



EdenAreaROP

GOVERNING BOARD MEETING AGENDA

26316 Hesperian Blvd. Hayward, CA 94545 • (510) 293-2971 • www.edenrop.org

Thursday, March 6, 2025
5:45 pm

GOVERNING BOARD MEMBERS

James Aguilar, President	San Leandro Unified School District
Juan Campos, Vice President	San Lorenzo Unified School District
Sara E. Raymond, Member	Castro Valley Unified School District
Ken Rawdon, Member	Hayward Unified School District

MISSION STATEMENT

The mission of the Eden Area ROP is to build a foundation for students that prepare them academically, technically, and professionally to meet challenging opportunities of the 21st Century with confidence and purpose.



Regular Meeting of the ROP Governing Board

Date: Thursday, March 6, 2025
Time: 5:45 p.m.
In-Person (limited seating): Eden Area ROP Board Room (Building A), 26316 Hesperian Blvd., Hayward, CA 94545
Virtual via Zoom: <https://zoom.us/j/96157644480?pwd=XfHTjHcFvwObgrh5rv5jEOxdbMecYw.1>

Attend Zoom Meeting Instructions:

- **To observe the meeting by video conference**, please click on [LINK](#) or go <https://zoom.us/j/96157644480?pwd=XfHTjHcFvwObgrh5rv5jEOxdbMecYw.1> to at the noticed meeting time.

Meeting ID: **961 5764 4480**

Passcode: **EAROP2425**

Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> -Joining-a-Meeting.

To listen to the meeting by phone, please call at the noticed meeting time **1-669-900-9128**, then enter ID **961 5764 4480**, then press “#”. Passcode: **458056340**

Find your local number: <https://zoom.us/u/aeDS9Yfjh1>

Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-by-phone.

Public Comment Instructions:

The Board respects and encourages the public to comment on matters on the Board agenda and within the Board's jurisdiction. The Board fully supports civil discourse and requests that everyone respect each other and their point of view. We strive to model respectful communication for our students in all of our interactions. According to the Brown Act, the Board may not comment or take action on items not on the agenda.

- **To comment by video conference**, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> -Raise-Hand-In-Webinar.
- **To comment by phone**, you will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-by-phone.
- **To comment in-person**, individuals who would like to address the Board in-person must complete a “Request to Address ROP Governing Board” card, available at the entrance to the meeting room, and submit it to the Governing Board's President prior to the start of the agenda item. Once called on speakers are requested to go to the podium and begin by stating their name, and whether the statement is being made as an individual or as a representative of an organization.

AGENDA

Welcome to the Eden Area Regional Occupational Program Governing Board Meeting. The purpose of the meeting is to consider matters of policy and business necessary for the operation of the Regional Occupational Program.

Any member of the audience may speak on any agenda item by following this process, or upon recognition by the President by identifying himself/herself/themself and his/her/their organization affiliation prior to any action taken by the Governing Board. Such presentations may be limited. If there is a desire to address the Governing Board on a matter relating to the Eden Area ROP that does not appear on the agenda, this may be done during the “Public Comment” section.

State law prohibits the ROP Governing Board from taking any action on or discussing items that are not on the posted agenda except to A) briefly respond to statements made or questions posed by the public in attendance; B) ask questions for clarification; C) provide a reference to a staff member or other resource for factual information in response to the inquiry; or D) ask a staff member to report back on the matter at the next meeting and/or place it on a future agenda. (Government Code Section 54954.2 (a))

This meeting is being recorded. These recordings are maintained by the Eden Area ROP for 30 days and are available for review to the public upon request.

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. Mission Statement**
- V. Core Values**
- VI. Approval of Agenda**
- VII. Public Comment for Agenda items and matters that are related to the Eden Area ROP**

(According to the Brown Act, the Board may not comment or take action on items not on the agenda.)

The Board respects and encourages the public to comment on matters on the Board agenda and within the Board's jurisdiction. The Board fully supports civil discourse and requests that everyone respects each other and their point of view.

Public Comments:

When it is time for the speakers to address the Board, your name will be called, and you will then be unmuted (if attending virtually) or asked to come to the podium (if attending in-person) and allowed to make public comments. Individual speakers are asked to limit their comments to no more than three (3) minutes, unless the Board decides otherwise. This meeting is being recorded to prepare the official minutes.

Public Comment if attending meeting in person:

Individuals who would like to address the Board in-person must complete a "Request to Address Eden Area ROP Governing Board" card, available at the entrance to the meeting room, and submit it to the Governing Board's President prior to the start of the agenda item.

Once called on, speakers are requested to go to the podium and begin by stating their name. Individual speakers are asked to limit their comments to no more than three (3) minutes, unless the Board decides otherwise.

Public Comment if attending meeting via Zoom:

Individuals who would like to address the Board via Zoom must use the "Raise Hand" feature under the "Participants." Speakers via Zoom should rename their Zoom profile names to their real names to expedite this process. After the comment, the microphone for the speaker's Zoom profile will be muted. Individual speakers are asked to limit their comments to no more than three (3) minutes, unless the Board decides otherwise.

VIII. Student of the Month

- A. Presentation of ROP Student of the Month Awards (page 7)

IX. Consent Calendar

Action by the Eden Area ROP Governing Board of the Eden Area Regional Occupational Program means that all items listed under the Consent Calendar are adopted by one single motion, unless a member of the Governing Board, the Superintendent, or a member of the public requests that any such item be removed from the Consent Calendar and voted upon separately.

Page 3 – Agenda for the March 6, 2025 Regular Meeting of the ROP Governing Board

- A. Request the Governing Board to approve the Minutes of the Special Governing Board Workshop Meeting of February 6, 2025 (pages 9-10)
- B. Request the Governing Board to approve the Minutes of the Regular Governing Board Meeting of February 6, 2025 (pages 11-18)
- C. Request the Governing Board to approve the Bill Warrants (pages 19-27)
- D. Request the Governing Board to approve the Personnel Action Items (pages 28-29)
- E. Request the Governing Board to approve the Receipt of the Grant Award Notification (GAN): K12 Strong Workforce Program (SWP) Round 7 Health and Business for English Learners (HB4EL) (pages 30-31)
- F. Request the Governing Board to approve the Receipt of the Grant Award Notification (GAN): K12 Strong Workforce Program (SWP) Round 7 Priority Access Dual Enrollment (PADE) (pages 32-33)
- G. Request the Governing Board to approve the Statement of Facts Registry of Public Agencies Filing (pages 34-35)

X. Information Items

- A. ROP Pathway Review-Food Service and Hospitality (pages 37-38)
- B. Adult Programs Update (page 39)

XI. Action Items

- A. Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2024 (page 41)
- B. Request the Governing Board to approve the 2024-2025 Second Interim Report (page 42)
- C. Request the Governing Board to approve the Second Reading and Adoption of Governing Board Policies, Administrative Regulations, Board Bylaw and Exhibit (pages 43-64)
- D. Request the Governing Board to approve the Adoption of Resolution 7-24/25: Mid-Year Additions/Changes-Revised Signature Card (pages 65-67)
- E. Request the Governing Board to approve the Adoption of Resolution 8-24/25: Authorizing Filing of Application(s) for State Allocation Board-Administered Programs for the Eden Area ROP (pages 68-69)

XII. Superintendent's Report

XIII. Governing Board Reports

XIV. Recess to Closed Session

- A. Conference with Legal Counsel-Anticipated Litigation
Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)
- B. Conference with Labor Negotiators, (Pursuant to Government Code Section 54957.6)
Eden Area ROP-Designated Representative: Blaine Torpey
Unrepresented Employee(s): All positions

XV. Reconvene to Open Session and Report Action Taken in Closed Session

- A. Conference with Legal Counsel-Anticipated Litigation
Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)

- B. Conference with Labor Negotiators, (Pursuant to Government Code Section 54957.6)
Eden Area ROP-Designated Representative: Blaine Torpey
Unrepresented Employee(s): All positions

XVI. Adjournment

STUDENT OF THE MONTH



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Manuschka Michaud, Principal
SUBJECT: Presentation of ROP Student of the Month Awards

BACKGROUND

The Eden Area ROP has developed a student recognition program to acknowledge the outstanding efforts and achievements of our students.

CURRENT SITUATION

The student recognition program has proven to be a successful, motivational tool in the classroom, among the staff and the students of the Eden Area ROP.

The following students were selected as ROP students of the month for March:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Arturo Dimas	Mt. Eden	Merchandising	Bello
Maiya Bachmann	Castro Valley	Marketing Economics	Thompson
Jenisha Kapadia	Tennyson	Culinary Science	Rose
Belen Contreras Cervantes	San Leandro	Economics of Business	Jagroop

RECOMMENDATION

Information only

CONSENT CALENDAR



Minutes of the Special Board Workshop Meeting of the ROP Governing Board February 6, 2025

I. Call to Order

James Aguilar, Board President, called the Special Board Workshop meeting to order at 4:46 p.m. on Thursday, February 6, 2025 at the Eden Area Regional Occupational Program Board Room, 26316 Hesperian Blvd., Hayward, CA 94545.

