognize Sales/Purchase department responsibilities; for example, International trade research, consumer needs, competition, procedures for acquiring clients, and determining prices			
	C. Practice writing job descriptions			

			Class	CC	CVE
VII.		**JOB SEEKING SKILLS**	20		
	A.	Review and evaluate skills			
	B.	Create a resume, cover letter, and follow-up/thank you letter			
	D.	Complete a job application			
	E.	Request letters of recommendation			
	F.	Practice interviewing techniques			
VIII.		**EMPLOYMENT ORIENTATION**	10	10-15	
	A.	Complete a variety of personnel forms			
	B.	Review job expectations such as attendance, dress code, self motivation, and evaluation			
	C.	Practice safety procedures			
IX.		**BUSINESS/STRATEGIC PLAN**	80		
	A.	Discuss executive summary			
	B.	Review mission statement			
	C.	Describe organizational plan			
	D.	Create a marketing plan that entails customer analysis, purchasing supplies, product/service promotion, pricing, and market research			
	E.	Develop a financial plan			
		1. Calculate start-up costs			
		2. Review product/service cost analysis			
		3. Estimate operating costs			
		4. Assess income projections using phantom contracts and anticipated sales			
		5. Examine financial statements that include income statement, balance sheet, and cash flow			
	F.	Review legal documents such as contracts, licenses, lease/purchase agreements and letters of intent			
X.		**PERSONAL FINANCE**	5		
	A.	Create a budget			
	B.	Define differences between automated and traditional banking			
	C.	Explain consumer credit			
	D.	Review investing strategies			
XI.		**CAPITAL RESOURCES**	10		
	A.	Discuss venture capital			
	B.	Describe financial institutions			
	C.	Review owner investment			
	D.	Define public offering			
XII.		**MONEY AND FINANCIAL INSTITUTIONS**	10	10-15	
	A.	Describe bank services mediums of exchange			
		1. Discuss role of the Federal Reserve system			
		2. Review money supply			
		3. Define inflation			
		4. Explain international exchange rates			
	B.	Summarize how to start and maintain a branch bank			
XIII.		**SPREADSHEETS**	10		
	A.	Create worksheets and worksheet enhancements			
	B.	Write formulas			
	C.	Generate reports			

			Class	CC	CVE
XIV.		**WORD PROCESSING AND DESKTOP PUBLISHING**	10		
	A.	Create letters and memorandums			
	B.	Use tables and graphics in a variety of applications			
	D.	Produce catalogs			
	F.	Complete a variety of business forms			
	G.	Demonstrate use of templates			
XV.		**INTERNET**	20		
	A.	Identify a variety of search engines			
	B.	Send E-mail			
	C.	Create web pages			
	D.	Prepare business transactions			
XVI.		**PRESENTATIONS**	20		
	A.	Creating slideshow presentations using text, graphics, charts, animation, digital photo imaging,, audio, and scanning			
XVII.		**PERSONAL INFORMATION MANAGER**	10		
	A.	Maintain an up-to-date calendar of activities			
	B.	Reply to all E-mails promptly			
	C.	Maintain a journal			
	D.	Create a list of contacts			
	E.	Compile notes			
	F.	Complete tasks			
XVIII.		**BUSINESS ETIQUETTE**	10	10-15	
	A.	Develop professional ethics			
	B.	Review international etiquette standards			
	C.	Practice phone etiquette			
	D.	Demonstrate importance of teamwork			
	E.	Display appropriate dress in the workplace			
XIX.		**BUSINESS OPERATIONS**	15	15-20	
	A.	Identify ways to promote businesses through grand openings, trade shows, and print media			
	B.	Review business taxes, financial report, and annual reports			
XX.		**PORTFOLIOS**	10		
	A.	Create a professional portfolio			
		HOURS	**360**	**85-110**	
		TOTAL APPROVED COURSE HOURS		**470**	

10. Additional Items:

a. Articulation: **None**

b. Academic Credit: **None**

c. Instructional Strategies:

- Lecture
- Group Discussion
- Projects
- Reading Assignments
- Oral Questioning
- Multi-Media
- Hands-on Practice
- Demonstration
- Team Learning
- Role Playing
- Simulations

d. Instructional Materials

Introduction to Business, 4th Edition, Glencoe
Marketing Essentials, 2nd Edition, Glencoe
www.virtualenterprise.org

e. Certificate Competency List:

- Communicate effectively in personal and professional situations
- Comprehend the development and structure of business environments
- Practice career preparation and job acquisition skills
- Identify impact of global and domestic businesses
- Use appropriate technology and other resources to solve business problems
- Understand the essential functions to a productive workforce in a culturally diverse global environment
- Understand technology used in business to access, manipulate, and produce information
- Identify and use leadership skills in a variety of individual and group work situations.

