Eden Area ROP
GOVERNING BOARD MEETING AGENDA

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

Thursday, December 11, 2025
5:45 pm

Mission: 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.

Vision: Our vision is to embody our Core Values, leveraging our trained skills and knowledge to become visionary leaders in our careers and inspire social and economic growth in our communities.

Core Values: We believe in the Eden Area ROP! Equitable, Accessible, Restorative, Outcomes, Professional

GOVERNING BOARD MEMBERS

Juan Campos, President	San Lorenzo Unified School District
Sara E. Raymond, Vice President	Castro Valley Unified School District
Zachary Borja, Member	San Leandro Unified School District
Austin Bruckner Carrillo, Member	Hayward Unified School District

Eden Area ROP

Regular Meeting of the ROP Governing Board

Date:	Thursday, December 11, 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/98353230547

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. This meeting is being recorded to prepare the official minutes.

When it is time for 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.

Once called on, speakers are requested to begin by stating their name, and whether the statement is being made as an individual or as a representative of an organization.

Public Comment if attending 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.

Public Comment if attending via Zoom (video or phone):

- **By video conference:** Use the "Raise Hand" button to request to speak when Public Comment is being taken on the eligible agenda item. Instructions on how to "Raise Your Hand" are available at: https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar. Speakers via Zoom should also ensure that your name matches your Zoom profile name. You will be unmuted during your turn and re-muted once your comment is complete.
- **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. Instructions on how to "Raise Your Hand" by phone are available at: https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone. You will be unmuted during your turn and re-muted once your comment is complete.

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. Approval of Agenda

IV. Pledge of Allegiance

V. Vision Statement

VI. Mission Statement

VII. Core Values

VIII. 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 welcomes and encourages public comment on items listed on the agenda or within the Board's jurisdiction. We ask that all speakers engage respectfully and honor one another's points of view.

Public Comment Instructions

When it is your turn to speak:

- Your name will be called.
- You will either be unmuted (if joining virtually or by phone) or asked to come forward (if attending in person).
- Please begin by stating your name and whether you are speaking as an individual or on behalf of an organization.
- Each speaker is allowed up to three (3) minutes, unless the Board decides otherwise.
- This meeting is recorded for the official minutes.

If You Are Attending in Person

- Fill out a **"Request to Address Eden Area ROP Governing Board" card** at the entrance.
- Turn it in to the Governing Board President before the agenda item begins.
- When called, please come to the podium to make your comment.

If You Are Joining by Zoom (Computer or Device)

- Use the **"Raise Hand" feature** under "Participants" when the item you wish to comment on is called.
- Please ensure that your name matches your Zoom profile name.
- After your comment, your microphone will be muted again.

If You Are Joining by Phone through Zoom

- Press ***9** on your phone keypad to "Raise Your Hand" when the agenda item is called.
- You will be unmuted when it is your turn to speak.
- After your time has ended, your line will be re-muted.

IX. Student of the Month

A. Presentation of ROP Student of the Month Awards (page 5)

X. 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.

A. Request the Governing Board approve the Minutes of the Regular Governing Board Meeting of November 6, 2025 (pages 7-14)

B. Request the Governing Board approve the Bill Warrants (pages 15-19)

C. Request the Governing Board approve the Personnel Action Items (pages 20-21)

D. Request the Governing Board approve the Listed Donations-Collision Education Foundation/Hearst Corporation (page 22)

E. Request the Governing Board approve the Disposal of Obsolete or Surplus Items (page 23)

F. Request the Governing Board approve the MOU with the JPA Member Districts for a Career Technical Education Incentive Grant (CTEIG) Program Consortium for the 2025-2027 School Years (pages 24-28)

XI. Information Items

A. Facilities Master Plan (pages 30)

B. Fall Advisory Committee Meetings (page 31)

C. English Language Learner (ELL) College and Career Day (page 32)

D. Student Training and Employment Program (STEP) Grant Overview (page 33)

E. First Reading of Governing Board Policies, Administrative Regulations, Board Bylaws, and Exhibits (pages 34-74)

XII. Action Items

A. Request the Governing Board approve the Second Reading and Adoption of Governing Board Policies, Administrative Regulations, and Board Bylaw (pages 76-102)

B. Request the Governing Board approve the 2025-2026 First Interim Report (page 103)

C. Request the Governing Board approve the Student Board Member Appointments (pages 104)

D. Request the Governing Board approve the Human Resources Support Technician Position and Job Description (pages 105-109)

E. Request the Governing Board approve the Revised Salary Schedules (Chart 1) (pages 110-112)

F. Request the Governing Board approve the Facilities Master Plan (pages 113-146)

XIII. Superintendent's Report

XIV. Governing Board Reports

XV. Adjournment

STUDENT OF THE MONTH

Eden Area ROP

DATE: **December 11, 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 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 December:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Leonardo Ortiz Montano	Hayward	Automotive Technology	O'Leary
Mirana Abaskharon	Castro Valley	Merchandising	Bello
Derick Cortez Menendez	San Leandro	Cybersecurity	Kang
Keara Fajardo	Hayward	ZEV Technology	Villanueva

RECOMMENDATION

Information only

CONSENT CALENDAR

EdenAreaROP

Minutes of the Regular Meeting of the ROP Governing Board
November 6, 2025

I. Call to Order

Trustee Sara Raymond, Board Vice President, called the meeting to order at 5:45 p.m. on Thursday, November 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:

Juan Campos, President	San Lorenzo USD	arrived at 6:03 pm
Sara E. Raymond, Vice President	Castro Valley USD	
Austin Bruckner Carrillo, Member	Hayward USD	
Zachary Borja, Member	San Leandro USD	

Eden Area ROP Superintendent/Clerk of the Board Present:
Blaine Torpey

Eden Area ROP Administrators Present:

Laura Guajardo	Assistant Principal (Off-Site)
Mercedes Henderson	Human Resources Administrator
Craig Lang	Director of Adult Programs and Apprenticeships
Manuschka Michaud	Principal
Anthony Oum	Fiscal Services Administrator
Michelle Stephens	Assistant Principal (On-Site)

Eden Area ROP Staff Present:

Anissa Barrot	Dental Assisting Instructor
Barbara Juarez	Welding Technology Instructor
Gabriela Juarez	Executive Assistant
Jessica Laird	Career Counselor
Michael O'Connell	Careers in Law and Public Safety Instructor

III. Approval of Agenda

Trustee Zachary Borja moved to approve the agenda, Trustee Austin Bruckner Carrillo seconded the motion. By the following vote, the agenda was approved:

AYES:	3 (Borja, Bruckner Carrillo, Raymond)
NOES:	0
ABSTENTIONS:	0
ABSENT:	1 (Campos)

IV. Pledge of Allegiance

Anthony Oum led the Pledge of Allegiance.

V. Vision Statement

Ethan Hua read the Eden Area ROP Vision Statement.

VI. Mission Statement

Rodrigo Hernadez read the Eden Area ROP Mission Statement.

VII. Core Values

Blaine Torpey read the Eden Area ROP Core Values.

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

None.

IX. 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 November 2025:

STUDENT NAME	HIGH SCHOOL	ROP PROGRAM	INSTRUCTOR
Rodrigo Hernandez Ramos	Tennyson	Welding Technology	Juarez
Ethan Hua	Arroyo	Dental Assisting	Barrot
Anmol Sohi	San Lorenzo	Careers in Law and Public Safety	O'Connell

Jessica Laird, Career Counselor, introduced the instructors, who presented their students to the Governing Board. A framed certificate of achievement was delivered to each student. Each student was given an opportunity to introduce their family and say a few words.

X. Consent Calendar

Trustee Sara Raymond moved to approve the Consent Calendar Items as follows:

A. Minutes of the Regular Governing Board Meeting of October 2, 2025
B. Bill Warrants
C. Personnel Action Items
D. Listed Donations-Dave Sanlorenzo
E. Recycling Donations Received by the Eden Area ROP for the 2025-2026 School Year
F. Advisory Committee Members
G. Receipt of the Workability I Program Funds
H. Second Amendment to the Agreement with the California Air Resources Board for the Adult Education and Vocational School Zero-Emission Vehicle Technology Training Project Program (AVES) for the 2024-2025 and 2025-2026 School Years
I. Agreement with the California School Boards Association (CSBA) for GAMUT Services for the 2025-2026 School Year
J. MOU with the Public Health Institute/FACES for the Future Coalition for Health Career Training & Work-Based Learning, Academic Support, Wellness Services, and Youth Leadership Development for the 2025-2026 School Year

Trustee Zachary Borja seconded the motion. By the following vote, the consent calendar was approved:

AYES: 4 (Campos, Borja, Bruckner Carrillo, Raymond)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

XI. Information Items

A. ROP Pathway Review- Welding & Materials Joining

Manuschka Michaud, Principal, shared that the Eden Area ROP programs emphasize industry-specific skills across 13 sectors, offered both at the ROP Center and at district sites. She explained that the Manufacturing and Product Development sector was being highlighted and that the featured pathway was Welding and Materials Joining. She noted that Welding is an A through G approved course that provides G elective credit for UC and CSU systems. Students receive instruction in MIG, TIG, and stick welding and are exposed to a wide range of fields such as structural steel, underwater welding, pipeline welding, aerospace welding, motorsports welding, and pressure-vessel and pipe welding. Principal Michaud then introduced Barbara Juarez, Welding Technology Instructor, to share more information about the program.

Ms. Juarez reported that the recent remodel of the welding shop has significantly improved the learning environment and that students appreciate the updated space. She explained that the Welding Technology and Fabrication program prepares students and young adults for entry-level welding careers by providing hands-on training, industry knowledge, and opportunities to gain practical skills. She described work-based learning activities, including information sessions on welding apprenticeships, presentations by former students, and visits from journeymen who share their experiences and explain how to enter the trades. Students participate in mock interviews, receive guidance on employment expectations, and engage in regional and state hands-on welding competitions.

Ms. Juarez reported that students have the opportunity to participate in SkillsUSA competitions and that her students have won multiple regional and state medals. She provided examples of companies that have hired Eden Area ROP welding students and reviewed the processes taught in the program, including MIG, TIG, and stick welding. She outlined instruction in equipment setup, troubleshooting, plasma cutting, safety procedures, and the use of personal protective equipment. The program offers advanced certification for first-year students and mastery certification for second-year students, both recognized by industry partners. She also noted that the advisory board is highly supportive, with representatives from Miller, Typical Welding Supplies, Airgas, Chabot College, Work Hands, and Lincoln Electric.

Ms. Juarez shared examples of student work and success stories, including sculptures created in class and students who have advanced in welding careers. She read a message from a parent expressing appreciation for the program and reporting that a former student is pursuing further welding training out of state. She concluded by highlighting the strong demand for welders, the variety of welding career pathways available, and the growing number of opportunities for female welders.

B. ROP Pathway Reviews- Patient Care

Manuschka Michaud, Principal, introduced the Health Science and Medical Technology Sector and highlighted the Patient Care pathway. She explained that Eden Area ROP offers Dental Assisting as a two year A through G approved course. First year students receive D laboratory science credit and second year students receive G elective credit through the UC and CSU systems. Students learn entry level dentistry skills and explore pathways such as dental assisting, dental hygiene, and dentistry. She then introduced Anissa Barrot, Dental Assisting Instructor.

Ms. Barrot provided an overview of the Dental Assisting program. She shared that the classroom and lab are undergoing a full remodel with new digital and clinical

equipment and will reopen after the holidays. The program is fast paced and emphasizes professionalism, communication skills, and hands on clinical experience. Students completed 39 hours of community service this year, much of it outside of class time.

Students earn multiple certificates including program completion, Dental Practice Act, Infection Control, Radiography Safety, and Basic Life Support. The program is also certified to teach coronal polishing and pit and fissure sealants. Ms. Barrot described strong demand for dental assistants and shared examples of graduates who moved on to dental hygiene programs and dental school.

Work-based learning includes internships supported by more than 100 dental office partners, with placements tailored to students' home school locations. In addition to internships, students participate in community outreach and service events such as Give Kids a Smile, Give Veterans a Smile, the SJDC Dental Health Fair, the Alameda County Dental Foundation's school based oral health events, La Clinica community clinics, and other local health access programs. Students also engage in SkillsUSA, including preparation for the regional and state competitions.

Ms. Barrot noted that grant funded projects continue to expand hands on learning opportunities, and students will resume clinical practice once the remodeled space opens. She closed by emphasizing the wide range of careers available in dentistry and the strong foundation the program provides for students entering the field.

C. Business Partners of the Year

Laura Guajardo, Assistant Principal (Off-Site), provided an overview of the Business Partners of the Year recognition. Mrs. Guajardo explained that the awards celebrate local community partners who support Eden Area ROP and its students across the four partner school districts: Hayward, Castro Valley, San Leandro, and San Lorenzo.

This year, 12 local businesses were recognized at the Business Partner of the Year Awards Brunch held on October 9 at the Cherryland Community Center. The honorees included:

NAME	COMPANY	AWARD
Janet Tien	Genentech	Business Partner of the Year
Kenneth Forward	PG&E	Business Partner of the Year
LaTrae Lane	Torani	Business Partner of the Year
	Lycia Therapeutics	Business Partner of the Year
Denise Williams-West	Jefferson Elementary School	Community Partner of the Year
Elgin Lowe	Alameda County District Attorney	Community Partner of the Year
	Falck Northern California	Community Champion of the Year
	Hatch	Superintendent Award
	AC Transit	Superintendent Award
	California Air Resources Board (CARB)	Superintendent Award
	VCA Lewelling Animal Hospital	Workplace Champions of the Year
	Dig Deep Farms	Workplace Champions of the Year

Mrs. Guajardo noted that each district has its own process for selecting nominees and emphasized the addition of the workplace champion and community champion awards to recognize partners who contribute across multiple districts. The brunch

celebrated the significant impact these businesses have on Eden Area ROP programs and students.

D. Advanced Manufacturing Day

Laura Guajardo, Assistant Principal (Off-Site), provided an overview of Advanced Manufacturing Day, also known as AMD, which took place on October 3. Mrs. Guajardo explained that the event is designed to help students explore manufacturing career opportunities and gain exposure to local industry.

Mrs. Guajardo stated that students from several high schools participated in business site tours throughout the region. She noted that Castro Valley High visited Scandic Springs and Casa Sanchez Foods. Arroyo High visited Bell Plastics. San Leandro High visited ACCO Engineered Systems and another group visited Torani. Hayward High visited Veev. Brenkwitz and Tennyson High visited Tesla. Lincoln High also visited Torani. She shared that student feedback was very positive and that business partners were supportive and welcoming of student participation.

Mrs. Guajardo provided participation data and explained that a total of 276 students attended Advanced Manufacturing Day. She stated that seven business partners hosted seven separate industry tours. In addition, Chabot College more than ten related program tours were offered that supported career exploration in advanced manufacturing fields.

Mrs. Guajardo then described the student experience following the business visits. Students returned to Chabot College for lunch and were welcomed by live music performed by the Chabot Jazz Band. After lunch, students attended an industry panel discussion facilitated by the Dean and heard presentations from Industrial Technology and Automotive pathway counselors. Following the panel, students joined Chabot College volunteers for guided tours of programs that aligned with manufacturing pathways.

Mrs. Guajardo noted that the visit allowed students to observe advanced facilities and equipment. She concluded that the event provided meaningful career exploration and reinforced strong partnerships with local businesses and Chabot College.

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

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 board bylaw:

NUMBER	TYPE	TITLE	STATUS
3515	BP	Campus Security	Revise
3515.4	BP	Recovery for Property Loss or Damage	Revise
3516.1	AR	Fire Drills and Fires	Revise
5113	BP	Absences and Excuses	Revise
5113	AR	Absences and Excuses	Revise
5113.11	AR	Attendance Supervision	Revise
5141	BP	Health Care and Emergencies	Revise

NUMBER	TYPE	TITLE	STATUS
5141	AR	Health Care and Emergencies	Revise
5141.4	BP	Child Abuse Prevention and Reporting	Revise
5141.4	AR	Child Abuse Prevention and Reporting	Revise
5142	BP	Safety	Revise
5142	AR	Safety	Revise
6178.1	BP	Work-Based Learning	Revise
6178.1	AR	Work-Based Learning	Revise
9005	BB	Governance Standards	Revise

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

XII. Action Items

A. Request the Governing Board approve the Career Technical Education Facilities Program (CTEFP) Grant Round 7: Welding Facility and Equipment Application

Upon review of and a motion by Trustee Zachary Borja and a second by Trustee Sara Raymond the Governing Board approved the Career Technical Education Facilities Program (CTEFP) Grant Round 7: Welding Facility and Equipment application.

AYES: 4 (Campos, Borja, Bruckner Carrillo, Raymond)
NOES: 0
ABSTENTIONS: 0
ABSENT: 0

XIII. Superintendent's Report

Blaine Torpey, Superintendent provided a detailed report on recent activities and initiatives within Eden Area ROP. Superintendent Torpey began by highlighting the first English Learner Saturday, led Laura Guajardo and Eduardo Rodriguez. The event engaged over 150 students who participated in presentations from Eden Area ROP and Chabot staff, toured CTE facilities at Chabot College, and visited the Eden Area ROP facilities. Students alternated between English and Spanish during presentations, and student ambassadors facilitated the tours, demonstrating effective near-peer connections and strong engagement.

Superintendent Torpey discussed the recognition of business partners, including Hatch, AC Transit, and the California Air Resources Board, who received the Superintendent's Award for their contributions to students and programs. This included supporting the first pilot class in Zero-Emission Vehicle Technology. He distributed the new annual report, which highlights the impact of staff, students, and business partners, and shared a new edition of Garden Blossom.

The Eden Area ROP is continuing to build successful student focused partnerships with ECECPTS for Careers in Education, Bay Area K16 Collaborative for work-based learning, and AC Transit for our Automotive and Zero-Emission Vehicle programs. Although timing has shifted and the program will likely start next year, the initiative will allow students to graduate with their Associate Teacher's permit, creating a meaningful impact on postsecondary readiness.

Superintendent Torpey also shared his experience presenting to the Castro Valley School Board, accompanied by student ambassadors, noting their exceptional

presentation.

Superintendent Torpey reported on Adult Programs and shared that Eden Area ROP is in its third round of the Learn to Earn initiative in partnership with the City of Hayward and HPN. He noted that the program recently received the Helen Putnam Award for Excellence for its contribution to workforce development for Hayward residents and companies. Superintendent Torpey also provided electronic materials and video links, including examples such as the pumpkin carving contest, to highlight creativity and student engagement.

Superintendent Torpey noted that sophomore tours are continuing and invited board members to attend upcoming dates. He reported successful implementation of the Infinite Campus student information system and stated that Eden Area ROP has completed its first real time attendance reporting connection with a district partner, with plans to expand to other partners. He described recent English Learner professional development, including activities in which staff practiced EL strategies through an interactive demonstration.

Superintendent Torpey presented the AC Transit Superintendent's Award and shared that the recognition was included in the AC Transit general manager's report. He described tours of the AC Transit maintenance facility and explained that the in-house work aligned closely with Eden Area ROP career sector programs, reinforcing the partnership.

XIV. Governing Board Reports

Trustee Austin Bruckner Carrillo, Hayward Unified School District representative, reported that HUSD approved the Product Stabilization Agreement (PSA) for the Measure I bond, which was passed by voters in March 2024. He noted that while the agreement did not achieve all desired outcomes, it includes language to initiate discussions for a potential workforce development fund. Under this concept, contractors working under the PSA could contribute a portion of profits to a fund that would support workforce development programs for students, including ROP programs and recruitment efforts. Trustee Bruckner Carrillo mentioned that similar provisions exist in Fremont and Oakland, and Berkeley is also exploring this approach.

He further reported that the PSA establishes a joint administrative committee responsible for developing an MC3 Pre-Apprenticeship Program. Trustee Bruckner Carrillo encouraged coordination with Superintendent Wu-Fernandez to ensure that ROP is integrated into the process. He noted that curriculum development under the PSA is underway and should align with the MC3 initiative.

Trustee Sara Raymond, Castro Valley Unified School District representative, expressed appreciation for Superintendent Torpey's recent presentation to CVUSD, noting that the student ambassadors were exceptional. She highlighted the impact of ROP programs on students, emphasizing how participation empowers them and validates the decision to attend occupational programs outside their home schools. Trustee Raymond remarked on the value of hands-on learning opportunities provided by ROP, which she sees as missing in traditional classrooms, and expressed her gratitude for being able to witness the students' experiences firsthand.

Trustee Juan Campos, San Lorenzo Unified School District representative, Trustee Campos expressed appreciation for the recognition of ROP programs, noting that people often speak highly of the program when he represents San Lorenzo. Trustee Campos also provided updates on his district, announcing that a tentative agreement has been reached with the SEIU and that negotiations with CSEA are nearly complete.

He noted that the SLEA Teachers Union recently concluded their sunset review and expressed hope for smooth negotiations moving forward.

XV. Recess to Closed Session

The meeting was called into closed session at 7:22 pm.

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

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

The meeting resumed to open session at 7:24 pm.

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

Board President, Juan Campos, reported that no action was taken.

XVII. Adjournment

The meeting was adjourned at 7:25 pm in memory of:

- Manuel Bettencourt, grandfather of Jessica Laird, Career Counselor
- William Bystrom, father of Heather Bystrom, Medical Careers Instructor

Approved by the Eden Area ROP Governing Board _____.

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

EdenAreaROP

DATE: December 11, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Sabrina Ubhoff, Accounting Technician
SUBJECT: Request the Governing Board approve the Bill Warrants

CURRENT SITUATION

The bill warrants submitted for approval are for the period of October 28, 2025 through November 13, 2025 and include test warrant numbers and voided warrants.

CONSENT CALENDAR

Eden Area ROP

DATE: December 11, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Mercedes Henderson, Human Resources Administrator
SUBJECT: Request the Governing Board 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

Eden Area ROP

DATE: December 11, 2025
TO: ROP Governing Board
FROM: Blaine Torpey, Superintendent
PREPARED BY: Michelle Stephens, Assistant Principal (On-Site)
SUBJECT: Request the Governing Board approve the Listed Donations- Collision Education Foundation/Hearst Corporation

BACKGROUND

Occasionally, gifts or monetary items are donated to the Eden Area ROP.

CURRENT SITUATION

On November 5, 2025, Collision Education Foundation/Hearst Corporation made a donation of a Dent-Fix Alu-Spot Deluxe Aluminum Dent Repair System DF 900DX/E to the Automotive Collision and Refinishing program.

A letter of acceptance will be sent to the donor.

CONSENT CALENDAR

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Anthony Oum, Fiscal Services Administrator**
SUBJECT: **Request the Governing Board to approve the Disposal of Obsolete or Surplus Items**

BACKGROUND

Per California Education Code 17545(a), it states that "The governing board of any school district may [for] … any personal property belonging to the district if the property is not required for school purposes … be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use."

CURRENT SITUATION

The two carts, utilized by Security/Maintenance, that were vandalized by the recent burglary, require replacement. Because these two carts are past it's useful life and were severely damaged, rendering them unsuitable for school purposes, they are to be disposed of for the purpose of replacement and are no longer suitable for school use.

Serial Number	Description
2712204	2010 EZ 4 Seater/Box Converter
2712131	2010 EZ 4 Seater/Box Converter

The Superintendent hereby concludes that it is necessary to dispose these obsolete equipment and/or items.

CONSENT CALENDAR

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **Request the Governing Board to approve the MOU with the JPA Member Districts for a Career Technical Education Incentive Grant (CTEIG) Program Consortium for the 2025-2027 School Years**

BACKGROUND

The California Department of Education has allocated $300 million per year for the Career Technical Education Incentive Grant (CTEIG) Program. Funds for this grant will have to be matched with cash dollars at a $2:$1 rate. Additionally, CA Educational Coded requires a commitment to maintain current CTE funding levels at the 2018-2019 level for the next three years. Funds are to be used to maintain and improve CTE pathways.

CURRENT SITUATION

JPA ROPs are eligible to apply as the fiscal lead for the grant as long as there is an MOU in place among the participating districts and the ROP. The MOU for the CTEIG Consortium reinforces the Joint Powers Authority established by the Participating Members in assigning the role of the Eden Area ROP and sets forth the responsibilities of the parties and the terms and conditions of the agreement established.

Member districts have agreed to continue in the same manner as the original application and apply as a consortium with the Eden Area ROP as the lead.

This MOU serves as the agreement among the districts and the ROP that will enable us to move forward with CTEIG grant applications as a consortium. It has been updated to clarify district partners ability to opt out of the agreement by providing notice at the end of the school year.

CONSENT CALENDAR

EdenAreaROP

CTEIG Fiscal Year (FY) 2025-2027 Round 11 MOU

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This Memorandum of Understanding: CTEIG Fiscal Year (FY) 2025-2027 Round 11 (this "Agreement") is between the **Eden Area Regional Occupational Program – EAROP** ("Lead Consortium Member") and the following consortium participating members:

Castro Valley Unified School District – CVUSD ("Consortium Member")
Hayward Unified School District – HUSD ("Consortium Member")
San Leandro Unified School District – SLUSD ("Consortium Member")
San Lorenzo Unified School District – SLzUSD ("Consortium Member")

for a two-year period 2025-2027.