II. Roll Call

Eden Area ROP Governing Board Members Present:

James Aguilar, President	San Leandro USD
Juan Campos, Member	San Lorenzo USD
Sara E. Raymond, Member	Castro Valley USD
Austin Bruckner Carrillo, Alternate	Hayward USD

Eden Area ROP Governing Board Members Absent:

Ken Rawdon, Member Hayward USD

Eden Area ROP Superintendent/Clerk of the Board Present:

Blaine Torpey

Eden Area ROP Administrators Present:

None

Eden Area ROP Staff Present:

None

III. Approval of Agenda

Trustee Sara Raymond moved to approve the agenda. Trustee Juan Campos seconded the motion. By the following vote, the agenda was approved:

AYES:	4 (Aguilar, Bruckner Carrillo, Campos, Raymond)
NOES:	0
ABSTENTIONS:	0
ABSENT:	1 (Rawdon)

IV. Public Comment for Agenda items and matters that are related to the Eden Area ROP

None

V. Information Items

Adjourn to Board Workshop

A. Connections

Superintendent Torpey facilitated an educational activity with the Board that encouraged the Board to build connections through their lived experience and how that impacts the work of the Governance Team.

B. Our Values and Impact

Superintendent Torpey facilitated a conversation about the values that the Board members bring with them and how those values impact the work of the Governance Team to support Eden Area ROP staff and students.

C. Review Eden Area ROP Governance Handbook

Superintendent Torpey handed out the Eden Area ROP Governance Handbook for the Board to review and sign demonstrating their agreement.

VI. Adjournment

The meeting was adjourned at 5:28 p.m.

Approved by the Eden Area ROP Governing Board _____.

Blaine Torpey, Superintendent/Clerk to the Eden Area ROP Governing Board



**Minutes of the Regular Meeting of the ROP Governing Board
February 6, 2025**

I. Call to Order

James Aguilar, Board President, called the meeting to order at 5:45 p.m. on Thursday, February 6, 2025, in the Boardroom, at the Eden Area Regional Occupational Program located at 26316 Hesperian Blvd., Hayward, CA 94545.

II. Roll Call

Eden Area ROP Governing Board Members Present:

James Aguilar, President	San Leandro USD
Juan Campos, Member	San Lorenzo USD
Sara E. Raymond, Member	Castro Valley USD
Austin Bruckner Carrillo, Alternate	Hayward USD

Eden Area ROP Governing Board Members Absent:

Ken Rawdon, Member Hayward USD

Eden Area ROP Administrators Present:

Mercedes Henderson	Fiscal Services Administrator
Craig Lang	Director of Adult Programs and Apprenticeships
Manuschka Michaud	Principal
Anthony Oum	Fiscal Services Administrator
Mark Rizkallah	Assistant Principal-Pathways
Michelle Stephens	Assistant Principal-Educational Services

Eden Area ROP Staff Present:

Jessica Fagundes	Career Counselor
Gabriela Juarez	Executive Assistant
Jim Kanhai	Careers in Law, Forensics & Public Safety
Stephanie Mata-Castro	Student Support Services Technician
Michael O'Connell	Careers in Law & Public Safety
Aaron Rosas	Entrepreneurship

III. Pledge of Allegiance

Adrian Ahumada led the Pledge of Allegiance.

IV. Mission Statement

Jennifer Mondragon read the Eden Area ROP mission statement.

V. Core Values

Blaine Torpey read the Eden Area ROP Core Values.

VI. Approval of Agenda

Trustee Sara Raymond moved to approve the agenda. Trustee Juan Campos seconded the motion. By the following vote, the agenda was approved:

AYES:	4 (Aguilar, Bruckner Carillo, Campos, Raymond)
NOES:	0

ABSTENTIONS: 0
ABSENT: 1 (Rawdon)

VII. Student of the Month Awards

The following students were honored by their teachers, ROP Staff and the Governing Board as students of the month for February 2025:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Brandon Alfaro	Brenkwitz	Medical Careers	Jackson
Adrian Ahumada	Arroyo	Careers in Law, Forensics & Public Safety	Kanhai
Jessica Stevens	San Lorenzo	Careers in Law & Public Safety	O'Connell
Jennifer Mondragon	Mt. Eden	Entrepreneurship	Rosas

Jessica Fagundes, Career Counselor, introduced the instructors, who in turn presented their students to the Governing Board. Each student received a framed certificate of achievement and had the opportunity to introduce their family and share a few words.

VIII. Public Comment for Agenda items and matters that are related to the Eden Area ROP

None.

IX. Consent Calendar

Trustee Juan Campos moved to approve the consent calendar items as follows:

- A. Minutes of the Regular Governing Board Meeting of December 12, 2024
- B. Bill Warrants
- C. Personnel Action Items
- D. Listed Donation-H & J Diaz Family Foundation
- E. Quarterly Report on Williams Act Complaints and Resolutions
- F. Receipt of the Grant Award Notification (GAN): Golden State Pathways Program Funds
- G. Budget Development Calendar for the 2025-2026 School Year
- H. Agreement with American Fidelity to Provide Section 125 Flexible Benefit Plan Services for the 2025 Calendar Year

Trustee Sara Raymond seconded the motion.

AYES: 4 (Aguilar, Bruckner Carillo, Campos, Raymond)
NOES: 0
ABSTENTIONS: 0
ABSENT: 1 (Rawdon)

X. Information Items

A. ROP Pathway Review-Public Safety

Blaine Torpey, Superintendent, provided an overview of the ROP Pathway in Public Safety, a process conducted biennially to update the Board on sector-related work. Within the Public Services sector, the pathway focuses on Public Safety.

Mr. Kanhai and Mr. O'Connell oversee the program, with Mr. O'Connell based at San Lorenzo High School and Mr. Kanhai at the Center. The pathway prepares students for careers in law and public safety, offering UC A-G approved courses. Currently, 204 students are enrolled, and the program includes articulation agreements.

Mr. Kanhai shared his law enforcement and education experience, including his work with the Department of Justice and as a Probation Services Manager. He transitioned to education in 2023, joining the Eden Area ROP. He expressed gratitude for the opportunity to work with students and staff.

Mr. O'Connell described his law enforcement career, including roles with the Sheriff's Office and Hayward Police Department, as well as his work as a certified firefighter. He also shared a personal story of helping solve a murder case after retirement and highlighted his passion for teaching.

Mr. Kanhai discussed the comprehensive approach to criminal justice, covering topics from crime scene investigation to judicial proceedings. He emphasized hands-on training, including room clearing and arrest takedowns, and the use of equipment for practical exercises. The program simulates real-world law enforcement training, preparing students for college-level courses.

Mr. O'Connell highlighted real-case scenario exercises, such as a child abduction case and media relations in criminal investigations. Students also participate in mock trials based on real cases.

Mr. Kanhai explained that students study various legal codes, including Welfare and Institutions Codes and Health and Safety Codes, and explore legal violations such as alcohol sales to minors. Students learn about legal procedures from arrest to trial and can earn college credits in Administration of Justice.

Both instructors emphasized the importance of certifications, with basic certifications awarded to all students and advanced certifications for high achievers. Mr. Kanhai concluded by stressing the importance of thorough documentation in criminal justice careers.

B. Midyear Review of the Superintendent's Goals

Blaine Torpey, Superintendent, presented the Mid-Year Review of Superintendent's Goals. He outlined four main areas of focus: strengthening organizational climate, communication, and culture; prioritizing students and staff; and operational improvements. He emphasized the alignment of these goals with the organization's core values, which were developed with input from all stakeholders, including the Board.

Mr. Torpey highlighted several initiatives under Goal 1, such as the development of a Vision Statement for the Eden Area ROP, input from various employee groups, and ongoing efforts to enhance equity. He also discussed a partnership with AC Transit to develop a Zero Emission Vehicle pathway, funded by a California Air Resources Board (CARB) grant. Additionally, he mentioned the integration of leadership structure changes and improvements in meeting efficiency and productivity.

For Goal 2, Mr. Torpey reviewed the Student Training and Employment Program (STEP), funded by the Department of Rehabilitation and Alameda County Workforce Development Board. This program provides paid internships for students with disabilities, with a high success rate of placements, including employment opportunities. He also

spoke about the development of a Zero Emission Vehicle training program and the exciting opportunity it offers students to explore various technologies in the field.

Under Goal 3, he discussed the focus on enhancing student voice, with efforts like the development of a process for selecting student board members from the Student Ambassador program. The Eden Area ROP also achieved a remarkable 89% success rate in dual enrollment courses and continues to expand its offerings in this area. Additionally, negotiations with the Department of Apprenticeship Standards are nearing completion for a dental apprenticeship program, involving 39 dental offices.

For Goal 4, Mr. Torpey covered fiscal and operational leadership, mentioning ongoing efforts to secure grant funding, including over \$5 million in grants for English learners, dual enrollment, and apprenticeship programs. He also highlighted infrastructure improvements, including work on the ventilation system and welding class facilities, as well as upgrades to the PA system.

The Superintendent concluded by discussing the importance of continuous improvement, strategic planning, and the development of a five-year facilities plan to expand the district's footprint and maximize space usage.

Trustee James Aguilar, Board President, called for a 5-minute break, with the meeting set to resume at 7:08 pm to continue proceedings. Upon reconvening, Trustee Aguilar referenced the Brown Act, explaining that the agenda could be amended by a two-thirds majority or unanimous consent. He then entertained a motion to switch agenda items 10C and 10D to accommodate staff needs.

Trustee Sara Raymond made a motion to revise the order of the agenda, moving Information Item D to Item C. Trustee Juan Campos seconded the motion. The agenda was amended.