MISSION VALLEY REGIONAL OCCUPATION PROGRAM
SMALL ENGINE REPAIR COURSE OUTLINE

1. Course Title:

Small Engine Repair

2. CBEDS Title:

Automotive Mechanics

3. CBEDS Number:

5655

4. Job Titles/DOT Codes:

Automobile Mechanic	620.261-010
Automobile-Mechanic Helper	620.684-014
Automobile-Repair-Service Estimator	620.261-018
Automotive Technician, Exhaust Emission	620.281-014

5. Course Description:

This course provides instruction in the service, repair and diagnosis of small gasoline powered engines. The information contained in this program will cover ASE certification, service information, electricity, and combustion engine fundamentals and maintenance. Students will learn to perform hands-on tasks, work on math related problems, be able to complete comprehensive reading, and replace internal engine parts. Hybrid-ICE Training will introduce students to the" basics" of automotive propulsion technology. Students will be able to understand tool usage, shop safety, various engine designs, cooling systems, lubrication systems, low voltage electricity, ignition and fuel systems. Students will recognize or understand the Global Environmental Issues (global warming) and the need for Hybrids engines as the impending world oil shortage is a concern, along with, the rise in greenhouse gases and the environmental concerns surrounding both oil and CO2. The information in this course also lays the groundwork for future, expanded automotive training.

6. Hours:

Class	90
CC	288
CVE	540
Total Hours	**720**

7. Prerequisites:

MVROP classes are open to all adults and high school, sixteen years or older.

8. Date of Creation:

January 7, 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)

9. Course Outline:

		Class	CC	CVE
	Career Preparation Standards Necessary skills for any occupation (10.00* ESLR - 1)			
I.	**Workplace Basic Skills and Behaviors**	Integrated throughout course		
	A. Apply skills learned in class			
	B. Analyze information and makes decisions			
	C. Communicate verbally and in writing			
	D. Work independently and as a team member in a diverse workplace			
	E. Work reliably, responsibly, and ethically			
	Career Technical Skills Occupational competencies (10.00* ESLR - 2)			
II.	**Technology**	Integrated throughout course		
	A. Select, operate, maintain, and troubleshoot a variety of technologies (tools, machines, computers).			
	B. Use computers to process information for the numerical system.			
III.	**Safety Standards**	Integrated throughout course		
	A. Comply with personal and environmental safety practices associated with clothing, eye protection, hand tools, power equipment, and proper ventilation.			
	B. Comply with safety and environmental practices associated with handling, storage, and disposal of chemicals or materials in accordance with local, state, and federal regulations.			
IV.	**Business Functions**	Integrated throughout course		
	A. Identify, organize, plan, and manage time, materials, and facilities.			
	B. Recognize purpose for administration, operations, marketing, personnel, production, distribution, and services.			
V.	**General Engine Diagnosis**	20	50	135
	A. Identify and interpret engine concern; determine necessary action			
	B. Research service information, such as internal engine operation, service history, service precautions, and technical service bulletins			
	C. Prepare tool list			
	D. Inspect engine assembly for fuel, oil, coolant, and other leaks; determine necessary action			
	E. Diagnose engine noises and vibrations; determine necessary action.			