Purpose:

The Agreement establishes an agreement between the Lead Consortium Member and the Consortium Members in which the Lead Consortium Member will serve as the lead LEA for Career Technical Education Incentive Grants (CTEIG) for the purpose of funding Career Technical Education (CTE) programs with the CTE Incentive Grant CTEIG 2025-27.

The agreement reinforces the Joint Powers Authority established by the Participating Members in assigning the role of the District and sets forth the responsibilities of the parties and the terms and conditions of the agreement established.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree, as follows:

All partners in the EAROP CTEIG Consortium agree to fully comply with all program eligibility requirements set forth in the CTEIG 2025-26 Request for Applications (RFA). The Lead Consortium member is responsible for acquiring, managing, and reporting all uses of grant funds in compliance with the CTEIG program.

CTE Program Requirements

1. Serve as the lead Pursuant to California *Education Code* (*EC)* Section 53071(c), all recipients of the CTEIG funds are required to encourage, maintain, and strengthen high-quality CTE programs meeting all of the minimum eligibility standards.

Funding

1. If the consortium is awarded funding through the 2025–26 CTE Incentive Grant (Round 11), the distribution of funds will be based proportionally on the following 2024–25 Reported Grades 7–12 P2 ADA as listed below as indicated in the CTEIG Program Grant Management System (PGMS):

LEA	Eligible ADA	CTEIG ADA	LEA Match	LEA Allocation
CVUSD	4270.76	4270.76	n/a	20%
HUSD	6969.79	6969.79	n/a	35%
SLUSD	3715.32	3715.32	n/a	18%
SLzUSD	3600.38	3600.38	n/a	17%
EAROP	n/a	n/a	100%	10%

Matching Funds Requirement

1. For any funding received from this program, the CTEIG grant requires a proportional match as follows:

   For any funding received from this program, *EC* Section 53071 (a), (1), (D), (i) requires a local match from FY 2025–26 of two dollars ($2) for every one dollar ($1). The LEA agrees to pledge matching funds for this application based on match encumbered in FY 2025–2026. Matching fund expenditures must have the accounting goal codes 3800 or 6000. Matching funds will be verified each year and must support the CTE programs. Lead Member will consolidate all LEA pledges and use them for CTEIG to meet the consortium's goals.

   Per *EC* Section 53071(a)(5), an applicant's matching funds shall be used to support the program or programs for which the applicant was awarded a grant.

   Failure to meet the matching funds requirement of the CTEIG *EC* Section 53071 will result in the applicant being invoiced a portion of or the entire amount of grant funds awarded.

Reporting Requirements and Deliverables

1. Consortium partners will be required to complete both a narrative progress report and a fiscal progress report which addresses their high-quality CTE plan for which they were awarded funds. These first reports will be due to the CDE by January 31, 2027. Partners will submit their reports to Lead Member at least two weeks prior to this deadline.
2. Per *EC* Section 53073, the CDE is required, in collaboration with the SBE, to use specified metrics to determine the eligibility of a grant applicant. The FY 2025–26 CTE Completer Data will be collected beginning January 2027 and will be submitted during March 2027. Grantees are annually required to generate and submit the data points.
3. An end-of-year narrative report, which addresses the success of the high-quality CTE plan for which CTEIG funds were awarded. Each partner must provide evidence of plan completion or detailed explanations for not meeting any of the planned activities or expenditures.
4. An end of year fiscal expenditure claims report including matching funds and their sources.
    a. All LEAs will submit a fiscal report by object code showing CTEIG expenditures, matching funds, and the source of the match
    b. All CTEIG expenditures and those of matching funds must be coded with the goal code of 3800 (CTE) or 6000 (ROC/P). LEAs using bond funds as a match must provide information related to those expenditures for CTE construction projects.
5. The CTEIG award funding may be renewed annually. In order to be eligible for renewal, the applicant must complete all of the deliverables for the previous year and submit an intent to renew application. The intent to renew the application will include the following:
    a. Statement on how much an LEA can match for the new grant term
    b. Progress report on the minimum eligibility requirements
    c. An updated budget including the three-year post grant sustainability budget.

Program and Administrative Requirements

1. The CTE Incentive Grant requires that the Lead Agency assume the responsibility of the participating members of the consortium to comply with the requirements of the grant, as articulated in the CTEIG 2025–26 RFA, including, but not limited to, the match funding requirement for the duration of the grant term and all CDE General Assurances and Certifications.
2. The signed CTEIG application is a commitment to comply with the assurances, certifications and terms and conditions associated with the grant. In addition to

the CTEIG Grant Assurances and Conditions, applicants should download all of the general assurances and certifications from the CDE Web site (Career Technical Education Incentive Grant (CTEIG) - Career Technical Education (CA Dept of Education). The documents must be reviewed and kept on file by the LEA.

Term of Agreement

1. The effective date of this MOU is July 1, 2025, and it terminates June 30, 2027.

Compliance with the Law

1. The LEA shall be subject to and shall comply with all Federal, State and local laws and regulations applicable with respect to its performance under this MOU, including but not limited to licensing, employment and purchasing practices, wages, hours and conditions of employment, including nondiscrimination.

Signatures

Dr. Nia Rashidchi, Superintendent, CVUSD	Date
Chien Wu-Fernandez, Superintendent, HUSD	Date
Dr. Michael McLaughlin, Superintendent, SLUSD	Date
Dr. Daryl Camp, Superintendent, SLzUSD	Date
Blaine C. Torpey, Superintendent, EAROP	Date

INFORMATION ITEMS

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **Facilities Master Plan**

BACKGROUND

The Eden Area ROP facilities are almost 60 years old. There is a need to update and modernize the campus.

To prepare for the release of Proposition 2 school facility funding, through the Career Technical Education Facilities Program (CTEFP), the Eden Area ROP was required to complete a Board approved Facilities Master Plan. The Eden Area ROP engaged with Perkins Eastman. Perkins Eastman is an architecture, interior design and planning firm that has provided planning and design for primary and secondary schools for over 40 years. They have worked on projects locally, statewide, and across the nation.

CURRENT SITUATION

In April 2025, the Eden Area ROP and Perkins Eastman started the project. Beginning in June 2025, Perkins Eastman conducted a series of workshops and other efforts to collect stakeholder feedback. In addition, Perkins Eastman evaluated how the current facilities support the Eden Area ROP vision for our campus. The final phase focused on developing recommendations and priorities.

Perkins Eastman has guided the development of the Eden Area ROP Facilities Master Plan to support not only our CTEFP applications but the development of a long-range strategic plan.

Perkins Eastman staff will be presenting the Eden Area ROP Facilities Master Plan to the Governance Team.

RECOMMENDATION

Information only

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Laura Guajardo, Assistant Principal (Off-Site)**
SUBJECT: **Fall Advisory Committee Meetings**

BACKGROUND

Advisory committees have been established and maintained to support our efforts in delivering high quality Career Technical Education (CTE) programs. The Advisory also serves to further develop and evaluate the implementation of our programs. The committees are made up of business and community representatives, instructors, and administrators. Our advisory members from industry work with the instructional staff to integrate rigor and relevancy to prepare students for college and careers. Advisory members also help to establish opportunities with community classroom, cooperative learning experiences, and internships.

CURRENT SITUATION

The CTE/ROP Fall Advisory meeting was held on November 13, 2025, at 5:30 pm. Meetings were organized by pathway and included CTE/ROP instructors and representatives from community and business. Every pathway had an assigned facilitator and notetaker to work through the elements of the meeting's agenda. Administrators from our partnering districts and the Eden Area ROP Center were on hand to support meeting objectives, promote dialogue, and encourage consideration of our special populations. The next Advisory Committee meeting is scheduled for April 2026 and will focus on supporting the work of Perkins funding.

RECOMMENDATION

Information only

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Laura Guajardo, Assistant Principal (Off-Site)**
SUBJECT: **English Language Learner (ELL) College and Career Day**

BACKGROUND

English Language Learner College and Career Day is an initiative designed to support and elevate English Language Learners (ELLs) across Eden Area ROP's partner districts: Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts. The event focuses on empowering students by giving them meaningful opportunities to explore future college and career pathways.

This collaborative effort brings English Learners together for a coordinated, hands-on College and Career Day experience. Chabot College and the Eden Area ROP have partnered to create a tailored program that broadens access to educational options, raises awareness of available pathways, and helps students make informed decisions about their futures.

The event features presentations by Chabot College ESL faculty, morning campus tours, a provided lunch, and afternoon tours of Eden Area ROP programs and facilities. These experiences are designed to highlight pathway opportunities, showcase campus and program resources, and inspire students to pursue educational and career goals aligned with their interests and strengths.

CURRENT SITUATION

This year, Eden Area ROP partnered with Chabot College to host a collaborative English Language Learner (ELL) College and Career Day. Our English Learner (EL) Coordinator worked closely with Chabot College representatives to plan and implement the event, which took place on November 6, 2025. More than 170 students from all four Eden Area ROP partner districts participated.

The morning program at Chabot College included a presentation by the English as a Second Language (ESL) Department, followed by a student panel highlighting personal experiences and pathways at Chabot College. Students then participated in campus tours before transitioning to the Eden Area ROP for lunch and an additional round of program tours in the afternoon.

RECOMMENDATION

Information only

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Michelle Stephens, Assistant Principal (On-Site)**
SUBJECT: **Student Training and Employment Program (STEP) Grant Overview**

BACKGROUND

The California Department of Rehabilitation (DOR) and FoundationCCC coordinate the Student Training and Employment Program (STEP), established in 2018, to provide work experience and job preparation training for students with disabilities ages 16-21.

STEP leverages collaborative partnerships between Local Workforce Development Boards, America's Job Centers of California (AJCCs), and Local DOR District Offices to serve students statewide.

DOR provides support at the state and local levels to enroll students with disabilities into STEP and ensure connections to resources for students and employers. FoundationCCC supports STEP awardees through a tailored approach to funding administration and a capacity-building model of technical assistance, leveraging a Community of Practice and human-centered design principles.

In January 2024, the Eden Area ROP was awarded the Student Training and Employment Program(STEP).

CURRENT SITUATION

The STEP Forward Program is designed to build in extra workforce readiness support for students with disabilities.

The three main objectives of the grant are as follows:

- Deepen existing intentional workforce development efforts with Workforce Readiness Seminars for students with disabilities
- Provide 15-20 students with disabilities paid work experience through summer internships
- Explore ways to build systemic supports for students with disabilities

The Eden Area ROP is currently completing Round 1 of the STEP Forward Program and transitioning to Round 2.

RECOMMENDATION

Information only

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **First Reading of Governing Board Policies, Administrative Regulations, Exhibits and Board Bylaws**

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 last thorough review of all of the Eden Area ROP Governing Board policies and administrative regulations occurred in the 2019-2020 school year.

Since then, 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 regularly review these updates and bring relevant changes to the board for their consideration throughout the year.

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

What follows is the first reading of updated board policies, administrative regulations, exhibits, and board bylaws to reflect current law and regulations provided in CSBA's quarterly update.

NUMBER	TYPE	TITLE	STATUS
1000	BP	Concepts and Roles	Revise
1114	BP	District-Sponsored Social Media	Revise
1114	AR	District-Sponsored Social Media	Revise
2120	BP	Superintendent Recruitment and Selection	Revise
3311.3	AR	Design-Build Contracts	Revise
4000	BP	Concepts and Roles	Revise
5000	BP	Concepts and Roles	Revise
5020	BP	Parent Rights and Responsibilities	Revise
5020	AR	Parent Rights and Responsibilities	Revise
6143	BP	Courses of Study	Revise
7000	BP	Concepts and Roles	Revise
7131	BP	Relations with Local Agencies	Revise
9310	BB	Board Policies	Revise
9321	BB	Closed Session	Revise
9321	E(1)	Closed Session	Revise
9321	E(2)	Closed Session	Revise

RECOMMENDATION

Information only

Eden Area ROP

SUPERINTENDENT'S MEMO

To: Eden Area ROP Governing Board
From: Blaine Torpey, Superintendent
Date: December 11, 2025
Re: First Reading of Board Policies, Administrative Regulations, Bylaws and Exhibits

Listed below is a summary of the changes being recommended to Board Policies (BP), Administrative Regulations (AR), Bylaws (BB) and Exhibits (E) for the consideration of the Board.

Number	Type	Title	Explanation of Change	Status
1000	BP	Concepts and Roles	Policy updated as part of CSBA's process to regularly review policy documents that otherwise would not be revised, due to no applicable changes to law, regulations, new guidance, or other directives, and amended for timeliness, organization, and to add a reference to Board Bylaw 9005 - Governance Standards.	Revise
1114	BP	District-Sponsored Social Media	Policy updated in conjunction with the accompanying administrative, with minor revisions.	Revise
1114	AR	District-Sponsored Social Media	Regulation updated to reflect **NEW LAW (AB 2481, 2024)** which (1) requires, beginning January 1, 2026, a large social media platform, as defined, to create a process to verify certain individuals as "verified reporters," including a school principal and other district leaders, and to create a process by which a verified reporter can make a report of a social media-related threat or a violation of the platform's terms of service that poses a risk or a severe risk to the health and safety of a minor in the verified reporter's opinion, (2) directs each school principal, or an individual in a position of similar responsibility, to register as a verified reporter with each large social media platform on which the applicable school has an account when directed by the Superintendent or designee, and (3) directs a verified reporter to inform the Superintendent or designee of a social media-related threat or a violation of a social media platform's terms of service that, in the opinion of the reporter, poses a risk or severe risk to the health and safety of a minor who the reporter knows is enrolled in the reporter's school and report the threat or violation via the process created by the applicable social media platform. Additionally, regulation updated to reference "www.stopbullying.gov", which provides information from various government agencies related to bullying and includes a list of online platforms, with links, for the reporting of cyberbullying which violates the terms of service established by the online platforms. In addition, regulation updated to reflect **NEW LAW (AB 1785, 2024)** which expands the prohibition for districts to publicly post specified information of an elected or appointed official on the internet, without first obtaining the written permission of that individual, to include the name and assessor parcel number associated with the official's home address.	Revise

Number	Type	Title	Explanation of Change	Status
2120	BP	Superintendent Recruitment and Selection	Policy updated to reference CSBA's, "California Consultants and Leadership" search services, which provides guidance to districts recruiting and selecting a Superintendent. Additionally, policy updated to remove from the list related to the Governing Board's search and selection process items which are rarely carried out by the Board, and to add duties that a professional advisor may facilitate. In addition, policy updated to clarify material related to discussing, negotiating, and voting on the Superintendent's contract. Policy also updated to reflect **NEW LAW (SB 521, 2025)**, which prohibits the employment of a person as Superintendent if within the past five years the candidate was convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of their official duties as a public employee.	Revise
3311.3	AR	Design-Build Contracts	Regulation updated to reflect **NEW LAW (SB 956, 2024)** which extends indefinitely the authorization to enter into a design-build contract for a public works project in excess of $1,000,000. Additionally, regulation updated to add objective criteria for awarding a design-build contract, including the minimum factors of price, technical design and construction experience, and life-cycle costs over 15 years or more. In addition, regulation updated to clarify which occupations are subject to the 30 percent threshold for a skilled and trained workforce.	Revise
4000	BP	Concepts and Roles	Policy updated as part of CSBA's process to regularly review policy documents that otherwise would not be revised, due to no applicable changes to law, regulations, new guidance, or other directives, and amended to (1) clarify that it is the academic achievement, personal growth, and well-being of district students, in addition to the success of district programs, that hinges on district personnel, and (2) reflect The California Labor Management Initiative's, "Resource Guidebook: Building Partnerships to Create Great Public Schools," which provides guidance to support education leaders in developing labor-management partnerships that benefit students, staff, and the community.	Revise
5000	BP	Concepts and Roles	Policy updated as part of CSBA's process to regularly review policy documents that otherwise would not be revised, due to no applicable changes to law, regulations, new guidance, or other directives, and amended for timeliness, to include material related to school safety, and to reference applicable related Board policies and administrative regulations.	Revise
5020	BP	Parent Rights and Responsibilities	district's relationship with parents/guardians is one of mutual support and respect, and that the partnership with parents/guardians is specific to their children. Additionally, policy updated to clarify that the notification parents/guardians receive regarding their	Revise

Number	Type	Title	Explanation of Change	Status
			rights, includes, but is not limited to, rights under the Family Educational Rights and Privacy Act (FERPA), in accordance with Board Policy/Exhibit (1) 5145.6 - Parent/Guardian Notifications. In addition, policy updated to reflect **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Policy also updated to include that the Superintendent or designee may establish a parent center at a school with a substantial number of students with a home language other than English, to encourage parent/guardian understanding of and participation in their children's educational programs.	
5020	AR	Parent Rights and Responsibilities	Regulation updated to add that parent/guardian rights include notification of the opportunity to opt their child out of certain instruction, as required by state law, and **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children. Additionally, regulation updated to clarify that parents/guardians have the right to receive notice and information about and to opt out of (1) any psychological testing involving their child and (2) any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life. In addition, regulation updated to add that (1) parents/guardians of English learners be given any required written notification in English and the student's home language, and (2) that the rights of parents/guardians be exercised in accordance with applicable Board policy and administrative regulation. Regulation also updated to expand that parents/guardians may support the learning environment of their child by monitoring and prohibiting or regulating the use of social media and other forms of online entertainment viewed by their child.	Revise
6143	BP	Courses of Study	Policy updated to clarify, in accordance with various provisions of state and federal law and related court cases, the actual or perceived characteristics of an individual or group that may serve as a basis for unlawful discrimination in education programs and activities, and reflect **NEW LAW (SB 1137, 2024)** which provides that prohibited discrimination includes discrimination not just because of one protected class under state law, but also because of the combination of two or more protected	Revise

Number	Type	Title	Explanation of Change	Status
			bases. Additionally, policy updated to clarify that the Governing Board adopt a course of study for elementary and secondary grades that, in addition to preparing students for the next level of study and/or employment, includes all required instructional content. In addition, policy updated to reflect **NEW COURT DECISION (Mahmoud v. Taylor)** which held that the First Amendment prohibited a district from including lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) storybooks as part of elementary school instruction without providing parents/guardians with notice and the ability to opt their students out of that instructional content on the grounds that the storybooks substantially interfered with the religious development of their children.	
7000	BP	Concepts and Roles	Policy updated as part of CSBA's process to regularly review policy documents that otherwise would not be revised, due to no applicable changes to law, regulations, new guidance, or other directives, and amended to clarify that (1) one of the major responsibilities of the Governing Board, in addition to providing healthful, safe and adequate facilities that enhance the instructional program, is to provide facilities that align with the needs of the district, and (2) in some instances, the best use of facilities may be reuse by a third party, and in other instances, may be lease or sale. Additionally, policy updated to clarify that, in order to plan for long-range facilities needs, the Superintendent or designee may develop, for Board approval, a school facilities master plan in accordance with Board Policy 7110 - Facilities Master Plan and that, in accordance with the plan, the Board will (1) select and purchase school sites for future expansion, as needed, and facilities for new school sites or other district use, (2) sell or lease facilities, including joint occupancy or joint use, when no other better use is identified, (3) authorize the use of school facilities by district residents and community groups, and (4) consider the use of district property for workforce housing.	Revise
7131	BP	Relations with Local Agencies	Policy updated to add that (1) the Governing Board is required to meet with appropriate local agency recreation and park authorities to review possible methods of coordinating the planning, design, and construction of new school facilities and school sites, or major additions to existing school facilities and recreation and park facilities in the community, and (2) the district is required to recommend measures for inclusion in the city/county general plan to ensure the availability of adequate school facilities to address a new development. Additionally, policy updated to clarify material related to development within the district, including that in order to adequately mitigate additional students generated by such development, the Board may make certain findings required by law and that upon such findings, notify the city council or county board of supervisors. In addition, policy updated to add	Revise

Number	Type	Title	Explanation of Change	Status
			material related to a district workforce housing development.	
9310	BB	Board Policies	Bylaw updated to reflect current Board policy development and adoption process practice. Additionally, bylaw updated to include new "Definitions" section which more clearly defines the use of "Board policy," "Board bylaw," and "administrative regulation." In addition, bylaw updated to add section headers to differentiate between the development and adoption of Board policies versus administrative regulations. Bylaw also updated to delete the section "Monitoring and Evaluation" and include that content in the new "Board Policy Development and Adoption" section.	Revise
9321	BB	Closed Session	Bylaw updated to add (1) that public comment is required to occur prior to closed session, and (2) that a copy of a document that becomes public after action was taken during closed session be provided to any person who has made a standing request for all documentation as part of a request for notice of meeting, in addition to providing such document to any person present at the conclusion of the closed session who has submitted a written request. Additionally, bylaw updated to reflect **NEW ATTORNEY GENERAL OPINION** which states that only a person with "an official or essential role to play in a particular closed session" agenda item may attend closed session for that particular item, and to add new section "Attendance in Closed Session" to address who is permitted to attend a particular closed session item. In addition, bylaw updated to clarify that for purposes of a closed session agenda item on personnel matters that "employee" includes an officer or independent contractor who functions as an officer or employee but excludes Governing Board members and other independent contractors. Bylaw also updated to clarify that disclosure of an approved agreement concluding labor negotiations identify the item approved and the other parties to the negotiation. Additionally, bylaw updated to reflect **NEW LAW (SB 1445, 2024)** which authorizes the Board to allow student board members to make restorative justice recommendations that would be considered in closed session expulsion hearings. In addition, bylaw updated to reflect **NEW LAW (AB 2715, 2024)** which authorizes the Board to hold a closed session with additional types of law enforcement or security personnel and to hold a closed session on a threat to critical infrastructure controls or critical infrastructure information.	Revise
9321	E(1)	Closed Session	Exhibit updated in conjunction with the accompanying bylaw, with minor revisions.	Revise
9321	E(2)	Closed Session	Exhibit updated in conjunction with the accompanying bylaw, with minor revisions.	Revise

Policy 1000: Concepts And Roles

Status: DRAFT

Original Adopted Date: 03/05/2020

The Governing Board desires to represent the community and provide leadership in addressing community ~~issues~~interests related to education. In order to ~~identify community concerns and enlist~~encourage support for the ~~schools~~Eden Area Regional Occupational Program (Eden Area ROP), promote collaboration between the Eden Area ROP, parents/guardians, community members, and local organizations, and to identify and respond to community priorities, the ~~Governing~~ Board shall establish effective two-way communication systems between ~~schools~~ the Eden Area ROP and the community.

~~Schools, parents/guardians, community members and local organizations must continually collaborate as partners.~~ The ~~Governing~~ Board and the Superintendent or designee shall work together with city, ~~and~~ county, and other local agencies and organizations to promote and facilitate coordinated services for students, and ~~shall~~ seek to develop partnerships with local businesses and organizations.

~~(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)~~

~~(cf. 1700 - Relations Between Private Industry and the Schools)~~

Community members are also encouraged to attend ~~Governing~~ Board meetings, participate in ~~school~~Eden Area ROP activities, and take an active interest in issues that affect the ~~schools~~Eden Area ROP. The ~~Governing~~ Board and the Superintendent or designee shall keep community members well informed about Eden Area ROP programs needs, and accomplishments and shall ensure that they have opportunities to share in ~~developing educational policies, programs and evaluation processes~~the development of the Eden Area ROP decisions, in accordance with Board Bylaw 9005 – Governance Standards.

~~(cf. 0510 - School Accountability Report Card)~~

~~(cf. 1220 - Citizen Advisory Committees)~~

~~(cf. 1240 - Volunteer Assistance)~~

~~(cf. 1330 - Use of School Facilities)~~

~~(cf. 6020 - Parent Involvement)~~

~~(cf. 6141 - Curriculum Development and Evaluation)~~

~~(cf. 9323 - Meeting Conduct)~~

The ~~Governing~~ Board recognizes that its ability to fulfill the community's expectations for a high-quality educational program ~~depends on~~is dependent upon the level of ~~support~~funding provided by the state and federal government ~~as well as the~~and community~~. The Governing Board therefore~~support. In an effort to provide the best educational experience for Eden Area ROP students, the Board shall study legislative processes and issues, establish ongoing relationships with federal, state, and local leaders and the media, adopt positions on key issues, set priorities for advocacy, and collaborate with other organizations and coalitions in legislative and legal advocacy efforts.

~~(cf. 1112 - Media Relations)~~

~~(cf. 1160 - Political Processes)~~

~~(cf. 9000 - Role of the Board)~~

Policy 1114: District-Sponsored Social Media

Status: DRAFT

Original Adopted Date: 03/05/2020 | **Last Revised Date:** 12/12/2024 | **Last Reviewed Date:** 12/12/2024

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 recognizes the value of social media to share Eden Area ROP information with families and the community and promote community involvement and collaboration in Eden Area ROP decisions. The purpose of any official Eden Area ROP social media account shall be to further the Eden Area ROP's vision and mission, to support student learning and staff professional development, and to enhance communication and engagement with students, families, staff, and community members. The Superintendent or designee shall ensure that the content posted by the Eden Area ROP on an official Eden Area ROP social media account is accessible to individuals with disabilities.

The Superintendent or designee shall develop content guidelines and protocols for official Eden Area ROP social media accounts to ensure public access, appropriate and responsible use, and compliance with law, ~~board~~Board policy, and administrative regulation.