AYES: 4 (Aguilar, Bruckner Carillo, Campos, Raymond)
NOES: 0
ABSTENTIONS: 0
ABSENT: 1 (Rawdon)

C. Workforce Innovation and Opportunity Act (WIOA) Grant Overview

Manuschka Michaud, Principal, introduced the Workforce Innovation and Opportunity Act (WIOA) program, highlighting the important work being done through the initiative. She shared that the program not only assists students with applications for work or college but also provides stipends upon completion of the program's components, including financial literacy and meeting specific benchmarks. Ms. Michaud introduced Ms. Stephanie Mata-Castro, the WIOA case manager, to provide further details about the program.

Ms. Stephanie Mata-Castro, Student Support Services Technician, explained that students eligible for the WIOA program must be at least 16 years old, attend Eden Area ROP, and meet specific criteria such as being low-income or facing challenges like homelessness, involvement with the justice system, or being a foster youth. After completing the program, students receive a \$1,000 stipend. The program includes activities and services such as eligibility orientation, case management, educational and employment goal attainment, and follow-up services after the school year. Ms. Mata-Castro also discussed her regular outreach to students, ensuring they are on track with their goals and providing additional support as needed, such as funding for textbooks, bus passes, or uniforms.

The WIOA youth initiative serves students in Alameda County's Eden Area, including Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts. To earn the stipend, students must complete a 30-hour internship and meet with Ms. Mata-Castro regularly to ensure they meet their goals and graduate on time.

Ms. Mata-Castro shared a success story of a student whom she worked with closely. She helped him with a letter of recommendation, resume building, interview skills, and application guidance, ultimately leading him to receive a full-ride scholarship to San Francisco State University. Ms. Mata-Castro expressed how rewarding it was to witness his hard work and dedication pay off. The WIOA program also provides students with workshops on financial literacy and professionalism, assisting them with job applications, finding internships, and staying on track academically for future success.

D. Student Survey Data

Manuschka Michaud, Principal, shared the results of the fall student survey conducted to assess social-emotional learning and gather feedback on student experiences at Eden Area ROP. The survey was administered to 640 students, capturing over 90% of the enrollment at the time. She provided a breakdown of the student demographics, noting that 68.9% of the students are Hispanic, followed by 10% African American, 7.8% White, and 7.1% Asian, with the rest representing other ethnicities. The student population includes 277 11th graders and 363 12th graders, with a significant number of students returning for a second year.

Ms. Michaud highlighted the Center's commitment to inclusivity, mentioning that students are actively engaged in their education, which contributes to fewer behavior problems. She emphasized the program's ability to serve students from various high schools in our member districts, noting that the program is highly popular.

The results of the survey showed areas where the Center has made progress, such as in the sense of belonging, student-teacher relationships, and engagement. About 60% of students feel they are an important part of the Eden Area ROP, with 77% stating that instructors use a variety of teaching methods, including guest speakers and work-based learning opportunities. Furthermore, 86% of students feel safe at the Center, and 97% report learning about career pathways and the requirements for advanced job training.

Ms. Michaud acknowledged that while the Center has made strides in certain areas, there are opportunities for growth, such as improving communication with parents and developing leadership opportunities within the programs. She expressed excitement about the positive feedback from students and staff, particularly regarding the sense of community and support fostered at Eden Area ROP.

E. Reading of Governing Board Policies, Administrative Regulations, Board Bylaw and Exhibit

Blaine Torpey, Superintendent, shared that the Eden Area ROP has contracted with California School Boards Association (CSBA) to receive regular updates and suggested policy language for any additions, changes, or modifications to educational code that impacts policy. Staff has reviewed these updates and brought relevant changes to the Board for their consideration.

Superintendent Torpey presented to the Governing Board the first reading of the following board policies, administrative regulations, and exhibits:

NUMBER	TYPE	TITLE	STATUS
1250	BP	Visitors/Outsiders	Revise
1250	AR	Visitors/Outsiders	Revise
3100	BP	Budget	Revise
3100	AR	Budget	Revise
3320	BP	Claims and Actions Against the District	Revise
3320	AR	Claims and Actions Against the District	Rescind
5113.1	BP	Chronic Absence and Truancy	Revise
5113.1	AR	Chronic Absence and Truancy	Revise
9270	BB	Conflict of Interest	Revise
9270	E(1)	Conflict of Interest	Revise

The Governing Board agreed with the revisions of board policies, administrative regulations, and exhibits.

XI. Action Items

A. Request the Governing Board to approve the Adoption of Resolution 6-24/25: Career Technical Education Month (February)

Upon review of and a motion by Trustee Sara Raymond and a second by Trustee Juan Campos the Governing Board approved the adoption of Resolution 6-24/25: Career Technical Education Month (February).

AYES: 4 (Aguilar, Bruckner Carillo, Campos, Raymond)
 NOES: 0
 ABSTENTIONS: 0
 ABSENT: 1 (Rawdon)

B. Request the Governing Board to approve the Governing Board Reorganization

Trustee Sara Raymond moved to nominate Trustee James Aguilar for Board President. Trustee Juan Campos seconded the motion.

Trustee Sara Raymond moved to nominate Trustee Juan Campos for Board Vice-President. Trustee Juan Campos seconded the motion.

By the following vote the Governing Board approved to elect Trustee James Aguilar for President and Trustee Juan Campos for Vice-President.

AYES: 4 (Aguilar, Bruckner Carillo, Campos, Raymond)
 NOES: 0
 ABSTENTIONS: 0
 ABSENT: 1 (Rawdon)

C. Request the Governing Board to approve the Agreement with California Community Colleges Board of Governors through California Apprenticeship Innovative Grant Program for Dental Assisting Apprenticeship Program August 1, 2024, through December 31, 2027

Upon review of and a motion by Trustee Sara Raymond and a second by Trustee Juan Campos the Governing Board approved the agreement with California Community Colleges Board of Governors through California Apprenticeship Innovative Grant Program for Dental Assisting Apprenticeship Program August 1, 2024, through December 31, 2027.

AYES: 4 (Aguilar, Bruckner Carillo, Campos, Raymond)
NOES: 0
ABSTENTIONS: 0
ABSENT: 1 (Rawdon)

XII. Communications

A. Letter from the Alameda County Office of Education regarding the First Interim

A letter from ACOE was received acknowledging the positive certification of the First Interim.

XIII. Superintendent's Report

Blaine Torpey, Superintendent, provided an update on various activities at Eden Area ROP, particularly in celebration of Career and Technical Education (CTE) month. He explained that students have been participating in Career Technical Student Organizations (CTSOs), which are required for CTE students and provide opportunities for leadership and skill development. Notably, the SkillsUSA competition, which involves multiple pathways, is currently underway, with regional competitions taking place. Winning students have the chance to compete at state and national levels, with three students attending nationals last year. The auto refinishing program has a strong track record of success at state competitions.

Superintendent Torpey also highlighted DECA, a CTSO for marketing, business, and entrepreneurship, where numerous students placed in regional competitions and will advance to state and international events. Additionally, he mentioned that the first Health Occupations Students of America (HOSA) chapter was launched, focusing on healthcare careers. The creation of the HOSA chapter, led by Mr. Jackson and Ms. Osakwe, was a significant accomplishment that required a great deal of dedication from the teachers.

The Superintendent shared that Eden Area ROP hosted the Hayward Chamber of Commerce's 2024 Leadership Hayward cohort, providing an opportunity to showcase the Center's programs to emerging leaders in the community. He also mentioned that a meeting with the Hayward Area Recreational and Park District HR department is scheduled to explore internship opportunities for students. Additionally, the Eden Area ROP secured new articulations in cybersecurity and construction technology, expanding educational opportunities for students in these fields.

Exciting news was shared about Dr. Emery and the Careers in Education program, as she received a recommendation to be hired as an adjunct professor at Chabot College for four different classes. This development means students in the program will be able to earn college credits while still in high school. Furthermore, a pre-apprenticeship grant for Careers in Education is underway, enabling students to gain paid work experience while earning credits toward a career in early childhood education.

Superintendent Torpey also celebrated the impressive achievement of Eden Area ROP students who earned 1,859 industry certifications during the 2023-2024 academic year. While there are areas for growth, he expressed pride in the students' accomplishments.

Finally, Superintendent Torpey mentioned the latest edition of Garden Blossom, a monthly publication by Linden Kieffer, which provides gardening tips and insights, including seasonal updates like Valentine's Day-themed content.

XIV. Governing Board Reports

None.

XV. Recess to Closed Session

The meeting was called into closed session at 7:56 pm.

- A. Conference with Legal Counsel-Anticipated Litigation Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)**
- B. Public Employee Discipline/Dismissal/Release Government Code 54957**

XVI. Reconvene to Open Session and Report any Action taken in Closed Session

The meeting resumed to open session at 8:13 p.m.

- A. Conference with Legal Counsel-Anticipated Litigation Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)**
Board President, James Aguilar, reported that no action was taken.
- B. Conference with Legal Public Employee Discipline/Dismissal/Release Government Code 54957**

Board President, James Aguilar, reported that no action was taken.

XVII. Adjournment

The meeting was adjourned at 8:13 p.m. in memory of Victor Morales Jr., brother of Eden Area ROP Dental Assisting Instructor, Anissa Barrot.

Approved by the Eden Area ROP Governing Board _____.

Blaine Torpey, Superintendent/Clerk to the Eden Area ROP Governing Board



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Sabrina Ubhoff, Accounting Technician
SUBJECT: Request the Governing Board to approve the Bill Warrants

CURRENT SITUATION

The bill warrants submitted for approval are for the period of January 28, 2025 through February 20, 2025 and include test warrant numbers and voided warrants.

CONSENT CALENDAR



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board to approve the Personnel Action Items

CURRENT SITUATION

The attached listing of personnel action items are the Eden Area ROP Superintendent's recommendations for approval.