		Class	CC	CVE
F.	Diagnose the cause of excessive oil consumption, unusual engine exhaust color, odor, and sound; determine necessary action			
G.	Perform engine vacuum tests; determine necessary action.			
H.	Perform cylinder power balance tests; determine necessary action			
I.	Perform cylinder compression tests; determine necessary action.			
J.	Perform cylinder leakage tests; determine necessary action.			
VI.	**Cylinder Head and Valve Train Diagnosis and Repair**	30	90	150
A.	Remove cylinder head(s); visually inspect cylinder head(s) for cracks; check gasket surface areas for warpage and leakage; check passage condition			
B.	Install cylinder heads and gaskets; tighten according to manufacturer's specifications and procedures.			
C.	Inspect valve springs for squareness and free height comparison; determine necessary action.			
D.	Replace valve stem seals on an assembled engine; inspect valve spring retainers, locks, and valve grooves; determine necessary action.			
E.	Inspect valve guides for wear; check valve stem to-guide clearance; determine necessary action.			
F.	Inspect valves and valve seats; determine necessary action.			
G.	Check valve face-to-seat contact and valve seat concentricity (runout); determine necessary action.			
H.	Check valve spring assembled height and valve stem height; determine necessary action.			
I.	Inspect pushrods, rocker arms, rocker arm pivots and shafts for wear, bending, cracks, looseness, and blocked oil passages (orifices); determine necessary action.			
J.	Inspect hydraulic or mechanical lifters; determine necessary action.			
K.	Adjust valves (mechanical or hydraulic lifters).			
L.	Inspect camshaft drives (including gear wear and backlash, sprocket and chain wear); determine necessary action.			
M.	Inspect and replace timing belts (chains), overhead cam drive sprockets, and tensioners; check belt/chain tension; adjust as necessary.			
N.	Inspect camshaft for runout, journal wear, and lobe wear.			
O.	Inspect camshaft bearing surface for wear, damage, out-of-round, and alignment; determine necessary action.			
P.	Establish camshaft(s) timing and cam sensor indexing according to manufacturer's specifications and procedures.			

			Class	CC	CVE
VII.		**Engine Block Assembly Diagnosis and Repair**	30	90	150
	A.	Disassemble engine block; clean and prepare components for inspection and reassembly.			
	B.	Inspect engine block for visible cracks, passage condition, core and gallery plug condition, and surface warpage; determine necessary action.			
	C.	Inspect internal and external threads; restore as needed (includes installing thread inserts).			
	D.	Inspect and measure cylinder walls for damage, wear, and ridges; determine necessary action.			
	E.	Deglaze and clean cylinder walls.			
	F.	Inspect and measure camshaft bearings for wear, damage, out-of-round, and alignment; determine necessary action.			
	G.	Inspect crankshaft for end play, straightness, journal damage, keyway damage, thrust flange and sealing surface condition, and visual surface cracks; check oil passage condition; measure journal wear; check crankshaft sensor reluctor ring (where applicable); determine necessary action.			
	H.	Inspect and measure main and connecting rod bearings for damage, clearance, and end play; determine necessary action (includes the proper selection of bearings).			
	I.	Identify piston and bearing wear patterns that indicate connecting rod alignment and main bearing bore problems; inspect rod alignment and bearing bore condition.			
	J.	Inspect and measure pistons; determine necessary action.			
	K.	Remove and replace piston pin.			
	L.	Inspect, measure, and install piston rings.			
	M.	Inspect auxiliary (balance, intermediate, idler, counterbalance, or silencer) shaft(s); inspect shaft(s) and support bearings for damage and wear; determine necessary action; reinstall and time.			
	N.	Inspect or replace crankshaft vibration damper (harmonic balancer).			
	O.	Assemble the engine using gaskets, seals, formed-in-place (tube-applied) sealants; thread sealers, etc., according to manufacturer's specifications.			
VIII.		**Lubrication and Cooling Systems Diagnosis and Repair**	10	58	105
	A.	Perform oil pressure tests; determine necessary action.			
	B.	Inspect oil pump gears or rotors, housing, pressure relief devices, and pump drive; perform necessary action.			
	C.	Perform cooling system, cap, and recovery system tests (pressure, combustion leakage, and temperature); determine necessary action.			

		Class	CC	CVE
D.	Inspect, replace, and adjust drive belts, tensioners, and pulleys; check pulley and belt alignment.			
E.	Inspect and replace engine cooling and heater system hoses.			
F.	Inspect, test, and replace thermostat and housing.			
G.	Test coolant; drain and recover coolant; flush and refill cooling system with recommended coolant; bleed air as required.			
H.	Inspect, test, remove, and replace water pump.			
I.	Remove and replace radiator.			
J.	Inspect and test fans(s) (electrical or mechanical), fan clutch, fan shroud, and air dams.			
K.	Inspect auxiliary oil coolers; determine necessary action.			
L.	Inspect, test, and replace oil temperature and pressure switches and sensors.			
M.	Perform oil and filter change.			

Career Path Strategies
Strategic planning for a career [illegible]

IX. Job Employment Skills — Integrated throughout course

A.	Develop a plan to achieve career goals.
B.	Use effective job search strategies.
C.	Demonstrate an awareness of the importance of lifelong learning.