Guidelines for Content

Official Eden Area ROP social media accounts shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulations. This policy is not intended to create an open public forum or otherwise guarantee an individual's right to free speech on any of the official Eden Area ROP social media accounts even if one or more features on the account that permit interaction with and between members of the public are enabled.

The Superintendent or designee shall ensure that the limited purpose of official Eden Area ROP social media accounts is clearly communicated to users. Each account shall contain a statement specifying the purposes of the account, that the account shall only be used for such purposes, and any other user expectations or conditions as specified in the accompanying administrative regulation.

~~Official Eden Area ROP social media accounts may not contain content~~Content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation shall not be permitted on official Eden AReа ROP social media accounts.

Staff or students who post ~~prohibited content~~on, reply from, or otherwise ~~engage with~~use an official Eden Area ROP social media account in a manner that violates ~~board~~Board policies and administrative regulations shall be subject to discipline in accordance with ~~such~~ applicable policies and regulations.

Users of official Eden Area ROP social media accounts, and anyone who posts on, replies to, or otherwise leaves a digital footprint on an official ~~district~~Eden Area ROP social media account, should be aware of the public nature and accessibility of social media and that such information posted ~~or~~on, replied with, or otherwise left on an official Eden Area ROP social media account may be considered a public record subject to disclosure under the Public Records Act.

Privacy

To the extent practicable, the Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official Eden Area ROP social media accounts.

As it pertains to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, official Eden Area ROP social media accounts shall ~~operate in accordance~~comply with Board Policy 1113 - ~~Eden Area ROP~~District and School Websites.

Social media and other online platforms shall not be used by Eden Area ROP employees to transmit confidential information about students, employees, or Eden Area ROP operations.

Regulation 1114: District-Sponsored Social Media

Status: DRAFT

Original Adopted Date: 03/05/2020 **| Last Revised Date:** 12/12/2024 **| Last Reviewed Date:** 12/12/2024

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.

Definitions

Social media means any online platform for collaboration, interaction, or active participation, or that allows users to post content, including, but not limited to, social networking sites such as Instagram, TikTok, Facebook, X/Twitter, SnapChat, YouTube, and LinkedIn.

An *official Eden Area ROP social media account* is an account on a social media platform authorized by the Superintendent or designee.

An account that contains content related to the Eden Area ROP or comments about Eden Area ROP operations but that has not been created based on authorization or direction from the Superintendent or designee, such as an account created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal account, is not an official Eden Area ROP social media account.

School-level employees such as teachers and coaches shall obtain authorization from the Superintendent or designee before creating an official social media account.

When directed by the Superintendent or designee, an Eden Area ROP administrator, or an individual in a position of similar responsibility, shall register as a verified reporter with each large social media platform on which the applicable school has an account in accordance with Business and Professions Code 22588.2-22588.4.

Guidelines for Content

Each official Eden Area ROP social media account shall contain content that is useful and appropriate for all audiences.

Eden Area ROP employees or agents in charge of posting or adding information to an official Eden Area ROP social media account shall ensure that copyright laws are not violated in the use of material on official district social media accounts.

The Superintendent or designee shall ensure that official Eden Area ROP social media accounts are regularly monitored. Staff members responsible for monitoring content may remove posts or even suspend users from interacting with the account only based on viewpoint-neutral considerations, such as lack of relation to the account's purpose or violation of board policies or administrative regulations.

If a verified reporter becomes aware of a social media-related threat or a violation of a social media platform's terms of service that, in the opinion of the reporter, poses a risk or severe risk to the health and safety of a minor who the reporter knows is enrolled in the reporter's school, the reporter shall inform the Superintendent or designee and report the threat or violation via the process created by the applicable social media platform as specified in Business and Professions Code 22588.2-22588.4.

Each official Eden Area ROP social media account shall, as appropriate, prominently display a link to this regulation or a statement that includes Items #1-10, below:

1. The purpose(s) of the account, such as providing information to a class, school community, athletic team, or student club; engaging with the public regarding district decisions and Governing Board meetings; and sharing information regarding employment opportunities with the Eden Area ROP

2. Users shall use the site only for those intended purposes

3. The account is regularly monitored and any inappropriate interaction will be promptly removed, blocked, or similarly addressed. Inappropriate interactions include, but are not limited to, interactions that:

    a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on Eden Area ROP premises, violation of Eden Area ROP rules, or substantial disruption to

the Eden Area ROP's orderly operation

b. Are not related to the stated purpose of the account, including, but not limited to, threats, comments of a commercial nature, political activity, and comments prohibited by board policies and administrative regulations

4. Users are expected to communicate in a respectful, courteous, and professional manner and are personally responsible for their use of the account

5. The Eden Area ROP is not responsible for the content posted by other users or how other users interact with the account

6. The views and comments expressed by other users on the account belong to those users and do not necessarily reflect the views of the Eden Area ROP

7. Any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the Eden Area ROP

8. The individual(s) to contact regarding violation of Eden Area ROP guidelines on the use of official Eden Area ROP social media accounts

9. Violations may be reported to the appropriate social media platform, law enforcement, or other third parties, as appropriate

10. A user may be suspended from interacting with the account for one month upon three prior violations and for six months upon two prior one-month suspensions

Appropriate Use by Eden Area ROP Employees

Eden Area ROP employees who participate in official Eden Area ROP social media accounts shall adhere to all applicable board policies and administrative regulations, ~~including, but not limited to, professional standards related to interactions with students~~such as Board Policy 1313 – Civility and Board Policy/Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees, and shall not share confidential information about students, employees, Board members, or district operations.

When appropriate, employees posting, replying, or otherwise interacting with the public outside of their professional duties or responsibilities on official Eden Area ROP social media accounts shall identify themselves by name and Eden Area ROP title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the Eden Area ROP or school.

All staff shall receive information about appropriate use of the official Eden Area ROP social media accounts.

Policy 2120: Superintendent Recruitment And Selection

Status: DRAFT

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

The Governing Board recognizes that it ~~has a direct responsibility to select and employ~~is responsible for selecting and employing the Superintendent. Whenever it becomes necessary for the ~~Governing~~ Board to fill a vacancy in the position of Superintendent, the ~~Governing~~ Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with Eden Area Regional Occupational Program (Eden Area ROP) needs.

~~(cf. 2000 - Concepts and Roles)~~

~~(cf. 2110 - Superintendent Responsibilities and Duties)~~

~~(cf. 2111 - Superintendent Governance Standards)~~

~~(cf. 9000 - Role of the Board)~~

The ~~Governing~~ Board shall establish and implement a search and selection process that includes consideration of:

1. ~~1.~~ The Eden Area ROP's current and long-term needs, including a review of the Eden Area ROP's vision and goals

   ~~(cf. 0000 - Vision~~
   ~~(cf. 0100 - Philosophy)~~
   ~~(cf. 0200 - Goals for the School District)~~

2. ~~2.~~ The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the ~~Governing~~ Board wants to place on different abilities, traits and levels of knowledge

3. ~~3.~~ The scope of the search, including whether to promote from within the Eden Area ROP or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search

4. ~~4.~~ The salary range and benefits to be offered

5. ~~5.~~ Basic elements to be included in the Superintendent's contract

6. ~~6.~~ Whether to hire a professional adviser to facilitate the hiring and contract negotiation process and to ensure that verifications of the candidates' qualifications are obtained

7. ~~7.~~ How and when to involve the community in certain phases of the selection process

   ~~(cf. 1000 - Concepts and Roles)~~
   ~~(cf. 1220 - Citizen Advisory Committees)~~

8. ~~8. The best methods for advertising the vacancy and recruiting qualified candidates~~

9. ~~9.~~ The process for screening applications and determining how the screener(s) will be selected

10. ~~10.~~ Interview questions, processes and participants

11. ~~11. How and when candidates' qualifications will be verified through reference checks~~

    ~~(cf. 4112.5/4312.5 - Criminal Record Check)~~

12. ~~12.~~ Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the ~~Governing~~ Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The ~~Governing~~ Board shall select candidates to be interviewed based on recommendations of the screener(s), if applicable, and the ~~Governing~~ Board's own assessment of how candidates meet the criteria established by the ~~Governing~~ Board.

The ~~Governing~~ Board shall interview ~~preliminary and final~~ candidates and select a final candidate in closed session. ~~and determine the most likely match for the Eden Area ROP.~~ (Government Code 54957)

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current place of employment, as appropriate. Pursuant to Board Policy 2121 - Superintendent's Contract, the Board shall discuss and negotiate the Superintendent's contract in closed session, but shall vote to approve the contract in open session. (Government Code 53262, 54957, 54957.6)

The Board shall conduct any superintendent recruitment and selection process in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

As necessary, the Board may appoint an interim or acting superintendent, to manage the Eden Area ROP when there is no permanent superintendent.

The ~~selected candidate~~Superintendent shall hold both a valid school administration certificate and a valid teacher's certificate. The ~~Governing~~ Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

The Board shall not employ a person as Superintendent if, within the past five years, the candidate was convicted of any felony involving accepting or giving, or offering to give, any bribe, conflict of interest, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes arising directly out of their official duties as a public employee. (Government Code 1021.5)

~~Before offering the position to the selected candidate or making any announcements, Governing Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.~~

~~The Governing Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)~~

~~(cf. 2121 - Superintendent's Contract)~~

~~(cf. 9321- Closed Session Purposes and Agendas)~~

~~(cf. 9321.1- Closed Session Actions and Reports)~~

~~The Governing Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.~~

~~(cf. 4030 - Nondiscrimination in Employment)~~

~~(cf. 4031 - Complaints Concerning Discrimination in Employment)~~

~~(cf. 4032 - Reasonable Accommodation)~~

~~(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)~~

~~(cf. 9011 - Disclosure of Confidential/Privileged Information)~~

~~As necessary, the Governing Board may appoint an interim superintendent to manage the Eden Area ROP during the selection process.~~

Regulation 3311.3: Design-Build Contracts

Status: DRAFT

Original Adopted Date: 03/05/2020 **| Last Revised Date:** 11/02/2023 **| Last Reviewed Date:** 11/02/2023

~~Until January 1, 2025, the~~ The Governing Board may approve a desgin-build contract with a single entity for both design and construction of any school facility in excess of $1,000,000, awarding the contract to either the low bid or the best value as determined by evaluation of objective criteria including the minimum factors of price; technical design and construction experience; and life-cycle costs over 15 years or more. (Education Code 17250.20, Education Code 17250.25)~~. (Education Code 17250.20)~~

Additionally, until January 1, 2029, the Board may approve an alternative design-build contract with a single entity for both design and construction of any school facility in excess of $5,000,000. Such contracts may be awarded to the low bid or the best value. If the selection is based on best value, the Board shall evaluate competitive proposals, taking into consideration~~, at a~~ the minimum~~,~~factors of design cost, general conditions, overhead, and profit as a component of the project price~~;~~, technical design and construction expertise~~,~~; and life-cycle costs over 15 or more years. The Eden Area ROP's determination of price shall be based on the open book evaluation of construction subcontracts. The contract may be subject to further negotiations or amendment and may be terminated by the Eden Area ROP if the Eden Area ROP and the design-build entity are unable to reach an agreement. (Education Code 17250.61, 17250.62, 17250.65)

Design-build documents shall not include provisions for long-term project operations, but may include operations during a training or transition period. (Education Code 17250.25, 17250.62)

Procedures for Awarding the Contract

The procurement process for design-build and alternative design-build projects shall be as follows: (Education Code 17250.25, 17250.35, 17250.62, 17250.65; Public Contract Code 2600)

1. Performance ~~Specifications: The~~specifications, which includes the Eden Area Regional Occupational Program (Eden Area ROP) ~~shall prepare~~preparing a set of documents setting forth the scope and estimated price of the project~~.~~

   The documents may include, but are not limited to:

   a. The size, type, and desired design character of the project

   b. Performance specifications that cover the quality of materials, equipment, and workmanship

   c. Preliminary plans or building layouts

   d. Any other information deemed necessary to describe adequately the Eden Area ROP's needs

   The performance specifications and any plans shall be prepared by a design professional who is duly licensed and registered in California.

2. Prequalification~~: The~~, which includes the Eden Area ROP ~~shall prepare~~preparing and ~~issue~~issuing a request for qualifications in order to prequalify, or develop a short list of, the design-build entities whose proposals shall be evaluated for final selection~~.~~

   The request for qualifications shall include, but is not limited to, all of the following elements:

   a. Identification of the basic scope and needs of the project or contract, the expected cost range, the methodology that will be used by the Eden Area ROP to evaluate proposals, the procedure for final selection of the design-build entity, and any other information deemed necessary by the Eden Area ROP to inform interested parties of the contracting opportunity

   b. Significant factors that the Eden Area ROP reasonably expects to consider in evaluating qualifications, including technical design and construction expertise, acceptable safety record, and all other non-price-related factors

   c. A standard template request for statements of qualifications prepared by the Eden Area ROP, which

shall contain all of the information required pursuant to Education Code 17250.25 or 17250.62

d. A notice that the project is subject to the skilled and trained workforce requirements specified in Public Contract Code 2600-2603

The Eden Area ROP also may identify specific types of subcontractors that must be included in the statement of qualifications and proposal.

3. Request for Proposals~~: The~~(RFP), which includes the Eden Area ROP ~~shall prepare a request for proposals (RFP)~~preparing an RFP that invites prequalified or short-listed entities to submit competitive sealed proposals in a manner prescribed by the Eden Area ROP~~:~~

   The RFP shall include the information identified in Items #2a, 2b, and 2d above and the relative importance or weight assigned to each of the factors.

   If the Eden Area ROP uses a best value selection method for a project, the Eden Area ROP may reserve the right to request proposal revisions and hold discussions and negotiations with responsive proposers, in which case the Eden Area ROP shall so specify in the ~~request for proposals~~RFPs and shall publish separately or incorporate into the ~~request for proposals~~RFPs applicable procedures to be observed by the Eden Area ROP to ensure that any discussions or negotiations are conducted in good faith.

4. Selection ~~Based~~ based on ~~Low Bid: For~~low bid, which includes for those projects utilizing low bid as the final selection method, that the bidding process shall result in lump-sum bids by the prequalified or short-listed design-build entities, and the contract shall be awarded to the lowest responsible bidder.

5. Selection ~~Based~~based on ~~Best Value: For~~best value, which includes for those projects utilizing best value as a selection method, that the following procedures shall be used:

   a. Competitive proposals shall be evaluated using only the criteria and selection procedures specifically identified in the ~~request for proposals~~RFPs.

      Criteria shall be weighted as deemed appropriate by the Eden Area ROP. The proposal for a design-build project, as specified in Education Code 17250.25, shall, at a minimum, include price, unless a stipulated sum is specified; technical design and construction experience; and life-cycle costs over 15 or more years. The proposal for an alternative design-build project, as specified in Education Code 17250.62, shall, at a minimum, include design cost, general conditions, overhead, and profit as a component of the project price, unless a stipulated sum for the project is specified; technical design and construction expertise; and life-cycle costs over 15 or more years.

   b. Following any discussions or negotiations with responsive proposers and completion of the evaluation process, the responsive proposers shall be ranked on a determination of value provided, provided that no more than three proposers are required to be ranked.

   c. The contract shall be awarded to the responsible entity whose proposal is determined by the Eden Area ROP to have offered the best value to the public.

   d. The Eden Area ROP shall publicly announce the contract award, identifying the entity to which the award is made and the basis of the award.

      This statement and the contract file shall provide sufficient information to satisfy an external audit.

Skilled and Trained Workforce

A design-build entity shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the Eden Area ROP that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. The entity may demonstrate such commitment through a project labor agreement, by becoming a party to the Eden Area ROP's project labor agreement, or through an agreement with the Eden Area ROP to provide evidence of compliance on a monthly basis during the performance of the project or contract. (Education Code 17250.25, 17250.62; Public Contract Code 2602)

Skilled and trained workforce means that all the workers performing the work are either skilled journeypersons or

apprentices registered in a state-approved apprenticeship program. At least 60 percent of the skilled journeypersons employed to perform the work shall be graduates of an apprenticeship program for the applicable occupation or at least 60 percent of the hours worked by skilled journeypersons shall be performed by graduates of an apprenticeship program, with the exception of ~~certain~~ work performed in the following occupations, ~~specified in Public Contract Code 2601~~ which are subject to a 30 percent threshold~~:~~. (Public Contract Code 2601)

1. Acoustical installer
2. Bricklayer
3. Carpenter
4. Cement mason
5. Drywall installer or lather
6. Marble mason, finisher, or setter
7. Modular furniture or systems installer
8. Operating engineer
9. Pile driver
10. Plasterer, roofer, or waterproofer
11. Stone mason
12. Surveyor
13. Teamster
14. Terrazzo worker or finisher
15. Tile layer, setter, or finisher

If the contractor fails to provide the monthly report demonstrating compliance with the skilled and trained workforce requirements or provides an incomplete report, the Eden Area ROP shall withhold further payments until a complete report is provided. If a report does not demonstrate compliance with the skilled and trained workforce requirements, the Eden Area ROP shall withhold further payments until the contractor provides a sufficient plan to achieve substantial compliance with respect to the relevant apprenticeable occupation, prior to completion of the contract or project. ~~In addition~~Additionally, the Eden Area ROP shall forward to the Labor Commissioner a copy of the monthly report, any plan to achieve compliance, and the Eden Area ROP's response to that plan. (Public Contract Code 2602)

Policy 4000: Concepts And Roles

Status: DRAFT

Original Adopted Date: 05/07/2020

The Governing Board ~~recognizes~~ that the academic achievement, personal growth, and well-being of Eden Area Regional Occupational Programs (Eden Area ROP) students, and the success of ~~Eden Area Regional Occupational Program (~~Eden Area ROP~~) students and~~ programs, hinges on effective Eden Area ROP personnel. The ~~Governing~~ Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students.

The Board recognizes that every employee has a role in the Eden Area ROP's successful operation. The Board encourages all Eden Area ROP employees to express their ideas, concerns, and proposals related to the improvement of working conditions and the total educational program. The Eden Area ROP's personnel policies and related regulations shall be designed to ensure a supportive, positive climate and in conformance with state and federal law and regulations.

The Superintendent has ~~primary~~ responsibility for overseeing the Eden Area ROP's personnel ~~system~~. To support this effort, the ~~Governing~~ Board shall approve a framework for sound hiring practices. The Superintendent shall nominate all personnel for employment, and the ~~Governing~~ Board shall approve only those persons so recommended. Individuals who approach ~~Governing~~ Board members regarding prospective employment shall be referred to the Superintendent or designee.

~~(cf. 4030 - Nondiscrimination in Employment)~~

~~(cf. 4111/4211/4311 - Recruitment and Selection)~~

The Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with ~~effective~~ any accountability systems approved by the ~~Governing~~ Board. ~~The~~ Additionally, the Superintendent or designee ~~also~~ shall recommend disciplinary action which the ~~Governing~~ Board may take against employees when warranted pursuant to ~~Governing~~ Board policy, administrative regulations, and/or state or federal law.

~~(cf. 4115 - Evaluation/Supervision)~~

~~(cf. 4118 - Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 4215 - Evaluation/Supervision)~~

~~(cf. 4218 - Dismissal/Suspension/Disciplinary Action)~~

~~(cf. 4315 - Evaluation/Supervision)~~

~~The Governing Board recognizes that every employee has a stake in the Eden Area ROP's successful operation. The Governing Board encourages all Eden Area ROP employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program.~~

The Superintendent or designee shall establish procedures whereby ~~he/she~~the Superintendent or designee will receive and consider employee suggestions and submit them, when appropriate, for consideration by the ~~Governing~~ Board.

Policy 5000: Concepts And Roles

Status: DRAFT

Original Adopted Date: 06/05/2020

The Governing Board ~~shall make every effort~~desires to ~~maintain~~create a safe~~,~~school environment and positive school ~~environment and student services~~climate that promotes student welfare and academic achievement. ~~The Governing~~ Additionally, the Board recognizes that student services offered by the Eden Area Regional Occupational Program (Eden Area ROP) play an integral role in the academic achievement and emotional well-being of Eden Area ROP students. In addition, the Board expects students to make ~~good use of~~engage in learning opportunities offered by the Eden Area ROP by demonstrating regular attendance~~;~~and completing assigned work in a timely and diligent manner, while maintaining appropriate conduct and respect for others.

The Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and has high expectations for staff and student conduct, responsible behavior, and respect for others.

~~(cf. 5113 - Absences and Excuses)~~

~~(cf. 5131 - Conduct)~~

~~(cf. 5137 - Positive School Climate)~~

The ~~Governing~~ Board is fully committed to providing equal educational opportunities and ~~keeping the~~maintaining ~~schools~~ the Eden Area ROP free from ~~discriminatory practices~~discrimination. The ~~Governing~~ Board shall not tolerate the intimidation or harassment of any student for any reason, including discriminatory harassment, intimidation, and/or bullying, in accordance with Board Policy 0410 – Nondiscrimination in District Programs and Activities and Board Policy/Administrative Regulation 5145.3 – Nondiscrimination/Harassment.

~~(cf. 5145.3 - Nondiscrimination/Harassment)~~

The Superintendent or designee shall establish and ~~keep~~inform parents/guardians and students ~~well informed~~ about ~~Eden Area Regional Occupational Program (~~Eden Area ROP~~)~~ rules and regulations related to attendance, health examinations, records, grades, and student conduct. When conducting hearings related to discipline, attendance, and other student matters, the ~~Governing~~ Board shall afford students their due process rights in accordance with law and applicable Board policies and administrative regulations.

~~(cf. 5125 - Student Records)~~

~~(cf. 5144 - Discipline)~~

~~(cf. 5144.1 - Suspension and Expulsion/Due Process)~~

~~(cf. 5145.6 - Parental Notifications)~~

~~(cf. 9000 - Role of the Board)~~

Policy 5020: Parent Rights And Responsibilities

Status: DRAFT

Original Adopted Date: 06/05/2020

The Governing Board recognizes that parents/guardians of ~~high school~~ Eden Area Regional Occupational Program (Eden Area ROP) students have certain rights as well as responsibilities related to the education of their ~~students~~children.

The ~~Governing~~ Board believes that the ~~education~~Eden Area ROP's relationship with parents/guardians is one of t~~he Eden Area ROP's students is a shared responsibility~~mutual support and respect.. The Superintendent or designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians~~, school staff and students~~ for continuing the intellectual, physical, emotional, and social development and well-being of their students ~~at each school site~~, including the means by which the Eden Area ROP and parents/guardians can help their students achieve academic and other standards of the ~~school~~Eden Area ROP.

Within this framework, the Eden Area ROP's ~~school's~~ primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the ~~school~~Eden Area ROP.

Parents/guardians shall have the opportunity to work with ~~schools~~the Eden Area ROP in a mutually supportive and respectful partnership and to help their students succeed in school. (Education Code 51100)

~~(cf. 5022 - Student and Family Privacy Rights)~~

~~(cf. 6020 - Parent Involvement)~~

The Superintendent or designee shall ensure that Eden Area ROP staff understand the rights of parents/guardians afforded by law, ~~and~~ ~~Governing~~ Board policy, and administrative regulation, and follow acceptable practices that respect those rights.

~~(cf. 4131 - Staff Development)~~

~~(cf. 4231 - Staff Development)~~

~~(cf. 4331 - Staff Development)~~

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights~~, in accordance with law.~~ including, but not limited to, their rights in accordance with 20 USC 1232g and 34 CFR 99.1-99.8, the federal Family Educational Rights and Privacy Act (FERPA), and as specified in Board Policy/Exhibit (1) 5145.6 – Parent/Guardian Notifications.

~~(cf. 5145.6 - Parental Notifications)~~

When required by law, Board policy, or administrative regulation, the Eden Area ROP shall notify parents/guardians that they may request to opt their student out of certain instruction. Students for whom the Eden Area ROP has approved the opt out shall be offered an alternative activity of similar educational value.