CONSENT CALENDAR



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Receipt of the Grant Award Notification (GAN): K12 Strong Workforce Program (SWP) Round 7 Health and Business for English Learners (HB4EL)

BACKGROUND

The Bay Area Community College Consortium has contracted Cabrillo Community College as the fiscal agent for the K12 Strong Workforce Program (SWP). Cabrillo Community College is responsible for distributing funds to grantees within their region. The agreement with Cabrillo Community College is for the period of January 1, 2025, and expires on June 30, 2027.

CURRENT SITUATION

The Eden Area ROP in conjunction with its district partners successfully submitted the K12 SWP grant application, Health and Business for English Learners (HB4EL), \$1,784,750. The project focuses on increasing the exposure and enrollment of students who are English Learners into CTE Pathways with a specific focus on the BACCC Health and Business Sectors. Another important goal of the grant is building the institutional capacity of our consortium to articulate and communicate TK-14 CTE Pathways for students at different English Learning classification levels.

CONSENT CALENDAR

Cabrillo Community College District, Fiscal Agent
BACCC and K12 Strong Workforce Program, Bay Region



Grant Award Notification

January 2, 2025

Grantee Name and Address

Eden Area ROP
26316 Hesperian Boulevard
Hayward, CA 94545

Attention: Blaine Torpey, btorpey@edenrop.org
Linda Granger, lgranger@edenrop.org

We are pleased to inform you that Eden Area ROP has been awarded a Round 7 (24-25) K-12 Strong Workforce Program Pathway Improvement Grant.

Name of Grant Program

K-12 Strong Workforce Program Pathway Improvement Grant

Grant Application Title: Health and Business for English Learners (HB4EL)

Project NOVA ID: 29369
Grant Amount: \$1,784,750
Award Start Date: January 1, 2025
Award End Date: June 30, 2027

Resource Code: 6388
Revenue Object Code: 8590

BACCC Contracts Team

Rock Pfothenhauer
Co-chair, BACCC
rock@baccc.net
831-212-7207

Kate Raymundo
Regional Operations Manager
kate@baccc.net
831-840-8512

Tootsie Torres
Director, Regional Fiscal Operations
tootsie@baccc.net
831-477-5555



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Receipt of the Grant Award Notification (GAN): K12 Strong Workforce Program (SWP) Round 7 Priority Access Dual Enrollment (PADE)

BACKGROUND

The Bay Area Community College Consortium has contracted Cabrillo Community College as the fiscal agent for the K12 Strong Workforce Program (SWP). Cabrillo Community College is responsible for distributing funds to grantees within their region. The agreement with Cabrillo Community College is for the period of January 1, 2025, and expires on June 30, 2027.

CURRENT SITUATION

The Eden Area ROP in conjunction with its district partners successfully submitted the K12 SWP grant application, Priority Access Dual Enrollment (PADE), for \$1,418,762. The project focuses on increasing the access and enrollment of Hispanic/Latinx students to CTE Dual Enrollment courses at the Eden Area ROP Center and at its partner district high schools with a specific focus on the BACCC Transportation, Health, ICT, Business, and Education Sectors.

CONSENT CALENDAR

Cabrillo Community College District, Fiscal Agent
BACCC and K12 Strong Workforce Program, Bay Region



Grant Award Notification

January 2, 2025

Grantee Name and Address

Eden Area ROP
26316 Hesperian Boulevard
Hayward, CA 94545

Attention: Blaine Torpey, btorpey@edenrop.org
Linda Granger, lgranger@edenrop.org

We are pleased to inform you that Eden Area ROP has been awarded a Round 7 (24-25) K-12 Strong Workforce Program Pathway Improvement Grant.

Name of Grant Program

K-12 Strong Workforce Program Pathway Improvement Grant

Grant Application Title: Priority Access Dual Enrollment (PADE)

Project NOVA ID: 29368
Grant Amount: \$1,418,762
Award Start Date: January 1, 2025
Award End Date: June 30, 2027

Resource Code: 6388
Revenue Object Code: 8590

BACCC Contracts Team

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831-840-8512

Tootsie Torres
Director, Regional Fiscal Operations
tootsie@baccc.net
831-477-5555



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Statement of Facts Registry of Public Agencies Filing

BACKGROUND

Government Code Sections 53050 and 53051 require a Statement of Facts Registry of Public Agencies (formerly Roster of Public Agencies) to be filed whenever there is a change in the officers or members of a district's governing board (within 10 days after a change).

The Superintendent or designee shall verify that all information regarding the Eden Area ROP and the Board is filed accurately with the Registry of Public Agencies in the office of the Secretary of State, the County Clerk and the Alameda County Office of Education (ACOE). The verified information includes the name of the Eden Area ROP, the mailing address of the Eden Area ROP, the names and addresses of the presiding Governing Board officer, the Governing Board Clerk or Secretary and other members of the Governing Board.

CURRENT SITUATION

Now that the annual reorganization of the Eden Area ROP Governing Board has been completed an updated Statement of Facts Registry of Public Agencies Filing will be submitted to the Secretary of State, the County Clerk and the Alameda County Office of Education (ACOE).

CONSENT CALENDAR



Secretary of State
Registry of Public Agencies
 (Government Code section 53051)

SF-405

IMPORTANT — Read Instructions before completing this form.

There is **No Fee** for a Registry of Public Agencies filing

Copy Fees – First page \$1.00; each attachment page \$0.50;
 Certification Fee - \$5.00

This Space For Office Use Only

1. Type of Filing (Check one.)

- Initial Filing (first Registry of Public Agencies filing for an agency)
- Updated Filing (change to an existing Registry of Public Agencies record)

2. Agency Information

a. Full Legal Name of Public Agency

b. Nature of Update (complete if Updated Filing)

c. County

d. Official Mailing Address

3. Chairperson, President, or Other Presiding Officer

a. Name

b. Title

c. Business or Residence Address

4. Clerk or Secretary

a. Name

b. Title

c. Business or Residence Address

5. Other Members of the Governing Board (Enter as many as applicable. Attach additional pages for additional members.)

Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address

6. Date and Sign Below (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

_____ Date

_____ Signature

_____ Type or Print Name

INFORMATION ITEMS



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mark Rizkallah, Assistant Principal-Pathways
SUBJECT: ROP Pathway Review-Food Service and Hospitality

BACKGROUND

The state of California has identified 15 industry sectors. Each sector contains multiple career pathways in which to develop programs of study. It is up to individual school districts and the region's corresponding colleges and businesses to conduct research into the needs of the industry and determine which sectors and careers can best serve the students, industry, and community. Pathways available vary by each district.

Formerly, the pathway reviews were presented to the Governing Board under the title "CDE Course Review." The Eden Area ROP has renamed the CDE Course Reviews to Pathway Reviews to more accurately reflect the information being shared with the Board and to align with the current terminology used by the state. Pathways reviews are presented to the Governing Board biennially.

CURRENT SITUATION

The Food Service and Hospitality pathway is under the Hospitality, Tourism, and Recreation sector. The Food Service and Hospitality pathway focuses on the key aspects of the industry. Students pursuing this career pathway have in-depth, hands-on experiences that emphasize industry awareness; sanitation and safe food handling; food and beverage production; nutrition; food service management; and customer service.

The attached pathway review is for the following program(s): Culinary Science IP/IIP.

RECOMMENDATION

Information only

SCHOOL DISTRICT:		EDEN AREA ROP		LOCATION:		Eden Area ROP	
PATHWAY:		Food Service and Hospitality			INSTRUCTORS:		Amanda Rose
Course Name		Enrollment as of 23-24 Year to Date		Enrollment as of 22-23 Year to Date		Enrollment as of 21-22 Year to Date	
Culinary Science IP		37		52		44	
Culinary Science IIP		8		5		1	
Comments:							
<ul style="list-style-type: none"> Required enrollment: Class enrollment maintained to sustain agreed master schedule for onsite and staffing. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Retention rate (Active Enrollment divided by Year-to-date Enrollment): 							
Textbook: Foundations of Restaurant Management & Culinary Arts Level I/II				Edition: 1			
NO.	YES	NO					
1.	X		ENROLLMENT – Course meets current or future labor market news.				
			CLASS SCHEDULE: AM/PM	SECTIONS PER YEAR:	MINS PER SECTION:	EXPECTED MINIMUM STUDENTS PER SECTION:	
			2 (Center)	2 (Center)	3hrs Center	25+	
2.	X		AVAILABILITY OF QUALIFIED INSTRUCTOR – Qualified/ Credentialed Instructor teaching course.				
3.	X		LEADERSHIP – Instructional leaders have sufficient time and resources to implement system improvements and work with their counterparts in other programs.				
4.	X		CURRICULUM and INSTRUCTION – Students are provided with a strong experience in and understanding of all aspects of industry.				
5.	X		SCHOOL-TO-CAREER AND CAREER PATHWAY DEVELOPMENT – Course is designed as part of a sequence of courses, career pathways, etc.				
6.	X		ADVISORY COMMITTEE – The course has been reviewed and recommended by a pre-established committee. <input checked="" type="checkbox"/> Yes, instructor was present at advisory meeting and minutes are on file at EAROP. <input type="checkbox"/> No, instructor was not present at advisory. Program was represented, at a joint industrial, by EAROP personnel. Instructor MUST attend next advisory for program to meet compliance.				
7.	X		LABOR MARKET NEEDS – Course meets current or future labor market needs.				
8.	X		WORK BASED LEARNING – Course incorporates work-based learning opportunities (i.e. guest speakers, field trips, mock interviews, or student organizations)				
9.		X	COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION – Course incorporates community classroom and cooperative vocational education (i.e., job training, internships, or job shadowing)				
10.	X		JOB PLACEMENT/FURTHER EDUCATION OPTIONS – Course has potential for student job placement in entry-level positions or course prepares students for further training opportunities within the designed career pathway.				
11.	X		FACILITIES AND EQUIPMENT ACCOMMODATION <input type="checkbox"/> District will provide a facility which adequately accommodates the program. <input checked="" type="checkbox"/> EAROP will provide a facility which adequately accommodates the program. <input type="checkbox"/> District shares cost of equipment if program is cross utilized.				
OTHER CONSIDERATIONS:							
<input checked="" type="checkbox"/> A-G Credit for UC				<input type="checkbox"/> State and National Licensing or Certification			
<input checked="" type="checkbox"/> Community College Articulation				<input checked="" type="checkbox"/> Strong Business or Industry Partnership			
<input type="checkbox"/> Dual Enrollment				<input type="checkbox"/> Emerging Technologies -			
COMPLIANCE CATEGORIES							
<input checked="" type="checkbox"/> R – Retain Program: Program meets all criteria.		<input type="checkbox"/> W - Watch Program: All criteria not met. See areas that need to be complied with.		<input type="checkbox"/> P - Probation: Criteria is not being met. Program in danger of suspension.		<input type="checkbox"/> R – Reduce Program: Downsizing program.	
						<input type="checkbox"/> S/T - Suspend/ Terminate program.	