	Class	CC	CVE
Hours	**90**	**288**	**540**
Total Approved Hours		**720**	

10. Additional Items:

a. Articulation: None

b. Academic credit: None

c. Instructional Strategies:

- Lecture
- Group Discussion
- Projects
- Reading Assignments
- Oral Questioning
- Multi-Media
- Hands-on Practice
- Demonstration
- Team Learning
- Simulations

d. Instructional Materials:

- *Modern Automotive Technology, 2004, Goodheart-Willcox Co., Inc.*
- *Small Engines, 2000, Goodheart-Willcox Co., Inc*
- *Instructor-prepared slides, transparencies, and instructional packages*
- *PowerPoint 2007 Hybrids Pt-1 and Pt-2, Jim Halderman, Dayton, Ohio*

e. Competencies:

Small Engine Block Assembly Diagnosis and Repair

No.	Task Description	Priority– Level of Competency
1	Disassemble engine block; clean and prepare components for inspection and reassembly.	P-3 5 4 3 2 1
2	Inspect engine block for visible cracks, passage condition, bore and gallery plug condition, and surface warpage; determine necessary action.	P-1 5 4 3 2 1
3	Inspect internal and external threads; restore as needed (includes installing thread inserts).	P-2 5 4 3 2 1
4	Inspect and measure cylinder walls for damage, wear, and ridges; determine necessary action.	P-2 5 4 3 2 1
5	Deglaze and clean cylinder walls	P-2 5 4 3 2 1
6	Inspect and measure camshaft bearings for wear, damage, out-of-round, and alignment; determine necessary action.	P-2 5 4 3 2 1
7	Inspect crankshaft for end play, straightness, journal damage, keyway damage, thrust flange and sealing surface condition, and visual surface cracks; check oil passage condition; measure journal wear; check crankshaft sensor reluctor ring (where applicable); determine necessary action).	P-2 5 4 3 2 1
8	Inspect and measure main and connecting rod bearings for damage, clearance, and end play; determine necessary action (includes the proper selection of bearings	P-3 5 4 3 2 1
9	Identify piston and bearing wear patterns that indicate connecting rod alignment and main bearing bore problems; inspect rod alignment and bearing bore condition.	P-2 5 4 3 2 1
10	Inspect and measure pistons; determine necessary action.	P-2 5 4 3 2 1
11	Remove and replace piston pin.	P-3 5 4 3 2 1
12	Inspect, measure, and install piston rings.	P-2 5 4 3 2 1
13	Inspect auxiliary (balance, intermediate, idler, counterbalance, or silencer) shaft(s); inspect shaft(s) and support bearings for damage and wear; determine necessary action; reinstall and time.	P-3 5 4 3 2 1
14	Inspect or replace crankshaft vibration damper (harmonic balancer).	P-1 5 4 3 2 1
15	Assemble the engine using gaskets, seals, formed-in-place (tube-applied) sealants, thread sealers, etc, according to manufacturer's specifications.	P-2 5 4 3 2 1

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
BOARD OF EDUCATION

_____ Information
__x__ Action
_____ Presentation

AGENDA ITEM

Date of Board Meeting: April 23, 2008

TITLE: Mission Valley ROP/ Marketing Classes
DECA International Career Development Conference
Atlanta, GA – April 25-30, 2008

Background:

Students who qualified at the DECA California State Career Development Conference that took place in Irvine, CA from March 6-9, 2008 are now competing against other DECA chapters throughout the nation in the International Conference to take place in Atlanta, Georgia. The conference will run April 25-30, 2008 at the Atlanta Hyatt Regency Hotel.

Current Status:

Six students from Mission San Jose High School will attend this conference. Students will be chaperoned by one certificated staff member. Parents are invited to attend the trip; however, there are no volunteers. Students will depart on Friday, April 25, 2008 via United Airlines flight # 790 out of San Francisco International Airport at 10:40AM and arrive in Atlanta, Georgia at 6:19PM. While at the conference, students will stay at the Atlanta Hyatt Regency Hotel and therefore will not be needing transportation. Students will depart Atlanta, Georgia on Wednesday, April 30, 2008 via United Airlines flight # 351 at 7:05AM and arrive at San Francisco International Airport at 9:19AM. Parents are responsible for providing transportation for their student to and from the airport. There will be no swimming during this trip. Students will miss three instructional days. They will obtain and complete assignments from their teachers. While at the conference, students will be competing in DECA events and are required to attend workshops. All funds for this trip will be raised through student fundraisers and parent donations. No student will be denied access to this activity due to inability to pay. There will be no cost to the district.