The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language, of the rights and opportunities available to them pursuant to Education Code 48985. (Education Code 51101.1)

Regulation 5020: Parent Rights And Responsibilities **Status:** DRAFT

Original Adopted Date: 06/05/2020

Parent/Guardian Rights

The rights of parents/guardians of Eden Area Regional Occupational Program (Eden Area ROP) students include, but are not limited to, the following:

1. ~~1.~~ To observe, within a reasonable period of time after making the request, the classroom(s) in which their ~~student~~child is enrolled or for the purpose of selecting the school in which their ~~student~~child will be enrolled (Education Code 51101)

   Parents/guardians may observe instructional and other school activities that involve their ~~student~~child in accordance with ~~Governing~~ Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by a parent/guardian, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with ~~Governing~~ Board policy and administrative regulations. (Education Code 49091.10)

   ~~(cf. 6116 - Classroom Interruptions)~~

2. ~~2.~~ To meet, within a reasonable time of their request, with their child's~~student~~'s teacher(s) and an administrator (Education Code 51101)

3. ~~3.~~ Under the supervision of Eden Area ROP employees, to volunteer their time and resources for the improvement of center facilities and programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher (Education Code 51101)

4. ~~4.~~ To be notified on a timely basis if their ~~student~~child is absent from school without permission (Education Code 51101)

   ~~(cf. 5113 - Absences and Excuses)~~

5. ~~5.~~ To have a school environment for their student that is safe and supportive of learning (Education Code 51101)

   ~~(cf. 0450 - Comprehensive Safety Plan)~~
   ~~(cf. 3515 - Campus Security)~~
   ~~(cf. 5131 - Conduct)~~
   ~~(cf. 5137 - Positive School Climate)~~
   ~~(cf. 5142 - Safety)~~

6. ~~6.~~ To examine the curriculum materials of the class(es) in which their ~~student~~child is enrolled (Education Code 51101; 20 USC 1232h)

   Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments ~~stored by the classroom teacher,~~ including textbooks, teacher's manuals, films, audio and video recordings, and software, stored by the classroom teacher. (Education Code 49091.10)

   Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions and instructional aims of the course. (Education Code 49091.14)

   The school may charge an amount not to exceed the cost of duplication if a hardcopy is created. (Education Code 49091.14)

   ~~(cf. 1312.2 - Complaints Concerning Instructional Materials)~~
   ~~(cf. 1312.4 - Williams Uniform Complaint Procedures)~~
   ~~(cf. 6141 - Curriculum Development and Evaluation)~~

~~(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)~~
~~(cf. 6161.1 - Selection and Evaluation of Instructional Materials)~~
~~(cf. 6161.11 - Supplementary Instructional Materials)~~

7. To be notified of the opportunity to opt their child out of certain instruction, as required by law (Education Code 51240, 51938)

8. ~~7.~~ To be informed of their ~~student's~~child's progress in school and of the appropriate school personnel whom they should contact if issues arise with their ~~student~~child (Education Code 51101)

   ~~(cf. 5121 - Grades/Evaluation of Student Achievement)~~
   ~~(cf. 6020 - Parent Involvement)~~

9. ~~8.~~ To have access to the ~~school~~ student records of their ~~student~~child (Education Code 51101)

   ~~(cf. 5125 - Student Records)~~
   ~~(cf. 5125.1 - Release of Directory Information)~~

10. ~~9.~~ To receive information concerning the academic performance standards, proficiencies, or skills their ~~student~~child is expected to accomplish (Education Code 51101)

    ~~(cf. 6011 - Academic Standards)~~
    ~~(cf. 6146.1 - High School Graduation Requirements)~~
    ~~(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)~~
    ~~(cf. 6146.5 - Elementary/Middle School Graduation Requirements)~~

11. ~~10.~~ To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes, and procedures for visiting the school (Education Code 51101)

    ~~(cf. 1250 - Visitors/Outsiders)~~
    ~~(cf. 5132 - Dress and Grooming)~~
    ~~(cf. 5144 - Discipline)~~
    ~~(cf. 5145.6 - Parental Notifications)~~

12. ~~11.~~ To ~~refuse~~receive notice and information about and to ~~submit or to participate in~~opt out of any assessment, analysis, evaluation, or monitoring of the quality or character of the student's home life, any form of ~~parental~~parent/guardian screening or testing, any nonacademic home-based counseling program, parent/guardian training, or any prescribed family education service plan, and to inspect any survey collecting personal information (Education Code 49091.18; 20 USC 1232h)

    ~~(cf. 5022 - Student and Family Privacy Rights)~~

13. ~~12.~~ To participate as a member of a parent advisory committee, school site council, or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations (Education Code 51101)

    ~~For parents/guardians of English learners, this right shall include the right to participate in Eden Area ROP advisory bodies in accordance with federal and state law and regulations. (Education Code 51101.1)~~

    ~~(cf. 0420 - School Plans/Site Councils)~~
    ~~(cf. 1220 - Citizen Advisory Committees)~~
    ~~(cf. 6171 - Title I Programs)~~
    ~~(cf. 6175 - Migrant Education Program)~~

14. ~~13.~~ To question anything in their child's student~~'s~~ record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school (Education Code 51101)

    ~~(cf. 5125.3 - Challenging Student Records)~~

15. For parents/guardians of English learners, to be given any required written notification, under any applicable

law, in English and the student's home language pursuant to Education Code 48985 (Education Code 51101.1)

These rights shall be exercised in accordance with applicable Board policy and administrative regulation.

Parent Responsibilities

Parents/guardians may support the learning environment of their student by: (Education Code 51101)

1. ~~1.~~ Monitoring attendance of their ~~student~~child
2. ~~2.~~ Ensuring that homework is completed and turned in on time

   ~~(cf. 6154 - Homework/Makeup Work)~~
3. ~~3.~~ Encouraging their ~~student~~child to participate in extracurricular and cocurricular activities

   ~~(cf. 6145 - Extracurricular and Cocurricular Activities)~~
4. ~~4.~~ Monitoring and prohibiting or regulating the ~~screen time~~use of social media and other forms of online entertainment viewed by their ~~student~~child
5. ~~5.~~ Working with their ~~student~~child at home in learning activities that extend the classroom learning
6. ~~6.~~ Volunteering in their ~~student's~~child's classroom(s) or for other school activities

   ~~(cf. 1240 - Volunteer Assistance)~~
7. ~~7.~~ Participating in decisions related to the education of their own ~~student~~child or the total school program, as appropriate

Policy 6143: Courses Of Study

Status: DRAFT

Original Adopted Date: 06/05/2020 **| Last Revised Date:** 12/07/2023 **| Last Reviewed Date:** 12/07/2023

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The Eden Area Regional Occupational Program's (Eden Area ROP) course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

The Superintendent or designee shall establish processes for ensuring the articulation of courses. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program of course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The Eden Area ROP shall not provide any course separately or require or refuse participation by any student on the basis of the student's actual ~~or perceived sex, sexual orientation, gender, gender expression, gender identity,~~race or ethnicity; ancestry; color; ethnic group identification~~,~~; nationality; national origin; immigration status~~;, race, ancestry, national origin,~~ religion~~,~~; ~~color, mental or physical~~ disability~~;, age,~~ medical condition~~;~~ genetic information; pregnancy, false pregnancy, childbirth, termination of pregnancy, or related conditions or recovery; and parental, marital, and family status~~;, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's~~a perception of one or more of such characteristics; a combination of two or more of such characteristics or association with a person or group with one or more of ~~such~~these actual or perceived characteristics~~.~~or a combination of two or more of them. ~~(Education Code 200, 220; Government Code 11135; Penal Code 422.55;5 CCR 4940)~~(Education Code 200, 210.1, 210.2, 212, 212.1, 220, 221.51, 230, 260; Government Code 11135, 12926; Penal Code 422.55; 5 CCR 4940; 20 USC 1681-1688, 42 USC 2000d-2000d-7)

Secondary Grades

The Eden Area ROP shall offer all otherwise qualified students in grades 9-12 a course of study that includes all required instructional content and prepares them, upon graduation from high school, to attain entry-level employment skills in business or industry. (Education Code 51228)

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "A-G" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

Parental Notification and Opt-Out

When required by law, Board policy, or administrative regulation, the Eden Area ROP shall notify parents/guardians that they may request to opt their student out of certain instruction. Students for whom the Eden Area ROP has approved the opt-out shall be offered an alternative activity of similar educational value.

Policy 7000: Concepts And Roles

Status: DRAFT

Original Adopted Date: 06/05/2020

The Governing Board recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program and align with the needs of the Eden Area Regional Occupational Program (Eden Area ROP). The ~~Governing~~ Board shall endeavor to ~~make the provision of adequate~~provide and maintain high-quality school facilities ~~a priority at the Eden Area Regional Occupational Program (Eden Area ROP)~~that support the Eden Area ROP's educational program.. Because the schools serve as a focal point for the community, the ~~Governing~~ Board shall ~~also~~ strive to ~~ensure that~~provide Eden Area ROP facilities ~~fit harmoniously and attractively into their~~that are compatible with surrounding neighborhoods and have the flexibility of design to meet future educational and community needs.

~~(cf. 9000 - Role of the Board)~~

In accordance with the Eden Area ROP Joint Powers Agreement, the Eden Area ROP ~~Governing~~ Board may, by unanimous vote, acquire real property for the use of, but not limited to, instruction, administration, and warehousing services.

Any plan to acquire real property shall have input from the ~~Governing~~ Board/Superintendent of the four participating school districts and may also include members of the public served.

All plans for the acquisition of real property submitted to the Eden Area ROP ~~Governing~~ Board will have a long-range facility needs assessment prepared by the Eden Area ROP staff.

In order to plan for long-range facilities needs, the Superintendent or designee may develop, for Board approval, a school facilities master plan in accordance with Board Policy 7110 - Facilities Master Plan, and regularly review such plan in light of the Eden Area ROP's educational goals. In accordance with this plan, the Board shall:

1. ~~1.~~ Approve additions or major alterations to existing buildings

   ~~(cf. 7111 - Evaluating Existing Buildings)~~

2. ~~2.~~ Determine what new buildings shall be built, when and where, and what equipment and furniture shall be purchased for them

3. ~~3.~~ Select and purchase school sites for future expansion, as needed, and facilities for newschool sites or other district use

   ~~(cf. 7150 - Site Selection and Development~~)

4. Sell or lease facilities, including via joint occupancy or joint use, when no other better use is identified

5. ~~4.~~ Approve the selection of architects and structural engineers

   ~~(cf. 7140 - Architectural and Engineering Services)~~

6. ~~5.~~ Award contracts for design and construction

7. ~~6. Name schools and individual buildings~~

   ~~(cf. 7310 - Naming of Facility)~~

8. Authorize the use of school facilities by Eden Area ROP residents and community groups in accordance with Board Policy/Administrative Regulation 1330 – Use of School Facilities

9. Consider the use of Eden Area ROP property for workforce housing

The Superintendent or designee shall:

1. ~~1.~~ Assess the Eden Area ROP's short- and long-term ~~facility~~facilities needs

2. ~~2.~~ Oversee the preparation of bids and ~~award~~awarding of contracts

   ~~(cf. 3311 - Bids)~~
   ~~(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)~~
   ~~(cf. 3311.2 - Lease-Leaseback Contracts)~~
   ~~(cf. 3311.3 - Design-Build Contracts~~

3. ~~3.~~ Supervise the implementation of the Eden Area ROP's building program, ~~Governing~~ Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities

4. ~~4.~~ Represent the Eden Area ROP in official governmental interactions related to the building program

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Policy 7131: Relations With Local Agencies

Status: DRAFT

Original Adopted Date: 06/05/2020

The Governing Board recognizes the importance of collaborating and communicating with other local agencies in order to provide the best possible school facilities and to allocate facility resources in an effective and efficient manner. The ~~Governing~~ Board and Eden Area Regional Occupational Program (Eden Area ROP) staff shall consult and coordinate with local agencies as required by law, and ~~whenever~~shall utilize the expertise and resources of ~~these~~such agencies ~~can assist~~when useful to the Eden Area ROP in the planning, design, and construction of facilities.

~~Following notification by a city or county of proposed action to adopt or substantially revise a general plan, the Governing Board may request a meeting with the local planning agency to discuss possible methods of coordinating planning, design and construction of new school facilities and school sites. (Government Code 65352.2)~~

~~The Superintendent or designee shall monitor land development proposals within Eden Area ROP boundaries and shall ensure that an exchange of accurate information is maintained with city/county planning staff regarding the impact of land development on the Eden Area ROP's educational programs and facility needs.~~

~~(cf. 7150 - Site Selection and Development)~~

Notifications to Other Local Agencies

~~The Governing Board shall notify the city council or county board of supervisors whenever it finds, based on clear and convincing evidence: (Government Code 65971)~~

~~1. That conditions of overcrowding exist in one or more attendance areas within the Eden Area ROP which will impair the normal functioning of the educational programs, and the reason for the existence of those conditions~~

~~2. That all reasonable methods of mitigating conditions of overcrowding have been evaluated and no feasible method for reducing those conditions exists~~

~~The above notice shall specify the mitigation measures considered by the Eden Area ROP and shall include a completed application to the Office of Public School Construction for preliminary determination of eligibility for school construction under applicable state law. (Government Code 65971)~~

The Superintendent or designee shall notify the appropriate city or county planning agency of the adoption of a school facility needs analysis~~;~~, the acquisition of a school site~~;~~ ~~orad~~ any other action regarding school facilities, in accordance with law.

~~(cf. 7110 - Facilities Master Plan)~~

Bylaw 9310: Board Policies **Status:** DRAFT

Original Adopted Date: 06/05/2020

Definitions

~~The Governing Board shall adopt written policies to convey its expectations for actions that will be taken by the Eden Area ROP.~~ *Board policies* are the written rules of the Eden Area Regional Occupational Program (Eden Area ROP). They establish the parameters by which staff, students, parents/guardians, volunteers, contractors, visitors, and others shall abide while attending or participating in Eden Area ROP programs or activities, on Eden Area ROP property, or otherwise within the jurisdiction of the Eden Area ROP. Additionally, Board policies clarify the roles and responsibilities of the Governing Board and Superintendent, and communicate ~~Governing~~ Board philosophy and ~~positions~~values to students, staff, parents/guardians, and the community.

~~(cf. 9000 - Role of the Board)~~

Board bylaws are specific Board policies that govern the operations of the Board and establish the rights and obligations of Board members.

Administrative regulations, which shall not be inconsistent with Board policies, are written rules that implement Board policies or prescribe the operations and administration of the Eden Area ROP. In case of conflict between an administrative regulation and a Board policy, the Board policy, or applicable portion thereof, shall prevail.

~~The Governing Board shall ensure that Eden Area Regional Occupational Program (Eden Area ROP) policies~~ Board policies and administrative regulations shall align with the Eden Area ROP's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

~~(cf. 0000 - Vision)~~

~~(cf. 0100 - Philosophy)~~

~~(cf. 0415 - Equity)~~

~~(cf. 0460 - Local Control and Accountability Plan)~~

The ~~Governing~~ Board recognizes the importance of maintaining ~~a policy manual~~Board policies and administrative regulations that ~~is~~are up to date and reflect~~s~~ the mandates of law. ~~Governing~~ Board policies ~~are~~or administrative regulation shall be binding ~~on the Eden Area ROP~~ to the extent that they do not conflict with federal or state law. No ~~Governing~~ Board policy, ~~bylaw,~~ or administrative regulation, or any portion thereof, shall be operative if ~~it is found to be~~the Superintendent determines, based on advice of Eden Area ROP legal counsel, it is in conflict with applicable federal or state law or regulations or court decisions. ~~If~~However, any portion of a Board policy i~~s found to be invalid, that invalidity~~or administrative regulation so determined to be inoperative shall not affect the operability of other provisions of the policy or administrative regulation.

~~(cf. 2210 - Administrative Discretion Regarding Board Policy)~~

~~Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Governing Board meetings.~~

~~(cf. 9320 - Meetings and Notices)~~

~~(cf. 9322 - Agenda/Meeting Materials)~~

Board Policy Development and Adoption ~~Process~~

~~The Eden Area ROP's policy development process shall include the following basic steps:~~

The Board shall regularly review Board policies and shall do so at Board meetings or Policy Committee meetings, as applicable. Additionally, the Board shall annually review the policies specified in Education Code 35160.5. If no revisions are deemed necessary, the Board minutes for the applicable meeting shall nevertheless indicate that the review was conducted. Other Board policies shall be monitored and reviewed as specified in the Board policy itself or as needed to reflect changes in law or Eden Area ROP circumstances.

The following steps shall be used to develop, propose, and adopt a new Board policy or revisions to an existing Board policy:

1. ~~1.~~ The ~~Governing~~ Board and/or Superintendent or designee shall identify the need for a new ~~policy or revision of an existing policy. The need may arise from a change in law, a new Eden Area ROP vision statement, new goals, educational research or trends, an incident that has arisen in the Eden Area ROP, or a recommendation or request from staff, a parent/guardian, or other interested person.~~or revised Board policy

2. ~~2.~~ As needed, the Superintendent or designee shall gather fiscal data, staff and public input, related ~~Eden Area ROP~~Board policies or administrative regulations, sample Board policies from the California School Boards Association ~~or other organizations or agencies~~, legal advice, and other useful information and data ~~to fully inform the Governing Board about a particular issue.~~

   ~~(cf. 1220 - Citizen Advisory Committees)~~

3. ~~3.~~ The ~~Governing~~ Board may ~~hold~~agendize one or more discussions ~~during~~or presentations with respect to the need for a ~~public~~ ~~Governing~~ new or revised Board policy~~pmeeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, community expectations, staff recommendations, and the expected impact of the policy on student learning and well-being, equity, governance, and the Eden Area ROP's fiscal resources and operational efficiency.~~

   As part of those discussions or presentations, the Board may request additional information or research and may provide direction to the Superintendent or designee regarding how to proceed with proposing a new or revised Board policy, including a request for review by Eden Area ROP legal counsel.

4. ~~4. The Governing Board or Superintendent may request that legal counsel review the draft policy as appropriate.~~

5. ~~5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Governing Board meeting. At its second reading, the Governing Board may take action on the proposed policy. The Governing Board may waive the second reading or may require an additional reading if necessary.~~Once drafted, the proposed new or revised Board policy shall be agendized at two separate Board meetings, with the first for public input and Board review and direction, and the second for further discussion, if warranted, and Board action

   ~~(cf. 9323 - Meeting Conduct)~~

The Board may waive or modify any of the above requirements on a case-by-case basis.

~~Only policies formally adopted by a majority vote of the Governing Board shall constitute official Governing Board policy.~~

~~(cf. 9323.2 - Actions by the Board)~~

All Board policies shall be formally adopted by a majority vote of the Board.

~~The Eden Area ROP's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.~~

~~Policies~~ Board policies shall become effective upon ~~Governing~~ Board adoption or at a future date if so designated by the ~~Governing~~ Board at the time of adoption.

~~**Board Bylaws**~~

~~The Governing Board shall prescribe and enforce rules for its own governance consistent with state law and regulations. (Education Code 35010)~~

~~Bylaws Governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Governing Board policy.~~

~~**Administrative Regulations**~~

~~The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the Eden Area ROP. Administrative regulations shall be consistent with law and Governing Board policy and shall be designed to promote the achievement of Eden Area ROP goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other provisions. The Superintendent or designee may also develop procedures manuals, handbooks, or other guides to carry out the intent of Governing Board policy.~~

~~When Governing Board policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Governing Board policy, policy shall prevail.~~

~~The Governing Board may review and/or approve administrative regulations for the purpose of ensuring conformity with the intent of Governing Board policy.~~

~~Monitoring and Evaluation~~

At any time, the ~~Governing~~ Board and Superintendent or designee may determine that progress reports to the ~~Governing~~ Board on the implementation and/or effectiveness of ~~the~~a Board policy ~~should be scheduled~~are necessary. If so, the ~~Governing~~ Board and Superintendent or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the Board policy in achieving its purpose.

~~(cf. 0500 - Accountability)~~

Administrative Regulation Development and Approval

The Superintendent or designee shall be responsible for the development and approval of administrative regulations.

When new Board policies are created or existing Board policies are revised, the Superintendent or designee shall, as necessary, create or revise any applicable administrative regulations to ensure that they conform to the intent of the new or revised Board policy.

To carry out the intent of the Board, the Superintendent or designee may, in addition to developing and approving administrative regulations, develop procedures manuals, handbooks, or other guides.

Access ~~to Policies~~

The Superintendent or designee shall ensure that all Eden Area ROP employees and the public have easy and free access to all Board policies, administrative regulations, and, as applicable, related documents. ~~access to an up-to-date Eden Area ROP policy manual. The policy manual shall be maintained electronically and/or by paper copy.~~

~~(cf. 1113 - District and School Web Sites)~~

~~(cf. 1340 - Access to District Records)~~

~~As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the Eden Area ROP's website when required by law.~~

~~(cf. 1112 - Media Relations)~~

~~(cf. 4112.9/4212.9/4312.9 - Employee Notifications)~~

~~(cf. 5145.6 - Parental Notifications)~~

~~(cf. 6020 - Parent Involvement)~~

Bylaw 9321: Closed Session

Status: DRAFT

Original Adopted Date: 06/05/2020 | **Last Revised Date:** 03/07/2024 | **Last Reviewed Date:** 03/07/2024

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of the Eden Area Regional Occupational Program (Eden Area ROP) business. The Board shall ~~hold a~~ meet in closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law and provided in the accompanying Exhibit (1). (Education Code 35145, Government Code 54954.2, 54954.5, 54957))

In the open session preceding ~~the~~ closed session, the Board shall disclose the items to be discussed in closed sessionas specified in this bylaw. The Board ~~may~~ chair, who is the Board president or the Board member chairing the meeting at the time if the Board president is absent, shall either verbally either state the ~~information on~~closed session items listed in the agenda or refer the public to the closed session item(s) as listed by number or letter ~~on~~in the agenda. In ~~the~~ closed session, the Board ~~may~~shall consider only those items covered in its statement. (Government Code 54957, 54957.7)

Prior to closed session, members of the public shall be given an opportunity to address the Board on any closed session item in the agenda in accordance with Board Bylaw 9322 - Agenda/Meeting Materials and Board Bylaw 9323 - Meeting Conduct. (Education Code 35145.5; Government Code 54954.3)

After ~~the~~ closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall ~~publicly~~ disclose any actions taken in ~~the~~ closed session, the votes or abstentions thereon, and other disclosures as specified in this bylaw. Such ~~reports~~disclosures may be made in writing or orally at the location announced in the agenda for ~~the~~ closed sessionas required by law and provided in the accompanying Exhibit (2). (Education Code 32281; Government Code 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, that becomes public upon such approval or adoption, the Superintendent or designee shall immediately provide a copy of the document to any person present at the conclusion of ~~the~~ closed session who has submitted a written request or made a standing request for all documentation as part of a request for notice of meetings. (Government Code 54957.1)

~~If the action taken results in one or more~~If, when adopting or approving a document during closed session, substantive amendments are required to finalize the document, the Superintendent or designee shall make the document available ~~the next business day or when~~s soon as the necessary changes to the document are completed. Whenever ~~copies of an approved agreement~~ such a document will not be immediately released ~~due to an amendment~~, the Board ~~president~~chair shall orally summarize the substance of the amendment ~~for those present at the end of the closed session. (Government Code 54957.1)~~in open session as part of the required disclosures. (Government Code 54957.1)

Attendance in Closed Session

Each Board member may attend closed session for each agenda item except if the Board member is required to recuse themselves or is prohibited by law from attending. Additionally, the Superintendent may attend closed session for each agenda item, except for personnel matters, complaints, or charges regarding the Superintendent under Government Code 54957, or to discuss the Superintendent's compensation under Government Code 54957.6.

In addition, the Board secretary or designee shall attend closed session for each agenda item to keep minutes of topics discussed and decisions made. (Government Code 54957.2)

Except as prohibited by law, the following individuals may attend closed session for a particular item upon invitation by the Board chair or the Superintendent:

1. Eden Area ROP legal counsel, Eden Area ROP negotiators, or other Eden Area ROP staff authorized by statute to attend for the particular item
2. Any other individual whose attendance is essential to the Board's ability to conduct its closed-session business with respect to the particular item

Any other individual shall not attend closed session.

Confidentiality

~~A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information or the information has been publicly reported by the Eden Area ROP. (Government Code 54963)~~

Any person in attendance in closed session shall not disclose information received in closed session except as permitted by Board Bylaw 9011 - Disclosure of Confidential/Privileged Information or Board Policy 4119.23 - Unauthorized Release Of Confidential/Privileged Information, as applicable.

The Board shall not disclose any information that is protected by state or federal law. ~~In addition~~Additionally, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, disclosure, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

Personnel Matters: Appointment, Employment, Performance Evaluation, or Discipline/Dismissal/Release

The Board may ~~hold meet~~ in closed session ~~under the "personnel exception"~~ to consider the appointment, employment, performance evaluation, discipline, dismissal, or change in employment status of an employee. ~~Such~~Except as permitted by law, such a closed session item shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957, 54957.1)

For the purpose of such an agenda item, "employee" includes an officer or independent contractor who functions as an officer or employee, but excludes Board members and other independent contractors. (Government Code 54957)

Personnel Matters: Specific Complaints or Charges

The Board may ~~hold a~~meet in closed session to hear complaints or charges brought against an employee, unless the employee who is the subject of the complaint requests an open session. Before the Board ~~holds a~~meets in closed session on specific complaints or charges brought against an employee, the Superintendent or designee shall ensure that the employee receives written notice of the right to have the complaints or charges heard in open session. This notice shall be delivered personally or by mail at least 24 hours before the time of ~~the~~ closed session. (Government Code 54957)

For the purpose of such an agenda item, "employee" includes an officer or independent contractor who functions as an officer or employee, but excludes Board members and other independent contractors. (Government Code 54957)

Personnel Matters: Application for Early ~~Withdraw~~Withdrawal of Funds in Deferred Compensation Plan

The Board may ~~hold a~~meet in closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Negotiations

The Board may meet in closed session to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. A closed session item regarding salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussions of the Eden Area ROP's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

Additionally, the Board may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Pursuant to Government Code 3549.1, the Board may, without following the requirements of the Brown Act, meet in closed session exclusively for the purpose of discussing its position regarding any matter within the scope of representation or for the purpose of instructing its designated representatives. The Board shall not discuss any other

items, either in closed session or open session, as part of such a meeting. (Government Code 3549.1)

Matters Related to Students

The Board shall meet in closed session to consider an appeal by a parent/guardian of a denial of a request to amend incorrect, inaccurate, or misleading information in a student record maintained by the Eden Area ROP in accordance with Administrative Regulation 5125.3 - Challenging Student Records. (Education Code 49070)

If a public hearing would lead to the disclosure of confidential student information such as grades or discipline information, the Board shall meet in closed session to consider ~~a suspension, disciplinary~~ any action, ~~any other action~~including discipline, against a student. ~~except expulsion, or a challenge to a student record.~~ At least 72 hours prior to the start of the meeting of which ~~the~~ closed session is a part, the Superintendent or designee, on behalf of the Board, shall, in writing, by registered or certified mail or by personal service, notify the student and the student's parent/guardian of the intent of the Board to hear the item in closed session. If a written request for open session is received from the student or the student's parents/guardians within 48 hours of receiving the notice, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any other student remain in closed session. (Education Code 35146, 48912~~, 49070~~)

In order to protect student privacy rights provided in 20 USC 1232g or other applicable laws, the identity of a student shall not be listed in the agenda and, unless the item is heard in open session, shall not be included in any ~~report~~disclosure after closed session. Additionally, a student matter shall be listed in the open session portion of the agenda with the same description and numbering system as it was ~~on~~listed in the closed session portion of the agenda.