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Craig Lang, Director of Adult Programs and Apprenticeships
SUBJECT: Adult Programs Update

BACKGROUND

The Eden Area ROP Adult Programs started in the 2014-2015 school year. The focus of the Adult Programs is to provide short-term quality training to assist adults with increasing their current skill set and/or transitioning into new careers.

CURRENT SITUATION

The Director of Adult Programs and Apprenticeships, Craig Lang, will give an update on current adult program offerings and describe plans for expanding classes in the future.

RECOMMENDATION

Information only

ACTION ITEMS



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Anthony Oum, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the Annual Independent Auditor's Report for the Fiscal Year Ending June 30, 2024

BACKGROUND

Pursuant to the standards for financial and compliance audits, the Eden Area ROP is audited by an independent auditor in compliance with the Government Auditing Standards, issued by the Controller General of the United States, and Standards and Procedures for Audits of California K-12 Local Educational Agencies, as prescribed by the State Controller.

CURRENT SITUATION

For the Fiscal Year ending June 30, 2024, the Eden Area ROP exhibits compliance with the Governmental Accounting Standards Board (GASB) Statement No. 34 – Basic Financial Statement – and Management's Discussion and Analysis – for State and Local Governments. Included in the report is the Eden Area ROP management analysis of the Program's overall financial position called the Management Discussion and Analysis (MD&A). Per GASB Statement No. 34, fund financial statements now focus on major funds and they are prepared using the full accrual accounting method, including the reporting of major classes of capital assets.

The report is included under separate cover and is available for review by the public upon request.

RECOMMENDATION

It is recommended that the Governing Board approve the Annual Independent Auditor's Report for the fiscal year ending June 30, 2024.



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Anthony Oum, Fiscal Services Administrator
SUBJECT: Request the Governing Board to approve the 2024-2025 Second Interim Report

BACKGROUND

The Second Interim Report reflects revenues and expenditures as of January 31, 2025. The report was prepared and reviewed in accordance with all federal, state and local adopted criteria and standards using Local Control Funding Formula (LCFF) and Local Control Action Plan (LCAP).

CURRENT SITUATION

The Eden Area ROP Governing Board shall certify in writing whether or not the Eden Area ROP is able to meet its financial obligations for the remainder of the 2024-2025 fiscal year and, based on current forecasts, for the next two subsequent fiscal years 2025-2026 and 2026-2027, respectively. The certifications shall be classified as either positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (Education Code 33127). Eden Area ROP is certifying a positive certification, and that staff prepared the report, along with assumptions using the School Services of California (SSC) Inc. Dartboard as well as Alameda County Office of Education (ACOE) guidelines. In certifying the 2024-2025 Second Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and the two subsequent fiscal years.

The report confirms the Eden Area ROP's ability to meet all financial obligations for the current fiscal year 2024-2025 and two subsequent fiscal years 2025-2026 and 2026-2027. Finally, the Eden Area ROP continues to meet and exceed AB 1200 requirements.

The report is included under separate cover and is available for review by the public upon request.

RECOMMENDATION

It is recommended that the Governing Board approve the 2024-2025 Second Interim Report.



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Second Reading and Adoption of Governing Board Policies, Administrative Regulations, Board Bylaw, and Exhibit

BACKGROUND

By law, districts are mandated to adopt policies and administrative regulations to help ensure that districts are legally compliant. New laws are passed by the legislature and congress every year and our policies can quickly become out-of-date.

The Eden Area ROP's policy development process includes a first reading at a public Governing Board meeting and a subsequent second reading and adoption for Board approval at a public Governing Board meeting.

CURRENT SITUATION

The board policies, administrative regulations, exhibit and board bylaw listed below have been updated based on the feedback and discussion at the February 6, 2025 Governing Board meeting.

What follows is the second reading of updated board policies, administrative regulations, exhibit and board bylaw to reflect current law and regulations.

NUMBER	TYPE	TITLE	STATUS
1250	BP	Visitors/Outsiders	Revise
1250	AR	Visitors/Outsiders	Revise
3100	BP	Budget	Revise
3100	AR	Budget	Revise
3320	BP	Claims and Actions Against the District	Revise
3320	AR	Claims and Actions Against the District	Rescind
5113.1	BP	Chronic Absence and Truancy	Revise
5113.1	AR	Chronic Absence and Truancy	Revise
9270	BB	Conflict of Interest	Revise
9270	E(1)	Conflict of Interest	Revise

RECOMMENDATION

It is recommended that the Governing Board approve the second reading and adoption of Governing board policies, administrative regulations, board bylaw, and exhibit.

Policy 1250: Visitors/Outsiders

Status: DRAFT

Original Adopted Date: 06/07/2012 | **Last Revised Date:** 02/01/2024 | **Last Reviewed Date:** 02/01/2024

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting the Eden Area Regional Occupational Program (Eden Area ROP) and students. Therefore, the Board encourages interested parents/guardians and community members to visit the classes, be available as guest speakers and view the educational program consistent with this Board policy, the accompanying administrative regulation, and any procedures established by the Superintendent or designee.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours shall be first arranged with the teacher and Principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

Any person who is not a student or staff member shall register immediately as a visitor upon entering any school building or grounds when school is in session.

The Principal or designee shall provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and Principal's permission. (Education Code 51512)

Any visitor who is in a school building or on school grounds when school is in session shall behave in an orderly manner while on school grounds and by utilizing the Eden Area ROP's complaint process if they have concerns with any Eden Area ROP program or employee. In accordance with Penal Code 626.7 and Administrative Regulation 3515.2 - Disruptions, the Principal or designee shall request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of an Eden Area ROP student, shall request written permission from the Principal before entering the school campus or grounds, in accordance with Board Policy and Administrative Regulation 3515.5 – Sex Offender Notification. The Principal shall report to the Superintendent or designee anytime such a request is received and notify the Superintendent or designee if permission is granted or denied. As necessary, the Principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity.

The Principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

Regulation 1250: Visitors/Outsiders

Status: DRAFT

Original Adopted Date: 06/07/2012 | **Last Revised Date:** 02/01/2024 | **Last Reviewed Date:** 02/01/2024

The Superintendent or designee shall post at every entrance to the Center a notice describing registration requirements, Center hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Education Code 32211; Penal Code 627.6)

Unless otherwise directed by the Principal or designee, a staff member shall accompany visitors while they are on school grounds.

Registration Procedure

In order to register, a visitor shall, upon request, furnish the Principal or designee with the following information: (Penal Code 627.3)

1. Name, address and occupation
2. Age, if less than 21
3. Purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Principal's Registration Authority

The Principal or designee may refuse to register any visitor if the Principal or designee reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The Principal or designee may revoke a visitor's registration if there is a reasonable basis for concluding that the individual's presence on school grounds would interfere, or is interfering, with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

When a visitor fails to register, or when the Principal or designee denies or revokes a visitor's registration privileges, the Principal or designee shall request that the individual promptly leave school grounds. If a visitor is shown reasonable cause to believe that the visitor is willfully disrupting the orderly operation of a school the Principal or designee may issue a "Stay Away Letter" in accordance with Penal Code 626.4. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if the visitor reenters the school within seven days the visitor may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal either of these determinations by submitting, within five days after the person's departure from school, a written request for a hearing to either the Superintendent or the Principal of the school at which the registration was denied or revoked. This request must state why the person believe the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or Principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or Principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

Policy 3100: Budget

Status: DRAFT

Original Adopted Date: 06/07/2012 | **Last Revised Date:** 03/05/2020

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the Eden Area Regional Occupational Program's (Eden Area ROP) vision, goals, and priorities. The Eden Area ROP budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the Eden Area ROP.