Recommendation:
Approve the trip.

Jim Omlid	MVROP	Instruction	Charles Brown
Name/Phone # of Staff Contact Person 657-1865 Ext. 15137	Department	Division	Superintendent



Employment Personnel

MISSION VALLEY REGIONAL OCCUPATIONAL CENTER/PROGRAM
GOVERNING COUNCIL

AGENDA ITEM

_____ Information

Date: April 23, 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	**Classified Personnel**	**Charles Brown**
(510) 657-1865	**Division**	**Superintendent**

ECL 1

CONSENT ITEMS
MISSION VALLEY ROP

Classified Personnel

New Hires

NAME	POSITION	HOURS	SUPERVISOR	OTHER
Lisa Brown	Classroom Teacher Aide	8 hours per week	Joyce Veasley	Business Academy

(con10Apr0708)



End of Consent



Business and Finance

Business and Finance #1

__X__ Information
__X__ Action
_____ Presentation

MISSION VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF EDUCATION

AGENDA ITEM
Business & Finance #1

DATE OF BOARD MEETING: April 23, 2008

TITLE: Approve Architect Firms for Facilities Projects

Background:

Professional Services, such as architect and engineering services, used on projects funded through the School Facilities Program must be obtained by a competitive selection process. Failure to do so can jeopardize the project funding.

Mission Valley ROP prepared a document requesting for statement of qualifications (RFQ #01-07-08) for Architectural and Engineering Services. The RFQ was advertised in the Argus on March 24, 2008 and March 31, 2008. An advertisement was also posted on the CASH (Coalition for Adequate School Housing) website. The RFQ document was mailed to 20 architect and engineering firms. Nine (9) firms responded and submitted their statement of qualifications. The submittals were reviewed and five (5) firms were selected to participate in the interview process.

Current Status:

The selection committee interviewed five (5) architect firms on April 17, 2008 and selected the following firms to provide architectural and engineering services for Mission Valley ROP. Services provided will include projects funded by the Proposition 1D Career Technical Education Facilities Program. The next step is to enter into contract negotiations with the selected firms.

1) Loving and Campos Architects
   245 Ygnacio Valley Road
   Walnut Creek, CA 94596

2) DC Architects
   2012 H Street , Suite 102
   Sacramento, CA 95811

3) WLC Architects
   1250 45th Street, Suite 150
   Emeryville, CA 94608

Recommendation:
Appeove architect firms selected to provide architectural and engineering services for Mission Valley ROP facilities projects. Authorize staff to enter into contract negotiations with selected firms.

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



Board of Education #1

__X__ Information
__X__ Action
____ Presentation

MISSION VALLEY ROP
BOARD OF EDUCATION

AGENDA ITEM

Date of Board Meeting: **April 23, 2008**

TITLE: **Approve Funding Application**
Career Technical Education Facilities Program Grant
(Round Two)

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 in the enabling legislation AB 127, was the establishment of the "Career Technical Education Facilities Program" offering grants for capital projects supporting career technical education.

On February 20, 2008, the Board approved submittal of an application for Round Two as follows:

Fashion Merchandising/Interior Design Program
Requested Grant Amount: $702,500 dollars

Current Status

On March 28, 2008 the results of the Round Two grant applications were released by the State Department of Education. The grant application for the Fashion Merchandising/Interior Design program met the minimum score requirement to be considered for funding. While this application met the minimum score, it 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. The submittal deadline for the funding applications is April 30, 2008. In accordance with the application guidelines, staff has prepared a funding application corresponding to the grant.

MVROP will be requesting a loan from the state for its matching funds. To request a loan, a CTEFP Funding Availability Worksheet and Financial Hardship Fund Worksheet must be completed and submitted with the Form 50-10.

All grant applications involving new construction are required to be submitted through the Local Educational Agency (LEA). Therefore, Fremont Unified School District will be submitting this funding application as the qualified LEA on behalf of Mission Valley ROP.

Recommendation

Authorize staff to submit the funding application (SAB 50-10) and loan request for state funding of the Career Technical Education Facilities Program grant supporting the Fashion Merchandising/Interior Design program.

Charles Brown	Superintendent	Business Services
Staff Contact	Department	Division