Security Matters

The Board may meet in closed session with the Governor, Attorney General, Eden Area ROP Attorney, Eden Area ROP legal counsel, sheriff or chief of police, or ~~their respective deputies, or a security consultant or a~~other law enforcement or security ~~operations manager,~~personnel on matters posing a threat to any of the following: (Government 54957)

1. ~~the~~The security of public buildings~~; to the~~
2. The security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service~~; or to the~~
3. The public's right of access to public services or public facilities~~. Such discussions may be held in closed session during an emergency meeting called pursuant to Board Bylaw 9320 – Meetings and Notices and Board Bylaw/Exhibit (1) 9323.2 – Actions By The Board.~~
4. Critical infrastructure controls or critical infrastructure information relating to cybersecurity

The Board may also meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan.(Education Code 32281)

Real Property Negotiations

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the Eden Area ROP in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Anticipated Litigation/Initiation of Litigation

Based on the advice of its legal counsel, the Board may ~~hold meet~~ in closed session to confer with or receive advice from its legal counsel regarding anticipated litigation or whether to initiate litigation when discussion of either matter in open session would prejudice the Eden Area ROP's position with respect to such litigation. For this purpose, "litigation" ~~means~~includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered be "anticipated" when, in the Board's opinion based on the advice of its legal counsel regarding the existing facts and circumstances,, there is a significant exposure to litigation against the Eden Area ROP or against an Eden Area ROP officer or employee based on prior or prospective activities or alleged activities during

and potentially during the course and scope of that office or employment. (Government Code 54956.9)

Existing facts and circumstances are limited to the following: (Government Code 54956.9)

1. ~~1.~~ Facts and circumstances that might result in litigation against the Eden Area ROP but which the Eden Area ROP believes are not yet known to potential plaintiff(s)

2. ~~2.~~ Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence ~~which~~that might result in litigation against the Eden Area ROP, which are already known to potential plaintiff(s)

3. ~~3.~~ The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff

4. ~~4.~~ A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board

5. ~~5.~~ A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the employee receiving knowledge of the threat made a record of the statement before the meeting

Each agenda item related to anticipated, or initiation of, litigation shall only contain one such matter. For an anticipated litigation item that is anticipated based on Items #2, #3, or #5 above, the agenda item shall also include the facts or circumstances that might result in litigation, the claim or written threat of litigation, or the record of the threat. However, the agenda item shall not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on the alleged victim's behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed. (Government Code 54956.9)

Existing Litigation

Based on the advice of its legal counsel, the Board may ~~hold meet~~ in closed session to confer with or receive advice from its legal counsel regarding existing litigation when discussion of the matter in open session would prejudice the Eden Area ROP's position with respect to such litigation. Litigation is considered to be "existing" when the Eden Area ROP has been named a party to the litigation or an Eden Area ROP officer or employee has been named a party to the litigation based on prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which involves whether an activity is outside the course and scope of the office or employment. For this purpose, "litigation" ~~means~~includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Tort, Public, or Workers' Compensation Liability

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the Eden Area ROP is a member. (Government Code 54956.95)

Joint Powers Agency Issues

~~When the board of the JPA has so authorized and upon advice of Eden Area ROP legal counsel, the~~ The Board may meet in closed session in order to receive, discuss, and take action concerning information that has direct financial or liability implications for the Eden Area ROP and that was obtained in a closed session of a JPA of which the Eden Area ROP is a member. ~~During the Governing Board's closed session~~However, a ~~Governing~~ Board member serving on the JPA board may only disclose confidential information acquired during a closed session of the JPA to fellow ~~Governing~~ Board members~~:~~ if the governing board of the JPA has so authorized and upon advice of Eden Area ROP legal counsel. (Government Code 54956.96)

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office and before the report has been made public, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report shall be

conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Exhibit 9321-E(1): Closed Session **Status:** DRAFT

Original Adopted Date: 03/07/2024 **| Last Reviewed Date:** 03/07/2024

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT
Government Code 54957

Title: _____
(Specify position to be filled.)

PUBLIC EMPLOYMENT
Government Code 54957

Title: _____
(Specify position to be filled.)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code 54957

Title: _____
(Specify title of employee being evaluated.)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code 54957

(Due to employee privacy rights, no additional information may be provided.)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE
Government Code 54957

(Due to employee privacy rights, no additional information may be provided.)

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN
Government Code 54957.10

(No additional information may be provided.)

Negotiations~~/Collective Bargaining~~

CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6

Eden Area ROP-Designated
Representatives: _____
(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee Organization: _____
(Specify name of employee organization with which negotiations are being held.)

or

Unrepresented Employee(s): _____
(Specify position of unrepresented employee(s) who are the subject of the negotiations.)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION
Education Code 35146

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The Eden Area ROP may use other means to identify the student for record-keeping purposes.)

STUDENT GRADE CHANGE APPEAL
Education Code 49070

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The Eden Area ROP may use other means to identify the student for record-keeping purposes.)

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____
(If the Board is considering a confidential student matter other than those listed above, specify type of action.)

Tracking/Identification Number: _____
(Due to student privacy rights, no additional information may be provided. The Eden Area ROP may use other means to identify the student for record-keeping purposes.)

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES
Government Code 54957

Consultation With: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN
Education Code 32281

Consultation With: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code 54956.8

Property: _____
(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)

Eden Area ROP Negotiator: _____
(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Party With Whom Eden Area ROP Is Negotiating:
_____
(Specify name of party, not agent.)

Under Negotiation: _____

(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

Anticipated Litigation/Initiation of Litigation

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)

(If applicable) Existing Facts And Circumstances:
_____

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION
Initiation of litigation pursuant to Government Code 54956.9(d)(4)

(If applicable) Existing Facts And Circumstances:
_____

Existing Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Government Code 54956.9(d)(1)

Name Of Case: _____
(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS
Government Code 54956.95

Name Of Claimant(s):_____
(Specify name, except when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

Name Of Agency Against Which Claim Is Made:_____

Joint Powers Authority Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR EDEN AREA ROP
Government Code 54956.96

Name Of JPA: _____

Discussion Will Concern: _____
(Specify closed session description used by the JPA.)

Name Of Eden Area ROP Representative On JPA
~~board~~Board: _____

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE
Government Code 54956.75
(No additional information is required.)

Exhibit 9321-E(2): Closed Session **Status:** DRAFT

Original Adopted Date: 03/07/2024 **| Last Reviewed Date:** 03/07/2024

~~REPORTS~~ DISCLOSURES OF CLOSED SESSION ACTIONS

~~Following a closed session during any~~After the Governing Board ~~meeting~~meets in closed session, the Board shall reconvene in open session to ~~present,~~disclose, either orally or in writing, ~~a report of~~ any of the following actions taken during ~~the~~ closed session, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT

Title: _____
(Specify position to be filled)

Appointment Made: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

PUBLIC EMPLOYMENT

Title: _____
(Specify position to be filled)

Decision to Employ: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: _____
(Specify title of employee being evaluated)

(If applicable) Board evaluated an employee in the above listed position.

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Title: _____
(Specify position affected)

(If applicable) Decision to Dismiss/Release: *(Yes; otherwise no action taken)*

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE

(If applicable) Board heard/discussed a specific complaint or charge against an employee.

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN

(If applicable) Board received/discussed an employee's application for early withdrawal of funds in deferred compensation plan.

Negotiations~~/Collective Bargaining~~

(If applicable) Agreement Reached With: _____
(Specify Employee Organization)

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter and will vote in open session as indicated in the agenda.

STUDENT GRADE CHANGE APPEAL

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

CONFIDENTIAL STUDENT MATTER

Action Under Consideration: _____

Tracking/Identification Number: _____

(If applicable) Board heard/discussed this matter.

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES

(If applicable) Board consulted with: _____
(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

(If applicable) Board approved a Tactical Response Plan.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Real Property Negotiations

(If applicable) Board approved an agreement concluding real estate negotiations and the agreement is final.

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Anticipated Litigation/Initiation of Litigation

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(If applicable) Board has given approval to legal counsel to defend the Eden Area ROP against anticipated litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s): _____

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION

(If applicable) Board has given approval to legal counsel to initiate litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this matter and the agreement is final.

Adverse Party(s): _____

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Existing Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(If applicable) Board has given approval to legal counsel to defend the Eden Area ROP, seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in this litigation.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

or

(If applicable) Board approved an agreement concluding this litigation and the agreement is final.

Substance Of Agreement: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Tort, Public, or Workers' Compensation Liability

LIABILITY CLAIMS

(If applicable) Board approved disposing of this claim and that disposition is final.

Substance Of Claim, Including Amount Of Payment To Claimant: _____

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Recused: _____
(Enter names of Board members)

Joint Powers Agency Issues

INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR EDEN AREA ROP

(If applicable) Board heard/discussed this matter.

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

(If applicable) Board heard/discussed this matter.

ACTION ITEMS

Eden Area ROP

DATE: **December 11, 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, and Board Bylaw**

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, and board bylaw listed below have been updated based on the feedback and discussion at the November 6, 2025 Governing Board meeting.

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

NUMBER	TYPE	TITLE	STATUS
3515	BP	Campus Security	Revise
3515.4	BP	Recovery for Property Loss or Damage	Revise
3516.1	AR	Fire Drills and Fires	Revise
5113	BP	Absences and Excuses	Revise
5113	AR	Absences and Excuses	Revise
5113.11	AR	Attendance Supervision	Revise
5141	BP	Health Care and Emergencies	Revise
5141	AR	Health Care and Emergencies	Revise
5141.4	BP	Child Abuse Prevention and Reporting	Revise
5141.4	AR	Child Abuse Prevention and Reporting	Revise
5142	BP	Safety	Revise
5142	AR	Safety	Revise
6178.1	BP	Work-Based Learning	Revise
6178.1	AR	Work-Based Learning	Revise
9005	BB	Governance Standards	Revise

RECOMMENDATION

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

Policy 3515: Campus Security

Status: DRAFT

Original Adopted Date: 03/05/2020 **| Last Revised Date:** 03/02/2023 **| Last Reviewed Date:** 03/02/2023

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting the Eden Area Regional Occupational Program (Eden Area ROP) property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the Eden Area ROP's comprehensive safety plan. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the Eden Area ROP's processes and procedures related to the protection of the Eden Area ROP's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

Reporting and Responding to Threats

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or Eden Area ROP administrator.

The Superintendent or designee may form a multidisciplinary team in order to identify, inquire, assess, and manage potentially threating student behavior.

Surveillance Systems

In consultation with the Eden Area ROP's safety planning committee, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras may not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the Eden Area ROP's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. Such signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the Eden Area ROP's surveillance system and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

To the extent that any images from the Eden Area ROP's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy and administrative regulation.

Policy 3515.4: Recovery For Property Loss Or Damage

Status: DRAFT

Original Adopted Date: 03/05/2020

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When Eden Area Regional Occupational Program (Eden Area ROP) property is damaged due to the willful misconduct of a student or other person, the Superintendent or designee shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.

The Eden Area ROP may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of Eden Area ROP books, supplies, or property loaned to a student that the student fails to return or that is willfully cut, defaced, or otherwise injured. However, the Superintendent or designee shall not collect debt for such damage caused by a current or former student experiencing homelessness or foster child or youth. (Education Code 48904, 49014)

Rewards

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any Eden Area ROP property. (Government Code 53069.5)

The Board authorizes the Superintendent or designee to offer a reward in any amount deemed appropriate, not exceeding $2,500. A reward in excess of $2,500 shall be authorized in advance by the Board.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

Regulation 3516.1: Fire Drills And Fires

Status: DRAFT

Original Adopted Date: 03/05/2020

Fire Drills

The Superintendent or designee shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

The Superintendent or designee shall hold the first emergency evacuation drill of each school year within 10 days of the beginning of classes. (24 CCR 403.4.2)

Additionally, the Superintendent or designee shall also hold fire drills not less than twice every school year at the secondary level. (Education Code 32001)

When the Superintendent or designee conducts a fire drill, all students, teachers, and other employees shall be directed to leave the building, which may include: (5 CCR 550)

1. Notifying staff as to the schedule for fire drills
2. Ascertaining that no student remains in the building

As appropriate, teachers, shall be prepared to select alternate exits and direct their classes to these exits whenever the designated escape route is blocked.

The Superintendent or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

Fires

The Eden Area Regional Occupational Program (Eden Area ROP) shall identify refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notify the fire department or other appropriate local authority of such refuge to prioritize the safety of students and staff. (Education Code 32282)

The identification of refuge shelters at schools in a high or very high fire hazard severity zone shall be coordinated with the fire department or other appropriate local authority. Additionally, each school in a high or very high fire hazard severity zone shall prepare a communication and evacuation plan to be used in the event of an early notice evacuation warning which allows enough time to evacuate all students and staff. (Education Code 32282)

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The Superintendent or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system (Education Code 32001)
2. The Superintendent or designee shall call 911
3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students
6. In outside assembly areas, the Superintendent, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff
7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes

Policy 5113: Absences And Excuses

Status: DRAFT

Original Adopted Date: 06/05/2020 **| Last Revised Date:** 10/04/2024 **| Last Reviewed Date:** 10/04/2024

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to address chronic absences or truancy.

In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons as specified in Education Code 48205,and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Because as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Regulation 5113: Absences And Excuses

Status: DRAFT

Original Adopted Date: 06/05/2020 **| Last Revised Date:** 10/04/2024 **| Last Reviewed Date:** 10/04/2024

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a high school student's absence shall be excused for any of the following purposes:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or be considered the student's immediate family (Education Code 48205)

   A student may be excused for this reason for up to five days for each incident (Education Code 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. Illness or medical appointment of a student to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the Superintendent or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
   a. Attendance or appearance in court
   b. Attendance at a funeral service
   c. Observance of a religious holiday or ceremony
   d. Attendance at religious retreats for no more than one school day each semester
   e. Attendance at an employment conference
   f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment or is on leave from or has immediately returned from such deployment (Education Code 48205)

   Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)
10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (Education Code 48205)

Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year (Education Code 48205)

13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)

    a. To access services from a victim services organization or agency

    b. To access grief support services

    c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family

    Such absence shall be excused for not more than three days for each incident. (Education Code 48205)

14. For a student's participation in military entrance processing

15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination (Education Code 46014)

    Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month. (Education Code 46014)

16. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

    For this purpose, student absence shall be excused for a maximum of up to five absences each school year. (Education Code 48225.5)

17. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

    A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

18. Other reasons authorized at the discretion of the Superintendent or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the Superintendent or designee shall be notified prior to the date of the absence when possible.

Any of the following methods may be used to verify high school student absences:

1. Written, digital, or audio message from parent/guardian or parent representative.

2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative.

   The employee shall subsequently record the following:

   a. Name of student

   b. Name of parent/guardian or parent representative

   c. Name of verifying employee

   d. Date(s) of absence

   e. Reason for absence

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated

   The employee shall document the verification and include the information specified in Item #2 above.

4. Physician's verification.

   a. When excusing students for confidential medical services or verifying such appointments, Eden Area Regional Occupational Program (Eden Area ROP) staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment

   b. If a student shows a pattern of chronic absenteeism due to illness, Eden Area ROP staff may require physician verification of any further student absences

Parent/Guardian and Student Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

2. Notify students in grades 9-12 and the parents/guardians of all students enrolled in the Eden Area ROP that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time (Education Code 48980)

   Such notice shall include the full text of Education Code 48205. (Education Code 48980)

Regulation 5113.11: Attendance Supervision

Status: DRAFT

Original Adopted Date: 06/05/2020

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of Eden Area Regional Occupational Program (Eden Area ROP) students. (Education Code 48240)

The attendance supervisor shall promote a culture of attendance and may establish a system to accurately track student attendance in order to achieve, but not limited to the following: (Education Code 48240)

1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and other challenges associated with poor attendance
2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism
3. Identify and address factors contributing to chronic absenteeism, including suspension and expulsion
4. Ensure that students with attendance issues are identified as early as possible to provide applicable support services and interventions
5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

1. A conference between school personnel, the student's parent/guardian, and the student
2. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance
3. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling at the student's resident school
4. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services
5. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior issues in partnership with the student's parents/guardians or caregivers

The attendance supervisor may annually report student attendance data to the Superintendent or designee and the Governing Board. Such data may include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent or more of the school days in the school year, and dropout.

Policy 5141: Health Care And Emergencies

Status: DRAFT

Original Adopted Date: 06/05/2020

The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during Eden Area Regional Occupational Program (Eden Area ROP)-sponsored activities.

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when accidents and injuries to students occur and that parents/guardians are notified as appropriate.

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

Eden Area ROP staff shall appropriately report and document student accidents.

Automated External Defibrillators

The Board authorizes the Superintendent or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency, in accordance with the accompanying administrative regulation.

The Superintendent or designee shall develop guidelines for employees regarding the use of AEDs and shall ensure that employees receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. Additionally, the guidelines shall specify the placement, security, and maintenance of the AED.

The authorization of AEDs at the Eden Area ROP shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

Regulation 5141: Health Care And Emergencies

Status: DRAFT

Original Adopted Date: 06/05/2020

Emergency Contact Information

In order to facilitate contact in case of an emergency or accident, the Superintendent or designee shall annually request that parents/guardians provide the following information:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and email address
4. Name, address, and telephone number of an alternative contact person to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

In addition, parents/guardians shall be encouraged to notify the school whenever their emergency contact information changes.

Notification/Consent for Medical Treatment

Whenever a student requires emergency or urgent medical treatment while at school or an Eden Area Regional Occupational Program (Eden Area ROP)-sponsored activity, the Superintendent or designee shall contact the parent/guardian or, if the parent/guardian cannot be reached another person identified in the Eden Area ROP's student information system as an emergency contact form in order to obtain consent for the medical treatment.

If the student's parent/guardian or other contact person cannot be reached to provide consent, the Superintendent or designee may seek reasonable medical treatment for the student as needed, unless the parent/guardian has previously filed with the Eden Area ROP a written objection to any medical treatment other than first aid.

A person who has filed with the Eden Area ROP a completed caregiver's authorization affidavit pursuant to Family Code 6550-6552 shall have the right to consent to or refuse school-related medical care on behalf of the minor student. The caregiver's authorization shall be invalid if the Eden Area ROP receives notice that the minor student is no longer living with the caregiver or if the Superintendent or designee has actual knowledge of facts contrary to those stated on the affidavit. (Family Code 6550)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health, or safety. (Family Code 6550)

Automated External Defibrillators

When an automated external defibrillator (AED) is placed at the Eden Area ROP, the Superintendent or designee shall notify an agent of the local emergency medical services agency of the existence, location, and type of AED acquired. (Health and Safety Code 1797.196, 1797.200)

The Superintendent or designee shall ensure that any AED placed at the Eden Area ROP is: (Health and Safety Code 1797.196)

1. Maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer
2. Tested at least biannually and after each use
3. Inspected at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED

Additionally, the Superintendent or designee shall comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing. (Health and Safety Code 1797.196)

The Superintendent or designee shall develop a written plan which describes the procedures to be followed in the event of a medical emergency, including an emergency that may involve the use of an AED. These procedures shall include, but not be limited to, requirements for immediate notification of the 911 emergency telephone number in the event of an emergency that may involve the use of an AED.

The Superintendent of the Eden Area ROP with an AED shall annually provide information to school employees that describes: (Health and Safety Code 1797.196)

1. Sudden cardiac arrest
2. The school's emergency response plan
3. The proper use of an AED

Instructions on how to use the AED, in no less than 14-point type, shall be posted next to every AED. Additionally, school employees shall be notified annually of the location of all AED units on campus and be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training. (Health and Safety Code 1797.196)

The Superintendent or designee shall annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency. The building owner may arrange for the demonstration or partner with a nonprofit organization to do so. (Health and Safety Code 1797.196)

The principal of any district school serving students in grades 6-12 that has an AED placed in the school shall annually notify students as to the location of all AEDs on campus. (Health and Safety Code 1797.196)

Policy 5141.4: Child Abuse Prevention And Reporting

Status: DRAFT

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

The Governing Board is committed to supporting the safety and well-being of Eden Area Regional Occupational Program (Eden Area ROP) students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

The Eden Area ROP's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The Eden Area ROP's program also may include age-appropriate instruction in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the Eden Area ROP's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse, as specified in Penal Code 11164-11174.3, shall be included in the Eden Area ROP and/or school comprehensive safety plan. (Education Code 32282)

Eden Area ROP employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

Regulation 5141.4: Child Abuse Prevention And Reporting

Status: DRAFT

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

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment (Penal Code 11165.5, 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by an Eden Area Regional Occupational Program (Eden Area ROP) employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

Additionally, general neglect does not include: (Penal Code 11165.2)

1. A parent/guardian's economic disadvantage
2. A child receiving treatment by spiritual means pursuant to Welfare and Institutions Code 16509.1, or not receiving specified medical treatment for religious reasons

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; Eden Area ROP police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

Using the procedures provided below, a mandated reporter shall make a report whenever the mandated reporter, while acting in a professional capacity or within the scope of employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

Any Eden Area ROP employee who reasonably believes to have observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under 14 years of age shall notify a peace officer. (Penal Code 152.3)

The fact that a child is experiencing homelessness or is classified as an unaccompanied minor, as defined in the federal McKinney-Vento Homeless Assistance Act (42 USC 11434a), is not, in and of itself, a sufficient basis for reporting child abuse or neglect. (Penal Code 11165.15)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

   Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding an Eden Area ROP police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

   Such reports shall be made to the following agency(ies):

   Alameda County Social Services
   24100 Amador Street, Hayward, CA 94544
   510) 259-1800

   When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

   Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report, which includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)

The DOJ form may be obtained from the Eden Area ROP office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter

b. The child's name and address, present location, and, where applicable, school, grade, and class

c. The names, addresses, and telephone numbers of the child's parents/guardians

d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to the mandated reporter. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, the Superintendent or designee shall provide training on mandated reporting requirements to Eden Area ROP employees and persons working on their behalf who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee may use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. Additionally, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

In addition, the Superintendent or designee shall provide annual training on the prevention of abuse, including sexual abuse, of children on Eden Area ROP property, by Eden Area ROP staff, or in Eden Area ROP-sponsored programs. (Education Code 44691)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Victim Interviews by Social Services

Whenever CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform the person of the following requirements prior to the interview: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable the child to be as comfortable as possible.

2. The selected person shall not participate in the interview.

3. The selected person shall not discuss the facts or circumstances of the case with the child.

4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring on Eden Area ROP property to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those guidelines and/or procedures, an interpreter shall be provided.

To file a complaint against an Eden Area ROP employee or other person suspected of child abuse or neglect on Eden Area ROP property, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee shall also file a report when obligated to do so pursuant to Penal Code 11166 using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 3200-3205.

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. Additionally, the Eden Area ROP shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures

pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of the mandated reporter's professional capacity or outside the scope of employment (Penal Code 11172)

   Any other person making a report shall not incur civil or criminal liability unless it can be proven that the person knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment (Penal Code 11166)

No employee shall be subject to any sanction by the Eden Area ROP for making a report unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

Policy 5142: Safety

Status: DRAFT

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

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs, and school-sponsored activities.

Eden Area Regional Occupational Program (Eden Area ROP) staff shall be responsible for the proper supervision of students at all times when students are subject to Eden Area ROP rules, including, but not limited to, during school hours, Eden Area ROP-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using Eden Area ROP transportation.

Regulation 5142: Safety

Status: DRAFT

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

Each Superintendent or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment and materials consistent with law, Governing Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians and readily available at the school at all times.

Release of Students

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian and noted on the current emergency card
2. An adult authorized in the Eden Area Regional Occupational Program's (Eden Area ROP's) student information system as someone to whom the student may be released when the custodial parent/guardian cannot be reached, provided the Superintendent or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the Superintendent or designee

Student Identification Cards and Safety Information

Student identification cards of students in grades 7-12 shall have printed on them the 988 Suicide and Crisis Lifeline and the National Domestic Violence Hotline (1-800-799-7233). Additionally, student identification cards of students in grades 7-12 may have printed on them a quick response (QR) code that links to the county's mental health resources website. (Education Code 215.5)

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the Eden Area ROP. (Education Code 32030, 32031, 32033)

Policy 6178.1: Work-Based Learning

Status: DRAFT

Original Adopted Date: 06/05/2020

The Governing Board expects to improve student educational outcomes and successes and support student workforce preparedness by facilitating work-based learning opportunities which link classroom learning with real-world experiences. The Eden Area Regional Occupational Program's (Eden Area ROP) work-based learning program shall be designed to teach students the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.