The Eden Area ROP budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). The Superintendent or designee shall annually notify the County Superintendent of Schools of the Eden Area ROP's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified Eden Area ROP needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed Eden Area ROP budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

If the County Superintendent disapproves or conditionally approves the Eden Area ROP's budget, the Board shall review and respond to the County Superintendent's recommendations at a regular public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on Eden Area ROP needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

Budget Criteria and Standards

In developing the Eden Area ROP budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of projected enrollment, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law. (Education Code 33128.3; 5 CCR 15450)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in

the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for Eden Area ROP revenues and expenditures.

Fund Balance

The Eden Area ROP shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the Eden Area ROP shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

To protect the Eden Area ROP against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.

If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The Eden Area ROP's current-year budget and multi-year projections shall include adequate provisions for addressing the Eden Area ROP's long-term financial obligations, including, but not limited to, long-term obligations resulting from financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

The Board shall approve a plan for meeting the Eden Area ROP's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the Eden Area ROP's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the Eden Area ROP to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the Eden Area ROP and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall

recommend budget amendments to ensure accurate projections of the Eden Area ROP's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, Eden Area ROP income declines, increased revenues or unanticipated savings are made available to the Eden Area ROP, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Regulation 3100: Budget

Status: DRAFT

Original Adopted Date: 06/07/2012 | **Last Revised Date:** 03/05/2020

Budget Advisory Committee

Membership of the Eden Area Regional Occupational Program's (Eden Area ROP) budget advisory committee may include representatives of each of the following groups:

1. Eden Area ROP administrators
2. Certificated and/or classified staff
3. Parents/guardians
4. Representatives of the business community and/or other community members
5. Students

The committee's duties may include, but not necessarily be limited to:

1. Making recommendations regarding budget priorities
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Governing Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

Public Hearing

The agenda for the public hearing on the Eden Area ROP budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)

The Superintendent or designee shall notify the County Superintendent of Schools of the location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as specified in Education Code 42103. Beginning January 1, 2027, this notification, rather than being published in a newspaper of general circulation as described above, shall be prominently posted on the homepage of the Eden Area ROP's website at least three days before the availability of the proposed budget for public inspection.

During the hearing, any resident from the member districts may appear and speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

Initial Budget Adoption

On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

Before adopting the Eden Area ROP budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

Revised Budget

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the Eden Area ROP's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Review Committee for Disapproved Budgets

If the Eden Area ROP's revised budget is disapproved by the County Superintendent, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the SPI, who shall be selected within five working days after receiving the list of candidates
2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the Eden Area ROP budget, the Board may submit a response no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the Eden Area ROP budget after reviewing the committee's report and the Eden Area ROP's response, the Board shall consult with the County Superintendent as they develop and adopt, by November 30, a fiscal plan and budget that will allow the Eden Area ROP to meet its financial obligations. For the current fiscal year, the Eden Area ROP shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the Eden Area ROP receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

Policy 3320: Claims And Actions Against The District

Status: DRAFT

Original Adopted Date: 03/05/2020 | **Last Reviewed Date:** 03/05/2020

The district herein after referred to as the Eden Area Regional Occupational Program (Eden Area ROP) unless otherwise noted or when referring to any of our member districts.

The Governing Board desires to conduct Eden Area ROP operations in a manner that minimizes risk, protects Eden Area ROP resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the Eden Area ROP shall be presented to and acted upon in accordance with the Government Claims Act or other applicable state or Eden Area ROP procedures, as well as the Eden Area ROP's joint powers authority (JPA) agreement or other insurance coverage.

Any claim for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or specifically excepted by Government Code 905 shall be presented and acted upon in accordance with Eden Area ROP-established procedures consistent with the manner and time limitations specified in this Board policy. (Government Code 935)

Unless otherwise provided by law, a written claim shall be presented to and acted upon by the Board in accordance with such procedures prior to filing a lawsuit against the Eden Area ROP for money or damages.

Upon notice to the Eden Area ROP of a claim, the Superintendent or designee shall take all necessary steps to protect the Eden Area ROP's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

Time Limitations

The following time limitations apply to the presentation of claims for money or damages against the Eden Area ROP:

1. Claims relating to a cause of action for death or for injury to a person, personal property, or growing crops shall be presented to the Board not later than six months after the accrual of the cause of action (Government Code 911.2)
2. Claims relating to any other cause of action subject to the Government Claims Act shall be filed not later than one year after the accrual of the cause of action (Government Code 911.2)
3. Claims relating to childhood sexual assault and other causes of action which are specifically excepted from the Government Claims Act by Government Code 905, that are subject to a claims presentation procedure in another statute or regulation, shall be presented to the Board in accordance with the applicable governing statute or regulation (Government Code 905)
4. Claims relating to any cause of action which is specifically excepted from the Government Claims Act by Government Code 905 but is not governed by any other claim presentation statute or regulation shall be presented to the Board within the time limits specified in Items #1 and 2 above, depending on the applicable cause of action (Government Code 911.2, 935)

Receipt of Claims

A claim shall be deemed presented and received when delivered to the Eden Area ROP office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the Eden Area ROP office with postage paid, or when otherwise actually received in the Eden Area ROP office or by the Board secretary or clerk. (Government Code 915, 915.2)

A claim may be submitted electronically in the manner specified by the Superintendent or designee. (Government Code 915, 915.2)

Review of Contents of the Claim

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant

2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the Eden Area ROP employee(s) causing the injury, damage, or loss, if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed

If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case as specified in Code of Civil Procedure 85 and 86.

7. The signature of the claimant or the person acting on the claimant's behalf

Notice of Claim Insufficiency

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, provide a notice in the manner specified in Government Code 915.4 that states the particular defects or omission in the claim. (Government Code 910.8)

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendment to Claims

Within the time limits provided in "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

When a claim that is required to be presented not later than six months after the accrual of the cause of action, as specified in "Time Limitations" above, is not presented within that time, an application to present a late claim may be presented to the Board, in the manner specified in Government Code 915 and 915.2, within a reasonable time not to exceed one year after the accrual of the cause of action. The application shall include the proposed claim and shall state the reason for the delay in presenting the claim. (Government Code 911.4)

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee shall, within 45 days, give written notice, in the manner specified in Government Code 911.3, that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the Eden Area ROP was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim

4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8 and in the manner specified in Government Code 915.4.

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the Eden Area ROP and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the Eden Area ROP, the claim shall be rejected
2. If the Board finds that the claim is a proper charge against the Eden Area ROP and is for an amount justly due, the claim shall be allowed
3. If the Board finds that the claim is a proper charge against the Eden Area ROP but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance
4. If legal liability of the Eden Area ROP or the amount justly due is disputed, the Board may reject or compromise the claim
5. If the Board takes no action on the claim, the claim shall be deemed rejected

In accordance with Government Code 935.4, the Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less pursuant to any conditions of coverage in the Eden Area ROP's JPA agreement or insurance coverage.

If the Board, or Superintendent when appropriate, allows the claim, in whole or in part, or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall be provided in the manner specified in Government Code 915.4. (Government Code 913)

Registry of Public Agencies

Within 10 days of any change in the full, legal name of the Eden Area ROP, the mailing address of the Board, or the names, titles, and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. (Government Code 53051)

Regulation 3320: Claims And Actions Against The District

Status: DRAFT

Original Adopted Date: 12/09/2021 | Last Reviewed Date: 12/09/2021

The district herein after referred to as the Eden Area Regional Occupational Program (Eden Area ROP) unless otherwise noted or when referring to any of our member districts.

Any claim against the Eden Area ROP for money or damages shall be filed and acted upon in accordance with the Government Claims Act (Government Code 810-996.6) or other applicable law. Claims that are specifically excepted from the Government Claims Act by Government Code 905 and are not governed by any other statute or regulation may be filed and acted upon in accordance with Eden Area ROP-established procedures pursuant to Government Code 935.

Unless otherwise provided by law, a written claim shall be presented to and acted upon by the Governing Board in accordance with such procedures prior to filing a lawsuit against the Eden Area ROP for money or damages.

Time Limitations

The following time limitations apply to the presentation of claims for money or damages against the Eden Area ROP:

1. Claims relating to a cause of action for death or for injury to a person, personal property, or growing crops shall be presented to the Board not later than six months after the accrual of the cause of action. (Government Code 911.2)
2. Claims relating to any other cause of action subject to the Government Claims Act shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.2)
3. Claims relating to childhood sexual assault and other causes of action which are specifically excepted from the Government Claims Act by Government Code 905 but are subject to a claims presentation procedure in another a statute or regulation shall be presented to the Board in accordance with the applicable governing statute or regulation. (Government Code 905)
4. Claims relating to any cause of action which is specifically excepted from the Government Claims Act by Government Code 905 but is not governed by any other claim presentation statute or regulation shall be presented to the Board within the time limits specified in items #1 and 2 above, depending on the applicable cause of action. (Government Code 911.2, 935)

Receipt of Claims

A claim shall be deemed presented and received when delivered to the Eden Area ROP office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the Eden Area ROP office with postage paid, or when otherwise actually received in the Eden Area ROP office or by the Board secretary or clerk. (Government Code 915, 915.2)

A claim may be submitted electronically in the manner specified by the Superintendent or designee. (Government Code 915, 915.2)

Upon receipt of a claim against the Eden Area ROP pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the Eden Area ROP's joint powers authority or insurance carrier in accordance with the applicable conditions of coverage.