The Eden Area ROP's work-based learning program may offer opportunities for paid and/or unpaid work experiences, including, but not limited to:

1. Work experience education as defined in Education Code 51764
2. Cooperative CTE or community classrooms as defined in Education Code 52372.1
3. Job shadowing experience as defined in Education Code 51769
4. Student internships
5. Apprenticeships
6. Service learning
7. Employment in social/civic or school-based enterprises
8. Technology-based or other simulated work experiences

The Superintendent or designee may provide students employment opportunities with public and private employers in areas within or outside our service area. (Education Code 51768)

The Board may elect to pay wages to students participating in a work-based learning program, but shall not make payments to or for private employers except for students with disabilities who are participating in work experience education programs funded by the state for such students. (Education Code 51768)

The Superintendent or designee may collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers in planning and implementing work-based learning opportunities that support the Eden Area ROP's vision and goals for student learning and local workforce development efforts.

At the beginning of the first semester or quarter of the regular school term, the Superintendent or designee shall notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs and make the Division of Apprenticeship Standards' database accessible through a direct link on the Eden Area ROP's website. (Education Code 48980.5)

In accordance with Board Policy 6178 - Career Technical Education, the Eden Area ROP may provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career technical education fair events.

The Eden Area ROP shall annually observe "Workplace Readiness Week." (Education Code 49110.5)

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

To ensure appropriate guidance and supervision of participating students and maximize the educational benefit from placement in any work-based learning program, Eden Area ROP staff shall coordinate with the workplace supervisors or mentors.

A minor student shall be allowed employment through a paid work-based learning program only if the student has

been issued a work permit, in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or Eden Area ROP's insurance, as applicable, in the event the student is injured.

The Superintendent or designee shall ensure that any teacher-coordinator of a work-based learning program possesses the appropriate experience and credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

The Superintendent or designee shall maintain records related to each student's participation in the Eden Area ROP's work-based learning program, including, but not limited to, the student's individualized training plan, employment hours and job site, work permit if applicable, the employer's report of student's attendance and job performance, the teacher coordinator's consultations and observations, and reports of the student's grade and credits earned.

Regulation 6178.1: Work-Based Learning

Status: DRAFT

Original Adopted Date: 06/05/2020

Work Experience Education

The Eden Area Regional Occupational Programs's (Eden Area ROP's) work experience education (WEE) program shall consist of one or more of the following types of unpaid and paid on-the-job experiences: (5 CCR 10071)

1. Exploratory WEE, which provides students with a combination of related classroom instruction in WEE and unpaid opportunities to observe and sample systematically a variety of conditions of work for the purpose of ascertaining their interest and suitability for the occupation they are exploring

   The length of exploratory WEE assignments may vary depending on the aptitude of the student, the occupation being explored, the facilities of the work station, and the job classification. A student may not participate in an exploratory WEE assignment if the student receives pay for like work at the same work station or similar job outside of the WEE program.

2. General WEE, which has as its purpose the application of basic skills of reading, writing, and computation and which provides students an opportunity to acquire general and specific occupational skills through a combination of supervised paid employment in any occupational field and related classroom instruction in WEE

3. Career technical WEE, which reinforces and extends career learning opportunities for students through a combination of related classroom instruction in WEE and supervised paid or unpaid employment in the occupation for which their career technical course in school prepares them

The student-teacher ratio in any WEE program shall not exceed 125 students per full-time equivalent certificated teacher-coordinator. (Education Code 46300)

The minimum day for students enrolled in a WEE program shall be four periods totaling at least 180 minutes in duration, unless the school or student meets one of the conditions specified in Education Code 46144 or 46147. (Education Code 46144, 46147)

A WEE program offered during the summer shall conform to all appropriate laws and regulations applicable to WEE.

Each WEE program shall operate under the supervision of a teacher-coordinator. The teacher-coordinator shall prepare individual training plans, observe and consult with students, and make at least two on-site contacts per semester with each work supervisor and at least one on-site contact during summer school to evaluate student performance. (Education Code 51764; 5 CCR 10074)

Any student who is 16 years of age or older and who satisfactorily completes a WEE program with a minimum of one instructional period per week of related classroom instruction or counseling by a certificated employee, in sessions scheduled intermittently throughout the semester, shall be granted up to 40 semester periods of credit for WEE within the following limits: (Education Code 51760.3; 5 CCR 1635)

1. For exploratory WEE, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters.

2. For either general or career technical WEE, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.

Any student who satisfies the above requirements but is under 16 years of age may be granted credit under any of the following conditions: (Education Code 51760.3)

1. The student is enrolled in grade 11 or higher.

2. The Superintendent or designee certifies that the student is in need of immediate work experience education in order to pursue employment opportunities.

3. The Superintendent or designee certifies that, without being provided an opportunity to enroll in the WEE program, there is a high probability that the student will no longer be enrolled as a full-time student.

4. The student has an individualized education program that prescribes the type of training for which participation in a WEE program is deemed appropriate.

Cooperative Career Technical Education Program/Community Classrooms

To be eligible for program participation, a student shall be concurrently enrolled in a CTE course or program approved by the California Department of Education. (5 CCR 10082, 10103)

Additionally, to be eligible for participation in the cooperative CTE program, a student shall: (5 CCR 10103)

1. Be at least 16 years of age, unless the principal determines that the program is appropriate for a younger student due to the
   student's financial, motivational, or other exceptional needs

2. Be a full-time student, as defined

3. Have parent/guardian consent if under 18 years of age

At least one instructional period per week of formal CTE classroom instruction shall be provided to participating students. A minimum of three CTE instructional periods shall be provided per week. Each of the CTE instructional periods shall be at least 50 minutes. (5 CCR 10085, 10106)

Teachers assigned to the program shall locate and select training stations to provide participating students with unpaid on-the-job learning experiences in the specific occupation related to the approved course or program. (5 CCR 10086, 10107)

Cooperative CTE Program

Formal related vocational classroom instruction shall be concurrent and directly related to the paid on-the-job training of students and organized to ensure that each student will have sufficient number of hours of related classroom instruction and on-the-job training experience to provide the student with those competencies necessary for employment and advancement in the occupational area for which training is offered. (5 CCR 10106)

The cooperative CTE program teacher shall make at least one visitation every four weeks to each employer to ensure that the provisions of the training agreement are being met and that students are acquiring the competencies identified in their individual training plans. One out of every two visits to the training station shall include an observation of the student engaged in on-the-job training experiences. (5 CCR 10109)

Community Classrooms

Formal related concurrent vocational classroom instruction shall be based on the skills, knowledges, attitudes, and related performance levels in the occupation for which training is conducted. (5 CCR 10085)

The community classroom teacher shall make at least one visitation every three weeks to consult with the supervisor or manager in accordance with 5 CCR 10088, observe students at the training station, provide instruction, and ensure that students are acquiring the competencies identified in their individual training plans. Each visitation shall include an observation of the student engaged in unpaid on-the-job training experiences. (5 CCR 10088)

Students shall be granted academic credit for satisfactory completion of the program. The teacher shall be responsible for evaluating the student's performance in the CTE course and, with the assistance of the employer, the student's participation at the training station. (5 CCR 10081, 10102)

Job Shadowing

The program coordinator shall identify job shadowing placements with the goal of providing students with exposure to a broad range of career options and employment settings.

The program coordinator shall supervise job shadowing activities, including the coordination of the student's and employer's schedules and consultation with the student's other teachers when necessary.

Participating students may attend job shadowing opportunities for three to 25 hours in one semester, intersession, or summer school session. However, a student may be permitted to participate for up to 40 hours in one semester, intersession, or summer school session, if the administrator certifies that it is necessary for the student's participation

in a CTE program. (Education Code 51769)

Bylaw 9005: Governance Standards

Status: DRAFT

Original Adopted Date: 06/05/2020

The Governing Board expects itself to act in the best interests of every student within the legal confines established by law and the fiscal confines established by the budget. The Board shall govern the Eden Area Regional Occupational Program (Eden Area ROP) responsibly and hold themselves to the highest standards of ethical conduct.

In order to set the direction for the Eden Area ROP, provide a high quality education to each student, ensure proper accountability and oversight of the Eden Area ROP and the Superintendent, and offer community leadership on behalf of the Eden Area ROP and public education, the Board expects itself to have a unity of purpose and to:

1. Keep the Eden Area ROP focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

In fulfilling its role, the Board is responsible for:

1. Involving the community, parents/guardians, students, and staff in regularly developing or updating a common vision for the Eden Area ROP focused on learning and achievement and responsive to the needs of all students
2. Adopting and updating policies consistent with law and the Eden Area ROP's vision and goals
3. Maintaining accountability for student learning by adopting curricula and monitoring student progress
4. Hiring and supporting the Superintendent so that the vision, goals, and policies of the Eden Area ROP can be implemented
5. Conducting regular and timely evaluations of the Superintendent based on the vision, goals, and performance of the Eden Area ROP, and ensuring that the Superintendent holds Eden Area ROP personnel accountable
6. Adopting a fiscally responsible budget based on the Eden Area ROP's vision and goals, and regularly monitoring the fiscal health of the Eden Area ROP
7. Ensuring that a safe and appropriate educational environment is provided to all students
8. Providing community leadership on educational issues and advocating on behalf of students and public education at the local, state, and federal levels

In addition, each individual Board member is expected to:

1. Keep learning and achievement for all students as the primary focus
2. Value, support, and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents/guardians, and the community

4. Act with dignity, and understand the implications of demeanor and behavior

5. Keep confidential matters confidential

6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader

7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff

8. Understand that authority rests with the Board as a whole and not with individuals

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Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Anthony Oum, Fiscal Services Administrator**
SUBJECT: **Request the Governing Board to approve the 2025-2026 First Interim Report**

BACKGROUND

The First Interim Report reflects revenues and expenditures as of October 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 2025-2026 fiscal year and, based on current forecasts, for the next two subsequent fiscal years 2026-2027 and 2027-2028, 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 2025-2026 First 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 2025-2026 and two subsequent fiscal years 2026-2027 and 2027-2028. 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 2025-2026 First Interim Report.

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **Request the Governing Board approve the Student Board Member Appointments**

BACKGROUND

On October 2, 2025, the Governing Board approved the Student Board Member process. This process establishes opportunities for students to participate in governance and provide input that reflects the student experience across programs. Student board member participation supports student engagement and helps the Board consider a broader range of perspectives when discussing programs and services.

CURRENT SITUATION

Following the approved process, Eden Area ROP conducted outreach and selection activities to identify student representatives for the AM and PM sessions. The following students have been selected to serve as Student Board Members and Alternates.

AM Student Board Member
Sofia Castellanos, Medical II, Castro Valley Unified School District

AM Student Board Member Alternate
Juan Flores, Construction Technology, San Leandro Unified District

PM Student Board Member
Jeffery Arthur, Medical II, Castro Valley Unified District

PM Student Board Member Alternate
Khanh Tran, Medical I, San Leandro Unified District

The selected students meet the criteria outlined in the approved process and are prepared to participate in Board meetings for the remainder of the school year.

Approval of these appointments is requested.

RECOMMENDATION

It is recommended that the Governing Board approve the Student Board Member appointments.

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Mercedes Henderson, Human Resources Administrator**
SUBJECT: **Request the Governing Board to approve the Human Resources Support Technician Position and Job Description**

BACKGROUND

The Human Resources Administrator maintains all job descriptions and periodically updates them to ensure alignment with current operational needs.

The existing Office Assistant (10-month) position was originally created for basic front-office and student support. Over time, the responsibilities of the Human Resources Department and the organization have expanded well beyond the scope of this classification.

Staffing increases, additional recruitment and onboarding demands, employee file maintenance, credential tracking, personnel actions, and HR communications now require a higher level of technical skill and confidentiality. The Eden Area ROP has also added multiple grant-funded programs, each requiring HR processing, documentation, live scan clearances, and the annual hiring of 20 to 30 student workers. These responsibilities exceed the expectations of the current classification.

HR operations continue year-round, including summer staffing, grant onboarding and employee changes, which cannot be supported by a 10-month position.

As a result, the current classification and work calendar no longer meet departmental needs and require the establishment of a new position with year-round availability and appropriate skill requirements.

CURRENT SITUATION

To accurately align with the evolved responsibilities and organizational needs, a new classification is required. A new classified position and job description have been created.

New Position & Job Description

Human Resources Support Technician

RECOMMENDATION

It is recommended that the Governing Board approve the Human Resources Support Technician position and job description.

EdenAreaROP

JOB DESCRIPTION

HUMAN RESOURCES SUPPORT TECHNICIAN

Reports to:	**Human Resources Administrator**
Job Location:	**Hayward Center**
Department:	**Human Resources**

Position Overview

Purpose:

Under the direction of the Human Resources Administrator, the Human Resources Support Technician provides essential support to the Human Resources Department while also serving as primary front desk manager. This is a multi-functional position with an HR focus that performs a wide range of technical, administrative and confidential duties in support of recruitment, onboarding, benefits, leaves, personnel records, compliance, committees, attendance processes and customer service.

The position ensures accuracy and confidentiality of employee information, assists with daily HR workflows, supports student and staff needs at the front desk, and provides courteous and professional service to employees, applicants, students, substitutes, parents and the public. This role is critical to maintaining efficient HR operations and a welcoming and organized front office environment.

Duties and Responsibilities:

HUMAN RESOURCES SUPPORT

Recruitment and Hiring

- Assists in the preparation and posting of job announcements and advertisements in accordance with district policy and Education Code.
- Provides support during recruitment and selection processes.
- Prepares applicant pools, testing materials and interview documentation.
- Assists in scheduling interviews, communicating with candidates and preparing materials for selection committees.
- Supports the onboarding process by assembling new hire packets and verifying completion of required documents.

Onboarding and Employment Processing

- Assists in scheduling and coordinating live scan, TB clearances, credential or permit verifications, and completion of mandated paperwork.
- Maintains and updates personnel files and employee records in accordance with legal and district retention requirements.
- Assists in coordinating new employee orientations.

Records Management and Compliance

- Maintains confidential personnel files, records and databases.
- Assists in tracking TB clearances, credential, permit and license expirations; notifies staff and administrators of renewal requirements.
- Assists in preparing correspondence.

Committees, Meetings and Communication

- Provides administrative and logistical support for HR operations, meetings, and committees; prepares and distributes agendas, minutes, and forms; coordinates meeting room setup and meals; assists with required annual surveys and documentation.
- Supports communication and follow-up with employees, applicants, vendors and external agencies by responding to inquiries, providing information, and tracking action items from HR-related meetings.

General Support

- Schedules appointments, maintains calendars and arranges meetings for HR Administrator.
- Updates and maintains bulletin boards, public postings and informational displays.

- Maintains confidentiality of sensitive information.

FRONT OFFICE

- Greets and assists students, parents, visitors, employees and the public in a professional and courteous manner.
- Answers, screens, and routes incoming calls; provides routine information regarding district or school programs, schedules, and procedures, and directs callers to the appropriate staff or department as needed.
- Opens the front office at the start of the day and secures/locks up at the end of the day.
- Coordinates delivery of received items for the purpose of ensuring items ordered are delivered in a timely and accurate manner.
- Maintains visitor sign-in logs, issues visitor badges and enforces site security procedures.
- Maintains a welcoming and secure front lobby by monitoring the area and ensuring consistent availability of front desk supplies, brochures, flyers, forms, and schedules for staff and visitors.
- Maintains copier supplies and maintain cleanliness and organization in the reception area.
- Inspects and verifies incoming materials, equipment, and supplies for accuracy and compliance with purchase orders; report discrepancies or damages.
- Assigns fixed asset tags and maintains accurate inventory and asset management records. Classify new purchases as assets or expenses.
- Participates in physical inventory audits, reconciles asset records with fiscal records, and prepares inventory reports.
- Issues off-grounds passes, tardy passes and other attendance-related clearances to students.
- Enter absences, tardies, and early dismissals into the Student Information System (Infinite Campus).
- Respond to phone calls and inquiries regarding attendance matters, early dismissals and general school-related questions.
- Support attendance reporting by collecting, logging and filing absence notes.
- Backs up Administrative Assistant in the coordination and scheduling of substitute instructors to ensure adequate classroom coverage as needed.
- Backs up Administrative Assistant with dissemination of classroom materials, lesson plans, Substitute rosters and key distribution for substitute instructors as needed.
- Assists staff with timely clerical support.
- Performs other duties as needed.

Employment Type:	**Full-Time**	**Employment Category:**	**Classified**
Work Year:	**12 months (260 workdays) *18 paid holidays**	**Days/Hours:**	**Monday-Friday 7:30am-4:00pm**

Position Qualifications

Knowledge:

- General principles and practices of human resources, including recruitment, onboarding, and employee recordkeeping.
- Standard office procedures, methods and equipment used in a modern administrative setting.
- Proper business English, grammar, spelling, punctuation and basic report and letter formatting.
- Filing and record-management systems, both electronic and paper, including retention requirements.
- Confidentiality standards and practices related to handling employee and applicant information.

- Customer service techniques for interacting tactfully and effectively with employees, applicants and the public.
- Computer applications used in office and HR settings, including: Microsoft Word, Excel, and Publisher for document creation, spreadsheets, and forms.
- Techniques for maintaining organized records, tracking deadlines and following up on pending items.
- Telephone, email, and in-person communication etiquette for providing clear, courteous information.
- Diversity, equity, and inclusion principles that foster respectful and professional interactions.

Abilities:

- Perform duties in an independent, self-directed and organized manner while maintaining a professional and positive representation of the Eden Area ROP.
- Communicate clearly, effectively, and professionally both verbally and in writing with staff, students, applicants and external partners.
- Maintain confidentiality and handle sensitive information with discretion, integrity and sound judgment.
- Demonstrate strong analytical and critical-thinking skills with the ability to collect, organize, analyze, and disseminate information accurately and efficiently.
- Exhibit meticulous attention to detail and accuracy when entering, reviewing and maintaining records or data.
- Prioritize and manage multiple tasks, projects and deadlines in a fast-paced environment with minimal supervision.
- Exercise initiative, flexibility, and adaptability in performing a variety of administrative and clerical tasks.
- Learn and apply policies, procedures and laws relevant to personnel administration, recruitment, credentialing and payroll.
- Work collaboratively and maintain effective working relationships with colleagues at all levels of the organization.
- Demonstrate cultural sensitivity, professionalism and respect in all interactions.
- Maintain a high level of dependability, accountability and initiative.

Soft Skills:

- Discretion, integrity, and respect for confidentiality.
- Friendly, inclusive, and professional interactions with staff, students, and visitors.
- Clear communication, strong listening skills, and positive relationship-building.
- Strong work ethic, reliability, punctuality, and consistent follow-through.
- Ability to work with interruptions, stay organized, and meet deadlines.
- Initiative in problem solving, anticipating needs, and improving processes.

Education:

- Equivalent to the completion of high school
- College coursework in human resources, sociology or psychology desirable

Experience:

- 3 Years of previous clerical or administrative support experience required
- Experience working in a human resources or payroll office preferred
- Experience in a school setting preferred

Certifications/Credentials:

- Basic Driver License

Additional Requirements:

- Pass Basic Skills Test
- Bilingual (Spanish) highly desired

EdenAreaROP

JOB DESCRIPTION

Salary Schedule Placement:	**C3**	**Annual Benefits:**	**$12,621.16 *Mandatory Vision & Dental deducted**
Terms of Employment:	**6 months' probation** **Year to year based on successful annual evaluation.**	**Governing Board Approved**	**Pending**

OUR MISSION

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.

OUR VISION

Our vision is to embody our Core Values, leveraging our trained skills and knowledge to become visionary leaders in our careers and inspire social and economic growth in our communities.

OUR CORE VALUES

CORE Values:
We believe in the Eden Area ROP.

Equitable: We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
PREPARED BY: **Mercedes Henderson, Human Resources Administrator**
SUBJECT: **Request the Governing Board to approve the Revised Salary Schedule (Chart 1)**

BACKGROUND

The Human Resources department is establishing a new position and assigning it to the current salary schedule at the appropriate level of skill.

CURRENT SITUATION

To complete the establishment of the new position, salary schedules need to be amended. The following revised salary schedule is being presented for your approval to be effective January 1, 2026:

- Salary Scale Chart 1: Classified Employees
    - Add the Human Resources Support Technician position to line C3

RECOMMENDATION

It is recommended that the Governing Board approve the revised salary schedule (Chart 1).

Salary Scale Chart 1
CLASSIFIED EMPLOYEES

2025-2026
Effective: January 1, 2026

Step	Work Year	Additional Responsibilities	Classified Position Titles
B1	10 months		Public Relations & Student Activities Specialist
B3	12 months	Confidential	Executive Assistant
B4	12 months		Administrative Assistant
B5	12 months		Registrar (Y-Rate)
C1	10 months		Student Support Services Technician
C3	12 months		Office Support Technician
C3	12 months	Confidential	Accounting Technician
C3	12 months		Registrar
C3	12 months		Human Resources Support Technician
D	12 months		Accounts Receivable/Purchasing Technician
E1	10 months		Office Assistant
E2	12 months		Security/Grounds Officer
F	10 months		Instructional Assistant
H	10 months		Staff Assistant
L	10 months		Student Assistant

10 months= 193 days **11 months= 223 days** **12 months= 260 days**

Column (C) and Step (S)
Hourly (H); Monthly (M); Annually (A)

S	C	1	2	3	4	5	6	7	8	9	10
B1	H	$33.75	$35.09	$36.52	$38.02	$39.57	$41.25	$42.93	$44.73	$46.65	$48.62
	M	$4,885.31	$5,079.28	$5,286.27	$5,503.40	$5,727.76	$5,970.94	$6,214.12	$6,474.67	$6,752.59	$7,037.75
	A	$48,853.13	$50,792.78	$52,862.70	$55,033.95	$57,277.58	$59,709.38	$62,141.18	$64,746.68	$67,525.88	$70,377.45
B3	H	$33.75	$35.09	$36.52	$38.02	$39.57	$41.25	$42.93	$44.73	$46.65	$48.62
	M	$5,484.38	$5,702.13	$5,934.50	$6,178.25	$6,430.13	$6,703.13	$6,976.13	$7,268.63	$7,580.63	$7,900.75
	A	$65,812.50	$68,425.50	$71,214.00	$74,139.00	$77,161.50	$80,437.50	$83,713.50	$87,223.50	$90,967.50	$94,809.00
B4	H	$35.43	$36.84	$38.36	$39.93	$41.56	$43.31	$45.07	$46.98	$48.98	$51.05
	M	$5,757.38	$5,986.50	$6,233.50	$6,488.63	$6,753.50	$7,037.88	$7,323.88	$7,634.25	$7,959.25	$8,295.63
	A	$69,088.50	$71,838.00	$74,802.00	$77,863.50	$81,042.00	$84,454.50	$87,886.50	$91,611.00	$95,511.00	$99,547.50
B5	H	$35.43	$36.84	$38.36	$39.93	$41.56	$43.31	$45.07	$46.98	$48.98	$51.05
	M	$5,757.38	$5,986.50	$6,233.50	$6,488.63	$6,753.50	$7,037.88	$7,323.88	$7,634.25	$7,959.25	$8,295.63
	A	$69,088.50	$71,838.00	$74,802.00	$77,863.50	$81,042.00	$84,454.50	$87,886.50	$91,611.00	$95,511.00	$99,547.50

S	C	1	2	3	4	5	6	7	8	9	10
C1	H	$31.35	$32.56	$33.87	$35.22	$36.66	$38.15	$39.70	$41.33	$43.07	$45.04
	M	$4,125.38	$4,284.60	$4,456.98	$4,634.63	$4,824.12	$5,020.19	$5,224.16	$5,438.65	$5,667.62	$5,926.85
	A	$45,379.13	$47,130.60	$49,026.83	$50,980.95	$53,065.35	$55,222.13	$57,465.75	$59,825.18	$62,343.83	$65,195.40
C3	H	$31.35	$32.56	$33.87	$35.22	$36.66	$38.15	$39.70	$41.33	$43.07	$45.04
	M	$5,094.38	$5,291.00	$5,503.88	$5,723.25	$5,957.25	$6,199.38	$6,451.25	$6,716.13	$6,998.88	$7,319.00
	A	$61,132.50	$63,492.00	$66,046.50	$68,679.00	$71,487.00	$74,392.50	$77,415.00	$80,593.50	$83,986.50	$87,828.00
D	H	$30.26	$31.41	$32.66	$33.96	$35.33	$36.76	$38.25	$39.82	$41.49	$43.46
	M	$4,917.25	$5,104.13	$5,307.25	$5,518.50	$5,741.13	$5,973.50	$6,215.63	$6,470.75	$6,742.13	$7,062.25
	A	$59,007.00	$61,249.50	$63,687.00	$66,222.00	$68,893.50	$71,682.00	$74,587.50	$77,649.00	$80,905.50	$84,747.00
E1	H	$27.60	$28.61	$29.71	$30.88	$32.09	$33.34	$34.67	$36.07	$37.53	$39.50
	M	$3,631.91	$3,764.82	$3,909.57	$4,063.53	$4,222.75	$4,387.24	$4,562.26	$4,746.48	$4,938.61	$5,197.84
	A	$39,951.00	$41,412.98	$43,005.23	$44,698.80	$46,450.28	$48,259.65	$50,184.83	$52,211.33	$54,324.68	$57,176.25
E2	H	$27.60	$28.61	$29.71	$30.88	$32.09	$33.34	$34.67	$36.07	$37.53	$39.50
	M	$4,485.00	$4,649.13	$4,827.88	$5,018.00	$5,214.63	$5,417.75	$5,633.88	$5,861.38	$6,098.63	$6,418.75
	A	$53,820.00	$55,789.50	$57,934.50	$60,216.00	$62,575.50	$65,013.00	$67,606.50	$70,336.50	$73,183.50	$77,025.00
F	H	$26.55	$27.59	$28.60	$29.69	$30.85	$32.06	$33.30	$34.65	$36.04	$38.01
	M	$3,843.11	$3,993.65	$4,139.85	$4,297.63	$4,465.54	$4,640.69	$4,820.18	$5,015.59	$5,216.79	$5,501.95
	A	$38,431.13	$39,936.53	$41,398.50	$42,976.28	$44,655.38	$46,406.85	$48,201.75	$50,155.88	$52,167.90	$55,019.48
H	H	$25.72	$26.66	$27.66	$28.70	$29.78	$30.94	$32.14	$33.40	$34.74	$36.71
L	H	$18.84									

Associate's Degree	Bachelor's Degree	Master's Degree	Confidential Stipend
$612 per year	$867 per year	$1,122 per year	5%

Employees receive an annual benefit package of $12,621.16.

NOTES:

- Longevity Columns 6, 7, 8, 9, 10 reached at 10, 15, 20, 25, 30 years respectively.
- Numbers have been rounded.
- Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Eden Area ROP

DATE: **December 11, 2025**
TO: **ROP Governing Board**
FROM: **Blaine Torpey, Superintendent**
SUBJECT: **Request the Governing Board approve the Facilities Master Plan**

BACKGROUND

The Eden Area ROP facilities are almost 60 years old. There is a need to update and modernize the campus.

To prepare for the release of Proposition 2 school facility funding, through the Career Technical Education Facilities Program (CTEFP), the Eden Area ROP was required to complete a Board approved Facilities Master Plan. The Eden Area ROP engaged with Perkins Eastman. Perkins Eastman is an architecture, interior design and planning firm that has provided planning and design for primary and secondary schools for over 40 years. They have worked on projects locally, statewide, and across the nation.

CURRENT SITUATION

In April 2025, the Eden Area ROP and Perkins Eastman started the project. Beginning in June 2025, Perkins Eastman conducted a series of workshops and other efforts to collect stakeholder feedback. In addition, Perkins Eastman evaluated how the current facilities support the Eden Area ROP vision for our campus. The final phase focused on developing recommendations and priorities.

Perkins Eastman has guided the development of the Eden Area ROP Facilities Master Plan to support not only our CTEFP applications but the development of a long-range strategic plan.

The Facilities Master Plan will assist the Eden Area ROP in the most effective way to use any facilities funding opportunities based on stakeholder determined priorities.

RECOMMENDATION

It is recommended that the Governing Board approve the Facilities Master Plan.

Eden Area Regional Occupational Program: 2025 Facilities Master Plan



December 2025

EdenAreaROP

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Acknowledgments

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Security and Maintenance

Adult Programs Staff

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Student Support Staff/High School

Instructors/High School

Image Credits

Images sourced from Eden Area ROP's Instagram, Facebook, and official website, as well as photographed by Perkins Eastman.

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1.0
Executive Summary

Overview and Purpose

The Eden Area Regional Occupational Program (Eden Area ROP) is a regional career technical education (CTE) program. Its center serves high school students from Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts, including students with disabilities and multilingual learners, as well as adult learners. Operating on a 12 acre campus in Hayward, California, the ROP offers hands-on instruction across 13 industry sectors.

The purpose of the Eden Area ROP Facilities Master Plan (FMP) is to ensure that facilities effectively support its mission of preparing students academically, technically, and professionally for the 21st-century workforce. The FMP provides a strategic framework for guiding investments in physical infrastructure, balancing program growth, and optimizing operations. This plan is structured around three primary goals:

1. Modernizations & Improvements
Upgrade aging infrastructure, classrooms, and labs to meet current educational, safety, and accessibility standards, ensuring hands-on, career-focused instruction can be delivered effectively.

2. Alignment of Physical Spaces & Program
Adapt the physical layout of the campus so that spaces are appropriately sized, organized, and equipped to reflect industry standards and support program growth.

3. Optimize Operations
Enhance campus efficiency and functionality through improved circulation, shared spaces, scheduling, and administrative support, fostering collaboration, community, and operational effectiveness.

By addressing these three goals, the FMP provides a roadmap to modernize infrastructure, align facilities with programmatic needs, and optimize campus operations for both current and future students.



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Methodology & Approach

The Facilities Master Plan was developed through an eight-month, three-phase process emphasizing community engagement. Phase 1 (Visioning) gathered input from district leadership, the Governing Board, staff, and students. Phase 2 (Assessment) evaluated program requirements, facility condition, and educational adequacy. Phase 3 (Prioritization) synthesized findings into recommended project priorities and cost estimates.

Key engagement findings reveal five central themes for facility improvements:

- **Learning Environments & Modernization**: Upgrading classrooms and labs to support hands-on, career-focused learning with reliable technology.
- **Infrastructure**: Ensuring systems such as HVAC, electrical, and plumbing meet safety and operational standards.
- **Health, Safety, & Accessibility**: Enhancing safety, security and ADA compliance.
- **Campus Experience & Community Spaces**: Expanding outdoor seating, common areas, and collaboration spaces for staff and students.
- **Capacity & Program Growth**: Expanding instructional spaces to accommodate enrollment demand and program expansion.

Student and staff surveys reinforced these themes. Students prioritized improved outdoor spaces, updated labs, modern classrooms, and reliable building systems. Staff emphasized the need for modernized lab spaces, flexible classrooms, safety upgrades, and collaborative spaces to support instruction and well-being.

Findings

Aging Facilities
The campus buildings were constructed in the 1950s–1960s, originally designed as an elementary school and a vocational school. Many classrooms and labs have been retrofitted for current programs, but limitations in space, layout, and utility infrastructure constrain educational delivery.

Capacity & Utilization
The campus accommodates 764 students at full capacity, with current enrollment of 760, resulting in 99.48% utilization. Persistent waitlists highlight high demand and the need for additional instructional space.

Educational Adequacy
The campus scored poor on the Educational Adequacy assessment, a rubric which evaluates how well the buildings support students and staff, reflecting deficiencies in instructional space, collaborative areas, and community-building amenities.

Facility Condition
Electrical and fire protection systems require upgrades across all to most buildings, and Buildings C, E, F, and H are all deficient. Portables serving as Building B are aging, with some exceeding their expected lifespan, and the site has many deficiencies.

Space Programming
Many pathways, including Automotive Technology, Culinary Science, Cybersecurity, Dental Careers, Medical Careers, Merchandising and Welding, are undersized or poorly configured, limiting hands-on instruction and program growth.

Key Recommendations

Based on findings and engagement input, the FMP recommends a strategic mix of Targeted Improvements, Modernizations, Additions, and New Construction across key priority areas:

1. Modernize classrooms and lab/shop spaces to support hands-on, career-focused learning
2. Ensure infrastructure is reliable and in good repair
3. Improve outdoor areas
4. Enhance safety
5. Create flexible or multi-use instructional and support spaces

Due to restricted funding availability, the project team developed a flexible project matrix rather than a prescriptive project list to guide investment decisions based on available resources. Additionally, because Eden Area ROP does not own its facilities, the scale and scope of improvements it can undertake independently are inherently limited. For the larger-scale capital projects that campuses require- such as major systems replacements, structural improvements, or facility expansions- close coordination and partnership with Hayward Unified School District, as the facility owner, will be critical to implementation.







2.0
Introduction

2.1 Facilities Overview

The Eden Area ROP is a regional career technical education (CTE) program with a center that provides hands-on occupational training to prepare students for college, careers, and life after high school. As one of California's longest-standing ROPs, Eden Area ROP offers programs that combine academic instruction with real-world, industry-based experience. Students gain practical skills, earn certifications, and develop the professional competencies needed to succeed in today's workforce.

Eden Area ROP operates as its own educational district, though its primary facility is owned by Hayward Unified School District (HUSD). HUSD currently leases the site to Eden Area ROP for a 10 year lease currently set to expire on June 30th, 2030. The program serves high school students from four partner school districts: Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts. High school students attend their general education classes in the morning or afternoon at their resident school, and travel to Eden Area ROP daily for their three-hour CTE class in either the morning or afternoon. The program also serves adult students in several industry sectors. Through its programming, Eden Area ROP serves students with a wide range of needs including students with disabilities and multi-lingual learners.

The Eden Area ROP Center is located at 26316 Hesperian Blvd, Hayward, and includes fully equipped instructional labs that mirror real industry settings. The center campus is on a 12 acre site adjacent to Gansberger Park. Eden Area ROP also maintains satellite program locations across partner district high schools to expand access to career training opportunities. The Eden Area ROP Center supports instruction across 13 industry sectors, with credentialed instructors and industry-standard equipment designed to give students an authentic workplace learning experience.[1]

[1] Eden Area ROP. 2024 Annual Report.

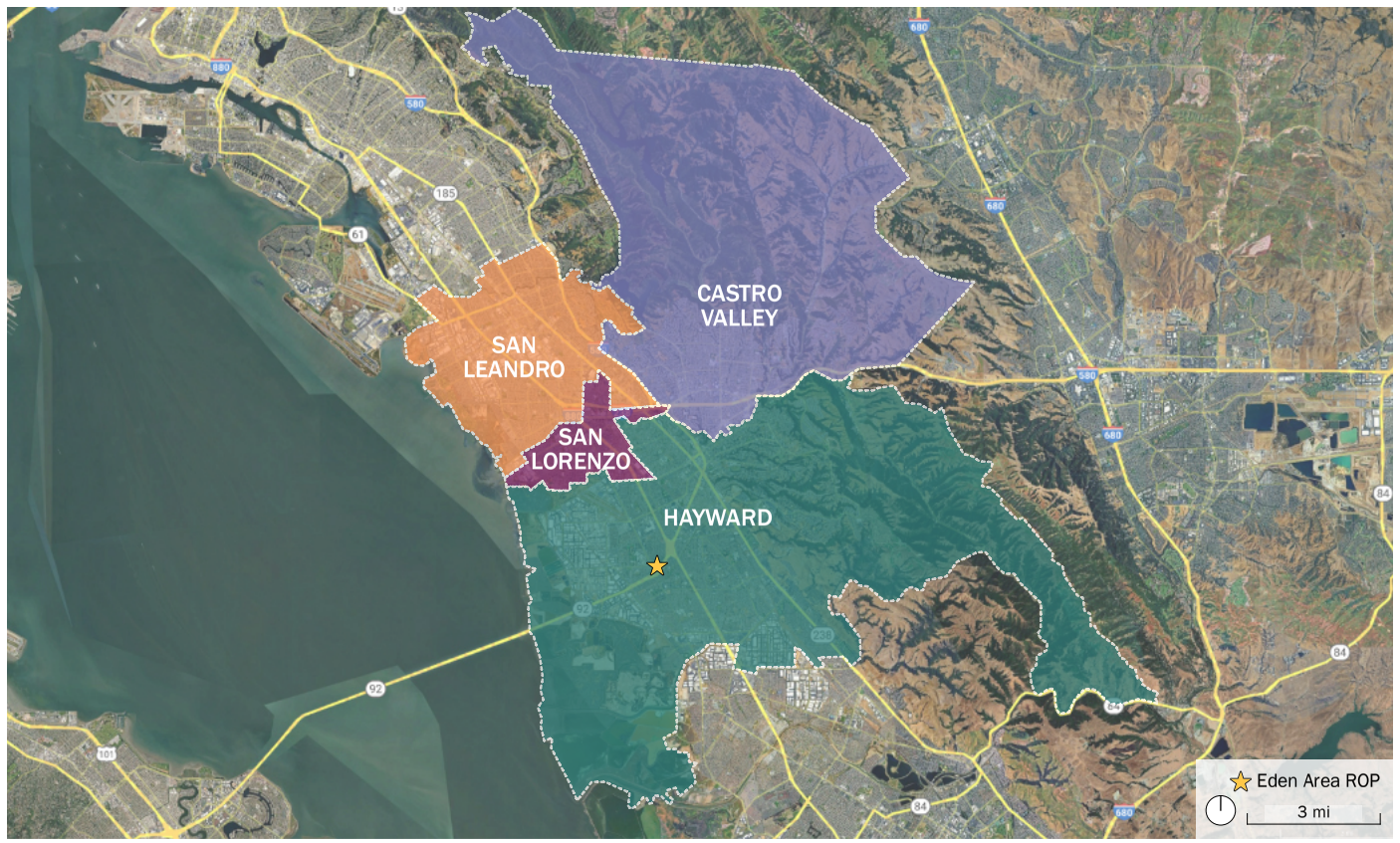
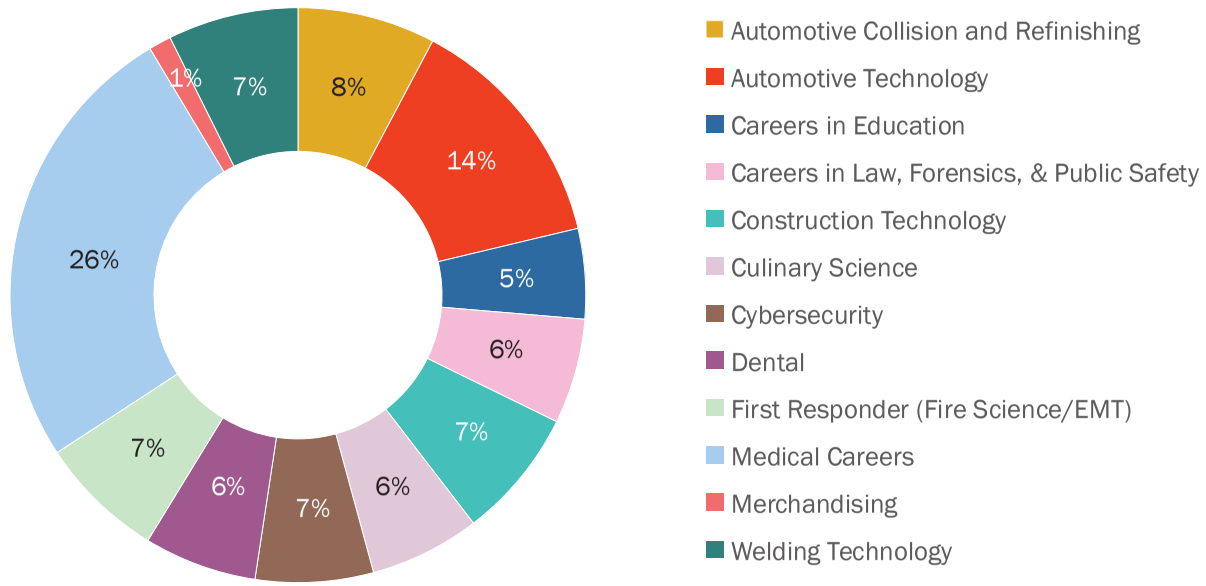
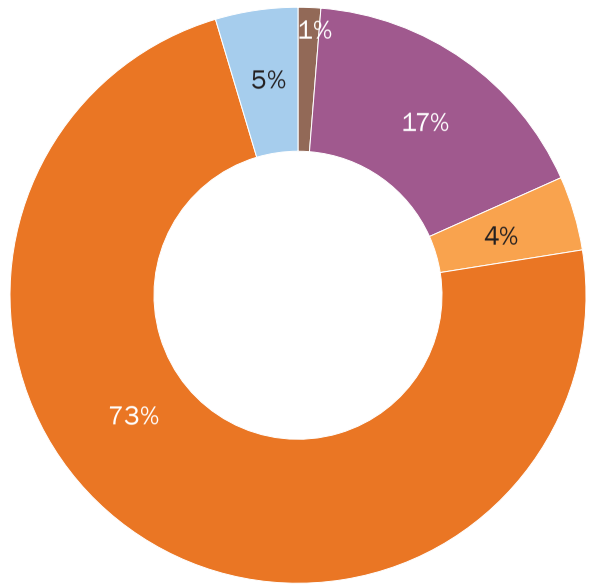


Figure 2.1 - Map of the region and feeder districts

Programs offered include:

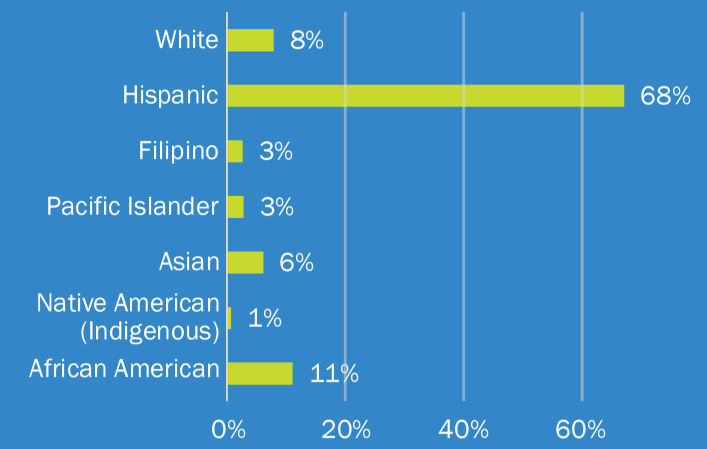


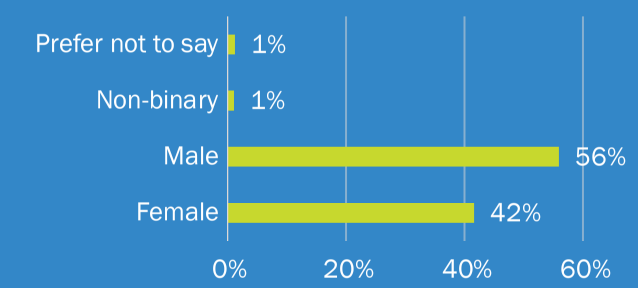
Adult programs offered include:



Cybersecurity
Dental
Electrical (Day)
Electrical (Night)
Medical

Student Demographic Data





Top: Figure 2.2 - Student enrollment by programs offered 2024-2025 school year
Bottom Left: Figure 2.3 - Adult enrollment by programs offered 2024-2025 school year
Bottom Right: Figure 2.4 - Student demographic data by ethnicity and gender



LEGEND

- Administration
- Adult Electrical
- Automotive Collision and Refinishing
- Automotive Technology
- Careers in Education
- Careers in Law, Forensics and Public Safety
- Construction Technology
- Culinary Science
- Cybersecurity
- Dental
- Educational Services
- First Responder
- Medical Careers
- Merchandising
- Welding Technology
- Zero Emissions Vehicles
- Support Spaces
- Storage
- Circulation
- Restrooms

Figure 2.5 - Existing facilities site plan and current building use, 2025

2.2 Mission - Strategic Plan

This Facilities Master Plan aligns with Eden Area ROP's mission to prepare students academically, technically, and professionally for the opportunities of the 21st century. Guided by Eden Area ROP's core values of Equity, Accessibility, Restoration, Outcomes, and Professionalism, the FMP aims to shape learning environments that are inclusive, safe, and adaptable. Each improvement will reflect a commitment to excellence and opportunity, ensuring facilities support culturally responsive, hands-on learning that empowers students with confidence, purpose, and future readiness.

Vision

Our vision is to embody our Core Values, leveraging our trained skills and knowledge to become visionary leaders in our careers and inspire social and economic growth in our communities.

Mission

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

Eden Area ROP Core Values

Equitable: We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible: We believe all students, families, and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.





2.3 School Facility Funding

Funding Overview

After the state eliminated dedicated funding for Regional Occupational Programs with the implementation of the Local Control Funding Formula (LCFF) in 2013–2014, districts were no longer required to allocate funds specifically for Career Technical Education. Despite this change, the Eden Area ROP and its partner districts have remained committed to providing high-quality CTE pathways that prepare students for college, careers, and emerging workforce needs.

The Association of Physical Plant Administrators (APPA), a national organization that provides leadership and guidance for the maintenance of educational facilities, recommends an annual facilities budget of 3.5-4% of the current replacement value of facilities for ongoing maintenance and modernization. For Eden Area ROP, this benchmark translates to approximately $4.1 million to $4.7 million annually. Similarly, while not directly applicable to Eden Area ROP's organizational structure, California school districts are required by state law to set aside at least 3% of their general fund revenues for deferred maintenance- which, if applied to Eden Area ROP's budget, would amount to approximately $570,000 annually.

While achieving these allocation levels may present significant challenges for Eden Area ROP due to its unique funding structure and operational model as a regional occupational program, these industry standards provide an important baseline for understanding what constitutes sustainable stewardship of educational facilities.



L24

Most facilities funding for EAROP capital improvements comes from Fund 400, for which is reserved for Capital Outlay projects. Fund 400 monies must be used for the following:

- Hard costs such as costs of maintenance of the LEA's property, and future maintenance and renovation of school sites (CA Ed Code 17462).

From both unrestricted General Fund 010 and Capital Outlay Fund 400, $580,000 was encumbered in FY 2023-2024, and $1,498,000 was encumbered in FY 2024-2025. This includes upgrades, improvements, maintenance, and upkeep of the Hayward Center facility. With Board approval, EAROP allocated $1,500,000 from the unrestricted General Fund to Capital Outlay in FY 2024 2025 specifically to support ongoing facilities improvements.

To strengthen and expand its program offerings, Eden Area ROP has proactively pursued external grants and strategic partnerships with organizations such as the California Air Resources Board (CARB) to develop innovative initiatives like a high school Zero Emission Vehicle (ZEV) Training Program. While these funding opportunities have been critical for advancing curriculum and expanding programs, they present an inherent challenge: grant funding typically includes restricted use provisions that limit how resources can be allocated. Most external grants are designated for specific programmatic purposes- equipment purchases, instructor professional development, or curriculum materials- rather than facility maintenance or capital improvements. Consequently, even as Eden Area ROP secures funding to launch state-of-the-art career technical education programs, the facilities that house these programs often lack corresponding resources for necessary upgrades or ongoing maintenance. This funding structure creates a widening gap between programmatic capacity and physical infrastructure, potentially constraining the organization's ability to deliver high-quality instruction in safe, modern, and adequately equipped learning environments.[2]

[2] Eden Area ROP. 2024 Annual Report.



3.0
Methodology & Approach

3.1 Timeline

The FMP adopted a phased approach consisting of three iterative cycles over 8 months. Throughout the process, feedback was gathered from Eden Area ROP leadership, school administrators and staff, students, and the Governing Board, and systematically incorporated to refine the planning recommendations for subsequent phases. This iterative methodology ensured continuous alignment with priorities, responsiveness to evolving educational needs, and incorporation of technical feasibility considerations throughout the planning process.

Phase 1: Visioning

The project began in April of 2025 with a visioning phase to understand Eden Area ROP and its future goals. This included leadership and Governing Board sessions (June 12 and August 7), staff input sessions (August 12), staff and student surveys (August through October), and comprehensive data collection..

Phase 2: Assessment

In the assessment phase, the team evaluated how existing facilities support the Eden Area ROP's vision. Activities included capacity analysis, performing an Educational Adequacy Assessment, conducting a Facilities Condition Assessment, and developing program standards.

Phase 3: Prioritization

The final phase focused on developing recommendations and priorities based on identified needs. Incorporating feedback from staff and the community, the team completed ROM cost estimates, analyzed priorities, and prepared recommendations, culminating in the presentation of the report on December 11, 2025 to the Governing Board.



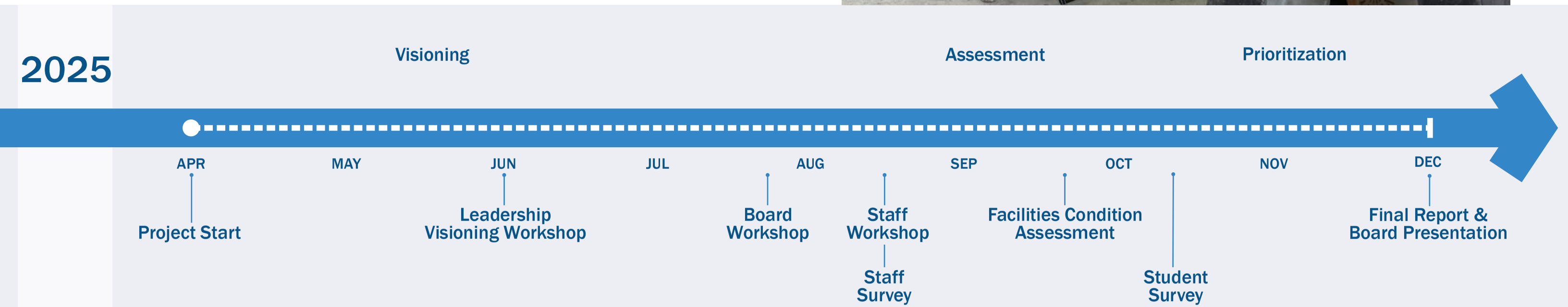


Figure 3.1 - Timeline Graphic

3.2 Engagement

The Facilities Master Plan is guided by the voices of the Eden Area ROP community. Input from leadership, Board members, staff, and students, gathered through workshops and surveys, ensures that the plan reflects shared priorities and responds to the needs and aspirations of those who learn and work on campus every day.