Review of Contents of the Claim

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted

4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the Eden Area ROP employee(s) causing the injury, damage, or loss, if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case of \$25,000 or less.
7. The signature of the claimant or the person acting on the claimant's behalf

Notice of Claim Insufficiency

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, provide a notice in the manner specified in Government Code 915.4 that states the particular defects or omission in the claim. (Government Code 910.8, 915.4)

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendment to Claims

Within the time limits provided in the section "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

When a claim that is required to be presented not later than six months after the accrual of the cause of action, as specified in the section "Time Limitations" above, is not presented within that time, an application to present a late claim may be presented to the Board, in the manner specified in Government Code 915 and 915.2, within a reasonable time not to exceed one year after the accrual of the cause of action. The application shall include the proposed claim and shall state the reason for the delay in presenting the claim. (Government Code 911.4, 915, 915.2)

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee may, within 45 days, give written notice that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the Eden Area ROP was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim.
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as

set forth in Government Code 911.8 and in the manner specified in Government Code 915.4. (Government Code 911.8, 915.4)

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Action on Claims

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the Eden Area ROP and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the Eden Area ROP, the claim shall be rejected.
2. If the Board finds that the claim is a proper charge against the Eden Area ROP and is for an amount justly due, the claim shall be allowed.
3. If the Board finds that the claim is a proper charge against the Eden Area ROP but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the Eden Area ROP or the amount justly due is disputed, the Board may reject or compromise the claim.
5. If the Board takes no action on the claim, the claim shall be deemed rejected.

If the Board allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall be provided in the manner specified in Government Code 915.4. (Government Code 913, 915.4)

Policy 5113.1: Chronic Absence And Truancy

Status: DRAFT

Original Adopted Date: 06/05/2020 | **Last Reviewed Date:** 06/05/2020

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board expects that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the Eden Area Regional Occupational Program (Eden Area ROP), and that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees, as defined in law and administrative regulation, and to identify patterns of absence throughout the Eden Area ROP.

The Superintendent or designee may develop strategies that focus on prevention of attendance issues, which may include, but are not limited to, efforts to provide a safe and positive school environment; relevant and engaging learning experiences; school activities that help develop students' feelings of connectedness with the school, including personalized relationships between students and teachers and/or support staff; school-based health services including aides and communication in the primary language used by parents/guardians; and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also may develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals; transportation assistance; counseling, including trauma-informed practices, for mental or emotional difficulties; academic supports; efforts to address school or community safety concerns; discussions with the student and parent/guardian about their attitudes regarding schooling; or other strategies to remove identified barriers to school attendance.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension.

The Superintendent or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absenteeism.

The Superintendent or designee may periodically report to the Board regarding the Eden Area ROP's progress in improving student attendance rates for all students and for each numerically significant student population. Such information may be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and to make changes as needed. As appropriate, the Superintendent or designee may engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

Regulation 5113.1: Chronic Absence And Truancy

Status: DRAFT

Original Adopted Date: 06/05/2020 | Last Revised Date: 02/03/2022

Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the Eden Area Regional Occupational Program (Eden Area ROP), exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the Eden Area ROP has made a conscientious effort to hold at least one conference with the student and the student's parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the Eden Area ROP has met the requirements of Education Code 48260, 48260.5, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, a valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5, and Administrative Regulation 5113 - Absences and Excuses. A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and the student's parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

Students who are absent shall be given an opportunity to make up missed assignments or assessments and shall receive full credit for satisfactory completion of the work. Students with excessive absences shall be supported to the extent possible to limit the impact of absences on the student's grades.

Whenever chronic absenteeism is linked to a health, social-emotional, family, or other nonschool issue, the Superintendent or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and the student's family.

Bylaw 9270: Conflict Of Interest

Status: DRAFT

Original Adopted Date: 06/05/2020 | **Last Revised Date:** 05/04/2023 | **Last Reviewed Date:** 05/04/2023

The Governing Board commits to maintaining the highest ethical standards and help ensure that decisions are made in the best interest of the Eden Area Regional Occupational Program (Eden Area ROP) and the public. Accordingly, no "District Official," defined as a Board member or position designated in the Eden Area ROP's conflict of interest code, shall participate in the making of any decision for the Eden Area ROP when the decision will or may be affected by the District Official's financial, family, or other personal interest or consideration, as defined by law.

Additionally, a Board member shall abstain from voting on personnel matters that uniquely affect the Board member's relatives. *Relative* means an adult who is related to the Board member by blood or affinity within the third degree, as determined by common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Conflict of Interest Code

The Board shall adopt a conflict of interest code for the Eden Area ROP that incorporates the provisions of 2 CCR 18730 by reference, delineates the District Officials, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the Eden Area ROP's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body.

Upon direction by the code reviewing body, the Board shall review its conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the Eden Area ROP's conflict of interest code is necessitated due to changed circumstances, such as the creation of new District Officials or changes to the duties of District Officials, the Board shall amend the code, which shall then be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the Eden Area ROP's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Conflict of Interest under the Political Reform Act

A District Official shall not make, participate in making, or in any way use or attempt to use an official position to influence a governmental decision in which the District Official knows or has reason to know that there is a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the District Official's immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A District Official makes a governmental decision when, acting within the authority of the office or position, the District Official authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before other District Officials for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a District Official is not prohibited from participating in the making of a contract in which the District Official has a financial interest if such participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

Form 700

Each District Official shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the Eden Area ROP's conflict of interest code. An individual who ceases to be a

District Official shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date the individual ceased to be a District Official. (Government Code 87302)

Additional Requirements for Boards that Manage Public Investments

Any Board member, Eden Area ROP employee, or Eden Area ROP consultant who manages public investments, as defined by Government Code 87200, and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required
2. Not discuss or vote on the matter, or otherwise acting in violation of Government Code 87100

For a Board member, the Board member shall not be counted toward achieving a quorum while the item is discussed.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded

However, the Board member, Eden Area ROP employee, or Eden Area ROP consultant who manages public investments, as defined by Government Code 87200, may speak on the issue during the time that the general public speaks on it. Additionally, for a Board member, if the matter has been placed on the consent calendar, the Board member shall abstain from voting on the consent calendar or, if the Board removes the item from the consent calendar, the Board member shall abstain from voting on the item. In any event, the Board member shall refrain from discussing or voting on the item. However, the Board member is not required to leave the room during consideration of the consent calendar.

4. If a decision is made during closed session, disclose the interest orally during the open session preceding the closed session

This disclosure shall be limited to a declaration that the recusal is because of a conflict of interest pursuant to Government Code 87100. The Board member, district employee, or district consultant who manages public investments, as defined by Government Code 87200, shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the decision.

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

A District Official shall not be financially interested in any contract made by the Eden Area ROP, including in the development, internal discussions, negotiations, modifications, planning, deliberation of issues, and specifications and solicitations for bids. If a District Official has such a financial interest in a contract made by the Eden Area ROP, the contract is void. (Government Code 1090)

Remote Interest Exception to Government Code 1090

A Board member shall not be considered to be financially interested in a contract in which there is only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. (Government Code 1091)

Noninterest Exception to Government Code 1090

A District Official shall not be considered to be financially interested in a contract if the interest is a reimbursement for actual and necessary expenses incurred in the performance of official duties, in the employment of a spouse/registered domestic partner who has been an Eden Area ROP employee for at least one year prior to the Board member's election or appointment, or in any other "noninterest" specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

A District Official shall abstain from any official action in which the District Official's private or personal interest may conflict with official duties pursuant to the common law doctrine against conflict of interest.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the Eden Area ROP. (Government Code 1099, 1126)

Gifts

District Officials may accept gifts only under the conditions and limitations specified in law including, but not limited to, Government Code 89503 and 2 CCR 18730.

Gifts of travel and related lodging and subsistence shall be subject to the current gift conditions and limitations, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a District Official, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code

Gifts of travel exempted from the gift limitation, as described in Items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the Eden Area ROP for District Officials. (Government Code 89506)

Honoraria

District Officials shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the Eden Area ROP for donation into the general fund without being claimed as a deduction from income for tax purposes

Advice

Any District Official, who, in good faith, believes that they may be subject to the requirements of this Bylaw and has questions, is unclear, or is unsure regarding the application of the requirements of this Bylaw to any particular instance or situation, may seek advice from the Eden Area ROP's legal counsel with the permission of the Superintendent, Board President, or majority of the Board.

Training

Unless a Board member's term expires prior to January 1, 2026, each Board member shall complete ethics training in accordance with Government Code 53234-53235.2 by January 1, 2026, and at least once every two years thereafter as specified in Board Bylaw 9240 – Board Training.

Exhibit 9270-E(1): Conflict Of Interest

Status: DRAFT

Original Adopted Date: Pending

**RESOLUTION ADOPTING A
CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code 87300-87313, require each public agency in California, including each school district, to adopt a conflict of interest code;

WHEREAS, a district is permitted to create its conflict of interest code by incorporating by reference the terms of 2 CCR 18730, along with a list of District Officials to whom the code applies and disclosure categories, in accordance with Government Code 87300 and 87306;

WHEREAS, the Governing Board of the Eden Area Regional Occupational Program (Eden Area ROP) has previously adopted a local conflict of interest code in this manner; and

WHEREAS, the Eden Area ROP has recently reviewed its list of District Officials, and the duties of each, and has determined that **(changes/no changes)** to the current conflict of interest code are necessary.

NOW THEREFORE BE IT RESOLVED, the Governing Board of the Eden Area ROP adopts the following Conflict of Interest Code, including the accompanying Appendix of District Officials and Disclosure Categories, and

BE IT FURTHER RESOLVED, any earlier resolutions, bylaws, and/or appendices containing the Eden Area ROP conflict of interest code are hereby rescinded and superseded by this Resolution and Appendix.

PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this _____ day of _____ 20____, by the following vote:

- AYES:
- NOES:
- ABSTENTIONS:
- ABSENT:

 Name of Superintendent
 ROP Governing Board Clerk, Eden Area ROP
 Alameda County, State of California

**Conflict of Interest Code ("Code") of the
Eden Area Regional Occupational Program (Eden Area ROP)**

The Political Reform Act (PRA) (Government Code 81000-87505) requires the Eden Area ROP to adopt a conflict of interest code. 2 CCR 18730 contains the terms of a conflict of interest code, which may be amended by the Fair Political Practices Commission (FPPC) to conform to amendments in the PRA. Therefore, the terms of 2 CCR 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This Code and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Eden Area ROP.

District Officials, defined as those positions listed herein, shall file a Form 700 (also known as a Statement of Economic Interest) in accordance with the disclosure categories listed in the attached Appendix. The Form 700 shall be filed with the Eden Area ROP's filing officer and/or, if so required, with the Eden Area ROP's code reviewing body. The Eden Area ROP's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

Category 1: A District Official designated "Category 1" shall disclose the following:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the Eden Area ROP
- b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the Eden Area ROP, or manufacture or sell supplies, books, machinery, or equipment of the type used by the Eden Area ROP

Category 2: A District Official designated "Category 2" shall disclose the following:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs
- b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs

For a principal in this category, the principal's department is the principal's entire school.

Category 3 (Applicable to positions that "manage public investments," as defined by Government Code 87200): A District Official designated "Category 3" shall disclose, in accordance with Government Code 87200-87210, the following:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the Eden Area ROP
- b. Investments, business positions, and sources of income, including gifts, loans, and travel payments

Designated Positions

District Officials	Disclosure Category
Governing Board Members	1 or 3
Superintendent	1 or 3
Director of Adult Programs and Apprenticeships	2
Principal	2
Assistant Principal	2
Fiscal Services Administrator	1
Human Resources Administrator	2

Disclosures for Consultants

The Superintendent or designee shall annually determine, on a case-by-case basis, which Eden Area ROP consultants, if any, shall constituent District Officials and who shall disclose financial interests. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the Eden Area ROP, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the Eden Area ROP to enter into, modify, or renew a contract that requires Eden Area ROP approval
5. Grant Eden Area ROP approval to a contract that requires Eden Area ROP approval and in which the Eden Area ROP is a party, or to the specifications for such a contract

6. Grant Eden Area ROP approval to a plan, design, report, study, or similar item

7. Adopt or grant Eden Area ROP approval of Eden Area ROP policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the Eden Area ROP, serves in a staff capacity with the Eden Area ROP and in that capacity participates in making a governmental decision as defined in 2 CCR 18704 or performs the same or substantially all the same duties for the Eden Area ROP that would otherwise be performed by an individual holding a position specified in the Eden Area ROP's conflict of interest code. (2 CCR 18700.3)



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the Adoption of Resolution 7-24/25: Mid-Year Additions/Changes-Revised Signature Card

BACKGROUND

Education Code Section 42632 for K-12 requires that signatures of all governing board members and signatures of persons authorized by the governing board to sign orders must be filed with the County Superintendent of Schools.

Annually, the Eden Area ROP files signature cards by way of resolutions for authorized agents and Governing Board members.

Any time during the school year that there is a change (addition or replacement) of authorized agents or Governing Board members, the Alameda County Office of Education requires a mid-year revision to any applicable signature cards.

CURRENT SITUATION

On August 8, 2024, the Governing Board approved:

- Resolution 1-24/25: Signature Card Board Members
- Resolution 2-24/25: Signature Card-Authorized Agents: Payroll Warrants and Disbursements
- Resolution 3-24/25: Signature Card-Authorized Agents: Official Documents and Reports

As of January 2025, the Eden Area ROP has had three replacements on the Governing Board. Attached is Resolution 7-24/25: Mid-Year Additions/Changes-Revised Signature Card that reflects the changes.

RECOMMENDATION

It is recommended that the Governing Board approve the adoption of Resolution 7-24/25: Mid-Year Additions/Changes-Revised Signature Card.

EdenAreaROP

RESOLUTION NO. 7-24/25

Mid-Year Additions/Changes-Revised Signature Card

REVISED SIGNATURE CARD FOR:

- Authorized Agents-Payroll Warrants & Disbursements
- Authorized Agents-Official Documents & Reports
- Board Members

TO THE ALAMEDA COUNTY SUPERINTENDENT OF SCHOOLS:

AUTHORIZED AGENTS - PAYROLL WARRANTS & DISBURSEMENTS

Pursuant to Education Code Section 42632 for K-12 Education and Section 85232 for Community Colleges, each order drawn on the funds of our school district shall be signed by at least a majority of the members of the governing board of the district or by a person(s) authorized by the governing board to sign orders in its name.

The following signature is the person in addition to signatures authorized by the governing board to sign orders in its name:

Signature	Type Name
	Title
<input type="checkbox"/> Additional <input type="checkbox"/> Replacement	Replaces: _____ Type Name

AUTHORIZED AGENTS - OFFICIAL DOCUMENTS & REPORTS

Signature	Type Name
	Title
<input type="checkbox"/> Additional <input type="checkbox"/> Replacement	Replaces: _____ Type Name

BOARD MEMBERS

Signature	Juan Campos
	Type Name
<input type="checkbox"/> Additional <input checked="" type="checkbox"/> Replacement	Replaces: _____ Penny Peck Type Name

<p style="text-align: center;">_____ Signature</p> <p><input type="checkbox"/> Additional <input checked="" type="checkbox"/> Replacement</p>	<p style="text-align: center;">Sara E. Raymond _____ Type Name</p> <p style="text-align: center;">Replaces: _____ Gary Howard _____ Type Name</p>
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<p style="text-align: center;">_____ Signature</p> <p><input type="checkbox"/> Additional <input checked="" type="checkbox"/> Replacement</p>	<p style="text-align: center;">Kenneth Rawdon _____ Type Name</p> <p style="text-align: center;">Replaces: _____ April Oquenda _____ Type Name</p>
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PASSED AND ADOPTED by the Governing Board of the Eden Area ROP on this 6th day of March 2025 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

By approval of this resolution, I hereby certify that the signature(s) appearing above are true and were affixed in my presence.

Date

Signature, President of the Governing Board



DATE: March 6, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
SUBJECT: Request the Governing Board to approve the adoption of Resolution 8-24/25: Authorizing Filing of Application(s) for State Allocation Board-Administered Programs for the Eden Area ROP

BACKGROUND

With the passage of Proposition 2 in November 2024, funding will become available for Regional Occupational Programs (ROPs) to address facilities issues. The most recent site evaluation and assessment of the Eden Area ROP Center noted at least \$10 million in facilities needs for the aging facility.

The Eden Area ROP is making every effort to be prepared for the release of funding, likely through the Career Technical Education Facilities Program (CTEFP). This is an existing program that was used to disburse Proposition 51 facilities bond funding.

CURRENT SITUATION

As a best practice and likely requirement for facilities funding, the Eden Area ROP will prepare a Five-Year Facilities Master Plan. Should the Eden Area ROP apply for funding before the Master Plan is complete, this required resolution will allow the Eden Area ROP to complete the application process and then submit the Master Plan within 90 days.

RECOMMENDATION

It is recommended that the Governing Board approve the adoption of 8-24/25: Authorizing Filing of Application(s) for State Allocation Board-Administered Programs for the Eden Area ROP.

Eden Area ROP **RESOLUTION NO. 8-24/25**

Authorizing Filing of Application(s) for State Allocation Board-Administered Programs for the Eden Area ROP

WHEREAS, Education Code established multiple programs to be administered by the Department of General Services (DGS) as staff to the State Allocation Board (SAB); and

WHEREAS, the Eden Area Regional Occupational Program (Eden Area ROP) intends to file applications for eligibility determination, file applications for funding, and/or certify information under one or more SAB-Administered Program(s); and

WHEREAS, the Eden Area ROP intends to file applications for eligibility determination and/or applications for funding under the School Facility Program (SFP) as provided in Section 17070.10, et seq., of the Education Code; and

WHEREAS, the Eden Area ROP is aware that all application submittals on or after October 31, 2024, are subject to Section 17070.54 of the Education Code; and

WHEREAS, the Eden Area ROP is aware of the minimum requirements for the five-year school facilities master plan as outlined in Section 17070.54 of the Education Code;

NOW, THEREFORE BE IT RESOLVED THAT, as a condition of participating in the SFP, as administered by the SAB, the Eden Area ROP shall submit to the DGS a five-year school facilities master plan, or updated five-year school facilities master plan, approved by the governing board of the Eden Area ROP for all application submittals on or after October 31, 2024; and

NOW, THEREFORE BE IT RESOLVED THAT, the Eden Area ROP, as a condition of SFP participation, shall submit the required five-year school facilities master plan within 90 days of the Office of Public School Construction notification of processing the application; and

NOW, THEREFORE BE IT RESOLVED THAT, the Eden Area ROP acknowledges that failure to submit an acceptable five-year school facilities master plan may result in rescission of project funding.

PASSED AND ADOPTED by the following called vote this 6th day of March 2025.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Signature, President of the Governing Board

CERTIFICATION

I, Blaine Torpey, certify that the foregoing is a correct copy of a resolution passed and adopted by the Eden Area ROP on March 6, 2025.

Blaine Torpey, Board Secretary/Clerk
Eden Area ROP

Date