Leadership Visioning Workshop

Engagement began in August with leadership reflecting on the long-term vision for how facilities can best support student success and program growth. Discussions emphasized aligning programs with evolving industry standards and ensuring that the campus provides flexible, future-ready learning environments. Leaders highlighted the importance of technology integration, adaptable classrooms, and specialized labs that mirror real-world workspaces. They also identified priorities around strengthening infrastructure, enhancing safety and accessibility, and creating a beautiful, welcoming campus that fosters collaboration, student engagement, and community partnerships- reinforcing Eden Area ROP's role as a hub for career and technical education.

Board Visioning Workshop

Following the leadership workshop, the Eden Area ROP Governing Board continued the discussion, focusing on their vision and how to translate it into long-term planning and investment priorities.

In September, the Eden Area ROP Governing Board participated in a workshop to discuss long-term priorities for the Facilities Master Plan. Board members emphasized the need for facilities that are safe, modern, and adaptable to both current and future program demands. Conversations centered on aligning investments with workforce trends, expanding capacity for high-demand programs, and ensuring equity of access across the region. The Board also underscored the importance of creating welcoming, functional spaces that support both students and staff while strengthening the Eden Area ROP's identity as a career readiness leader.

Upgrading learning spaces to support modern education was identified as a top priority by staff and student survey respondents.

31 Staff Survey Respondents

30 Staff Workshop Attendees

594 Student Survey Respondents

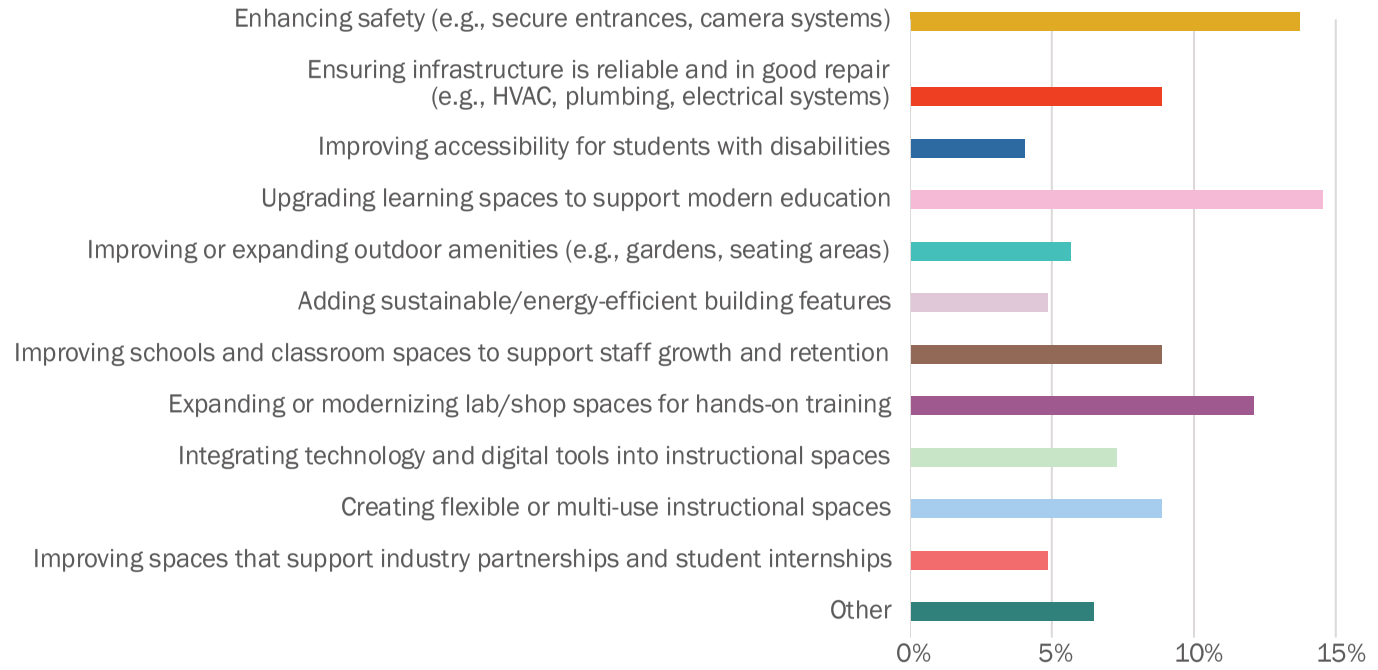


Figure 3.2 - Staff Survey Question Responses: What do you believe are the top priorities for Eden Area ROP school facilities? (Please select 4 options.)

Staff Input

In August, staff shared feedback on Eden Area ROP facilities through five workshops, attended by about 30 participants, and through a survey with 31 responses.

Staff emphasized the need for modernized classrooms and labs with updated technology, interactive whiteboards, reliable computers, video equipment, and industry-standard tools and equipment. Many also called for expanded or additional facilities, including larger kitchens in culinary science, a new simulation medical office in medical careers, expanded auto refinishing shops, and a dedicated health wing. Broader facility improvements were consistently noted, including modernized classrooms, updated safety, sinks and refill stations, and reliable plumbing and hot water.

Program-specific needs reflected both growth and aging infrastructure. Dental and adult education programs in Building C face significant space and utility challenges. Cybersecurity classes lack up-to-date computers; culinary spaces are undersized; and medical, automotive, welding, and construction programs require modernized labs and equipment to stay aligned with industry standards.

Staff also identified a need for spaces that support collaboration, well-being, and campus safety. Priorities included the addition of meeting rooms, flexible learning spaces, staff lounges, shaded outdoor seating, student commons, and upgraded security. Sustainability and modernization were recurring themes, with calls for ADA compliance, energy-efficient systems, and green initiatives.

In the staff survey, the five most frequently chosen top priorities were:

1. Upgrading learning spaces to support modern education
2. Enhancing safety (e.g., secure entrances, camera systems)
3. Expanding or modernizing lab/shop spaces for hands-on training
4. Ensuring infrastructure is reliable and in good repair
5. Creating flexible or multi-use instructional spaces

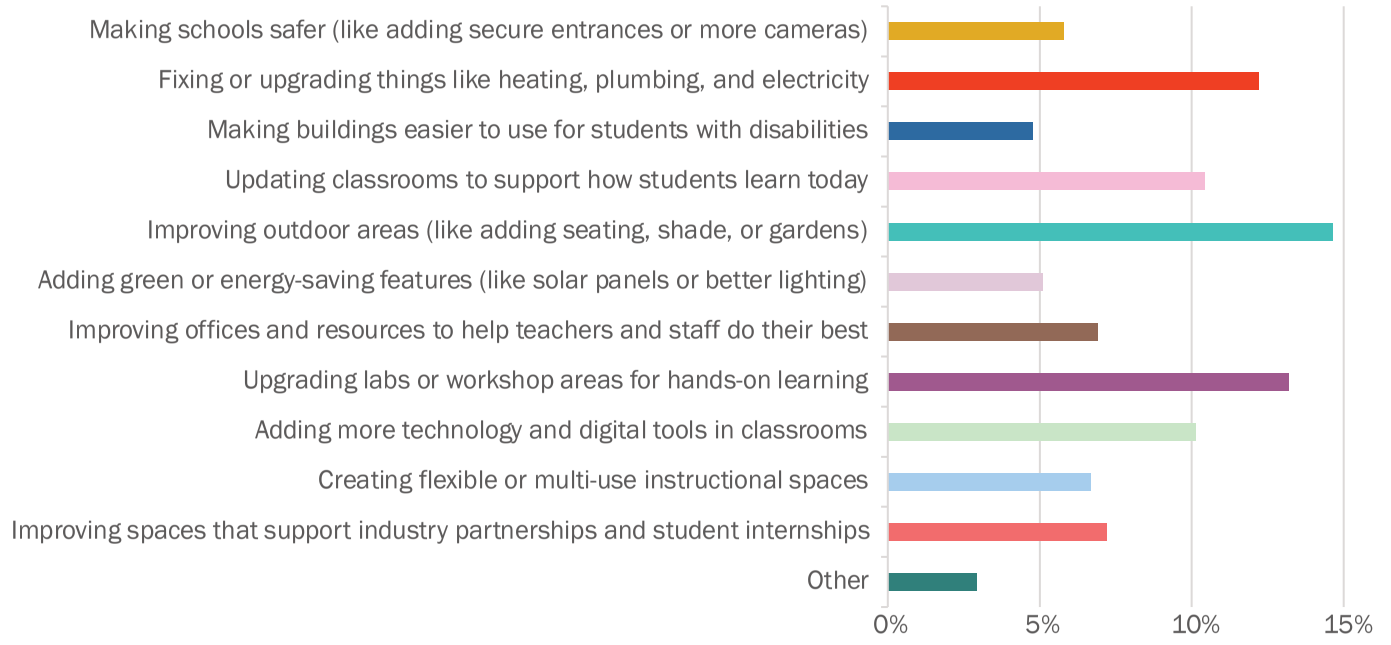


Figure 3.3 - Student Survey Question Responses to What do you think should be improved the most about the ROP's school buildings? (Please select 4 options.)

Student Input

In October, students were invited to share feedback on Eden Area ROP through a student survey, which received 594 responses. The survey was conducted mid-semester to allow first-year students time to become familiar with the campus before participating. Approximately 70% of respondents were first-year students, closely reflecting the overall enrollment of 76% first-years during the 2024-2025 school year. Responses were received from across the four participating districts: Castro Valley Unified (12%), Hayward Unified (37%), San Leandro Unified (28%), and San Lorenzo Unified (24%).

When asked to identify the top four priorities for facility improvements, students most frequently selected the following areas, in this order:

1. Improving outdoor areas (like adding seating, shade, or gardens)
2. Upgrading labs or workshop areas for hands-on learning
3. Fixing or upgrading things like heating, plumbing, and electricity
4. Updating classrooms to support how students learn today
5. Adding more technology and digital tools in classrooms

Students described their time at Eden Area ROP as engaging and rewarding, emphasizing the value of hands-on learning, real-world skills, a welcoming environment, and meaningful relationships with peers and instructors. Notably, when reflecting on their overall experience, most students focused more on community and learning than on the physical facilities themselves.

When asked about facility improvements, students highlighted needs for new communal and food spaces, improved restrooms, enhanced safety (such as a closed campus), modernized learning environments, better HVAC systems, greener outdoor areas, larger classrooms, increased access to water, and updated tools and equipment. The most consistent themes across responses were the need for improved restroom facilities and access to comfortable, social spaces for eating and breaks.

> *"Some remodeling (of) the classes would be nice, (and) new tools and technology."*

> *"I have learned a lot in ROP so far and (it) makes me sure of my future career."*

> *"It would benefit the (Medical Careers) program by having...all health related classes in an area of close proximity- like a Health Wing."*

> *"We need updated bathrooms, (and a) nice lounge for staff."*

> *"ROP needs a dedicated staff meeting space that can be used for staff meetings, collaborations, guest speakers, and industry partner presentations."*

> *"Renovate the buildings and pave the parking lots."*

> *"I think we could really improve our campus by ensuring it's a closed campus. Remodeling bathrooms. Having accessible water stations."*

> *"More green areas where students can go and have a (moment to) relax."*

Figure 3.4 - Quotes from Community Engagement Surveys

Key Takeaways

Feedback across all forms of engagement are grouped into five key themes:

1. Learning Environments & Modernization
2. Infrastructure
3. Health, Safety, & Accessibility
4. Campus Experience & Community Spaces
5. Capacity & Program Growth

Each theme encompasses a range of project types. For example, Learning Environments & Modernization includes both the expansion and enhancement of classrooms and labs, as well as improved access to reliable technology. Most of the engagement groups touched on many of the same goals and concerns, but in order to gain an understanding of where priorities lay and overlap between engagement groups, the top four priorities were identified from each group via frequency, adequacy, and level of concern. Figure 3.3 illustrates these five themes and shows which kinds of facilities improvements emerged as top priorities among each engagement group.The graphic also includes other key facilities needs that were identified during engagement and fit into the same five buckets but were not specifically identified as a top four priority.



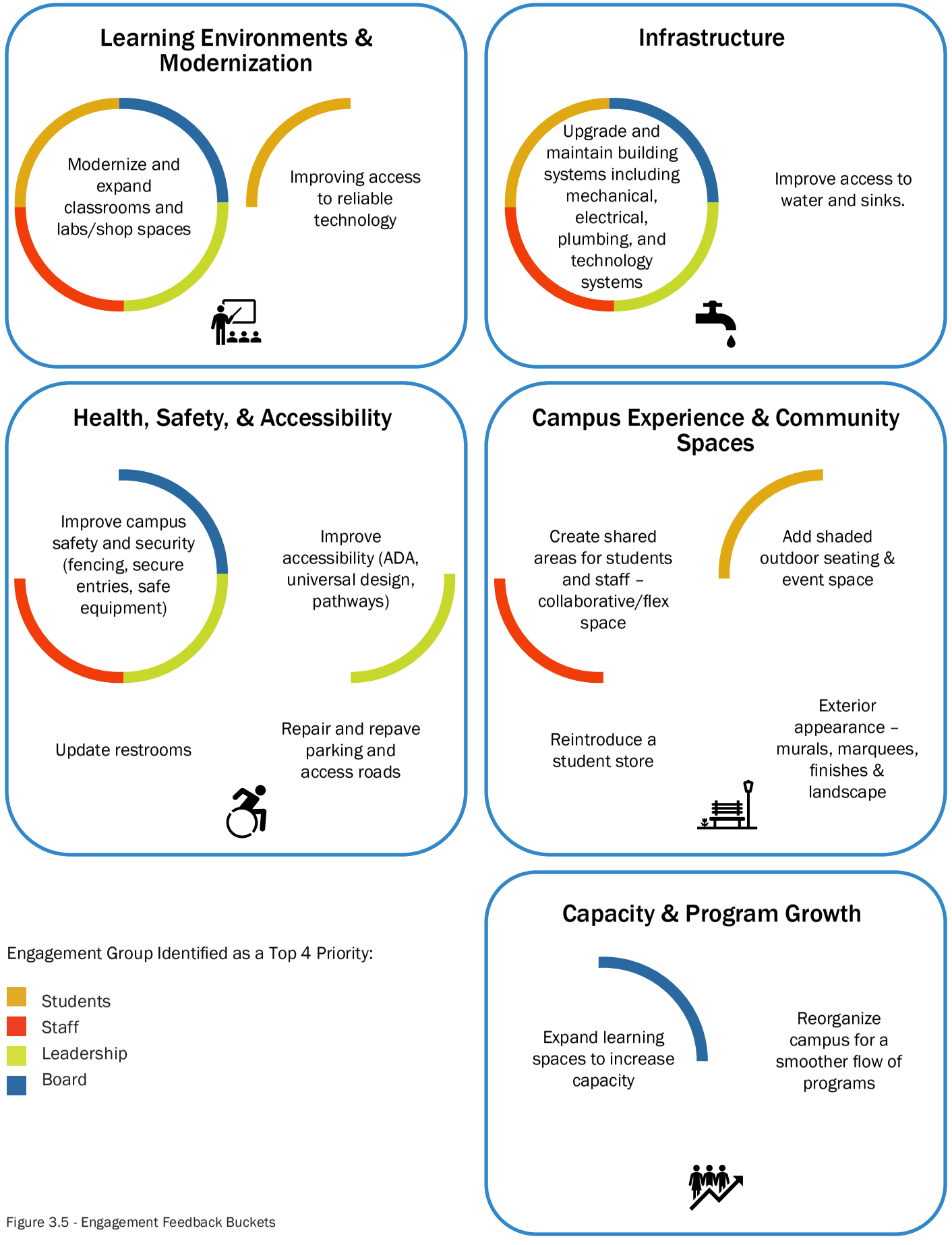


Figure 3.5 - Engagement Feedback Buckets



130

4.0
Findings

4.1 Capacity & Utilization

Understanding School Capacity

School capacity represents the maximum number of students a campus can accommodate based on its instructional spaces and program types. For a standard school or CTE program, capacity is calculated by multiplying each classroom by a loading factor (the standard number of students each classroom is designed to hold) and a utilization factor of 85%. The utilization factor accounts for the scheduling flexibility needed in secondary settings to support diverse course offerings, and staff planning periods. The resulting capacities for all classrooms are all rounded down the nearest whole number and then totaled to determine the site's overall capacity.

The Eden Area ROP campus includes 18 general classroom/lab spaces and 1 special education program room. The District applies a standard loading factor of 25 students per general education CTE classroom and 10 students per special education CTE classroom. Because Eden Area ROP operates both morning (AM) and afternoon (PM) sessions, the capacity also takes into account the number of sessions available.

The formula to calculate site capacity is as follows:

Site Capacity = ∑ (Classroom × Loading Factor × Utilization Factor) × Number of Sessions

The total site capacity for Eden Area ROP is 764 students. This figure reflects the number of students the site can accommodate while maintaining program quality, scheduling flexibility, and safe, effective learning environments.

# of Loadable Classrooms	Loading Factor	# of Sessions	# of Classrooms x Loading Factor x Utilization Factor x # of Sessions
18	25	2	756
1	10	1	8

Utilization Factor	85%
Total Capacity per Session:	386
Total Site Capacity	764
2024-2025 On-Site Enrollment	760
Site Utilization	**99.48%**

Figure 4.1 - Site Capacity Analysis



Figure 4.2 - 2024-2025 Site Utilization



Understanding School Utilization

School utilization measures how efficiently a site's capacity is being used. It is calculated by comparing student enrollment to total capacity:

Utilization = Enrollment/Capacity

For the 2024–2025 school year, Eden Area ROP's enrollment was **760 students**, resulting in a utilization rate of **99.48%**. This near-capacity operation demonstrates that the campus is fully utilized and operating at its maximum limit. While demand for ROP programs continues to grow, the lack of available classroom space constrains additional enrollment, leading to a consistent waitlist each year.

The high utilization underscores both the strength of the program and the pressing need for additional instructional space to expand access and accommodate ongoing community demand.

It is important to note that enrollment at Eden Area ROP is currently capped at the classroom capacity of the school site and the available staffing to support programming. Due to consistently high demand exceeding available capacity, analyzing program waitlists is critical to understanding true demand and informing future capacity planning decisions.

4.2 Educational Adequacy

Methodology

The Perkins Eastman team conducted an Educational Adequacy (EA) assessment of the Eden Area ROP Campus. Unlike traditional facility condition assessments, which focus on the physical state of systems like roofing or HVAC, EA assessments evaluate how well school buildings and learning environments support the needs of today's students and instructional practices. The EA tool is structured around a series of criteria tied to modern educational goals- such as flexibility of learning spaces, safety and security, access to technology, and opportunities for small group or extended learning. The campus and its buildings were evaluated across these dimensions using onsite visual observations conducted by trained assessors. Representative spaces were scored using a standardized rubric, where higher scores reflect stronger alignment with contemporary educational design principles. This methodology provides a holistic view of how well the campus's built environment supports student learning, instructional delivery, and program equity. It serves not only as a snapshot of current conditions but also as a strategic planning tool to identify where investments in modernization or redesign are most urgently needed.

The EA assessment consists of 234 questions, divided into eight categories. Scores for each category are aggregated, resulting in a cumulative score within the range of 0 to 100%. The categories are described below:

Presence: Evaluates how the building and grounds present themselves to the community, as well as the quality of the arrival experience for both students and visitors.

Safety & Security: Assesses the school's safety and security measures, considering design elements like sight lines, transparency, program locations, and both "hard" and "soft" security features (e.g., door hardware and passive observation, respectively).

Community: Assesses the facility design's ability to foster relationships and a sense of community within the school and the surrounding community.



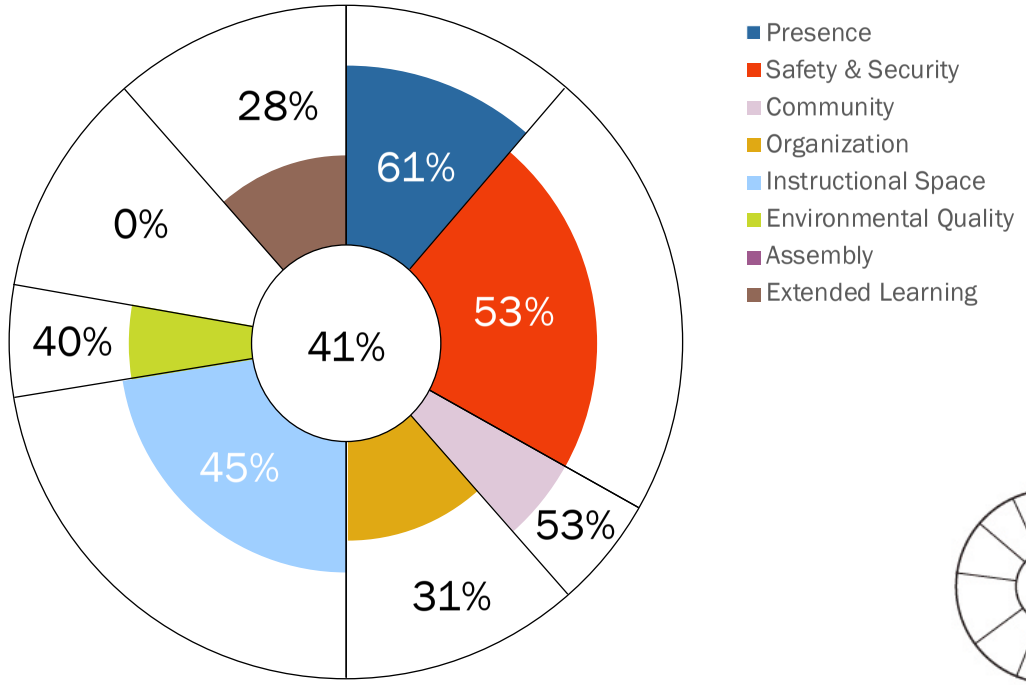
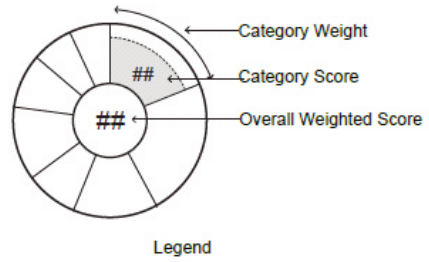


Figure 4.3 - Educational Adequacy Score



Organization: Evaluates the general positioning of spaces within the school, including the main office, spaces for faculty collaboration, and spaces for various student activities.

Instructional Space: Assesses classrooms, science labs, and art studios based on factors, such as room size and shape; furniture and fixture quality; presentation and display opportunities; windows and views; transparency/ connectivity to adjacent spaces; and the color, finishes, and infrastructure that contribute to learning ambiance.

Environmental Quality: Assesses environmental factors, including acoustics, daylighting, thermal comfort, and indoor air quality.

Assembly: Assesses the quality of assembly spaces, including auditoria and dining areas, considering space shape and size; furniture and fixture quality; and design elements that contribute to learning ambiance.

Extended Learning: Assesses extended learning spaces- informal indoor and outdoor spaces that supplement more formal spaces (i.e., classrooms or labs)- on the same factors used to assess instructional spaces.

Findings

The campus received an overall EA score of 41%, indicating poor performance. This low rating stems from several interconnected factors: the advanced age of the buildings, the campus's origins as an elementary school that has been retrofitted rather than purpose-built, and insufficient funding to implement substantial improvements. Complementing the engagement with the Eden Area ROP, the EA revealed that the campus lacks a dedicated gathering space where staff and students can connect and collaborate- a critical amenity for fostering community.

4.3 Facility Condition

Methodology

The goal of a Facilities Condition Assessment (FCA) is to provide a data-driven understanding of a facility's physical assets by identifying deficiencies and defining the scope of maintenance, repair, or replacement needs.

This FCA is based primarily on the 2024 Facilities Master Plan Update prepared by Derivi Castellanos Architects, which incorporated a 2023 review of the mechanical, electrical, plumbing, and fire alarm systems. That baseline information was corroborated with the District's facilities team to reflect any known changes or issues observed over the past year.[3]

The output of an FCA is the Facilities Condition Index (FCI), which compares the cost of repairing identified deficiencies to the cost of replacing the building. In Figure 4.4, buildings as well as their component systems are graded using this metric: higher grades indicate lower FCIs and buildings in better condition, while lower grades indicate more significant repair needs, as indicated in Figure 4.4.

The 2023 study and conditions assessment did not evaluate the structural systems, interior finishes or vertical conveyance. It is recommended that a comprehensive structural evaluation be conducted prior to undertaking any work in the buildings.

For the purposes of this assessment, structural systems, interior finishes and vertical conveyance are assumed to represent 47% of the replacement value of a building based on similar project benchmarks. Accordingly, these costs have been excluded from the replacement value and Facility Condition Index (FCI) calculations.

The FCI is calculated as:

$$\text{FCI} = \frac{\text{Cost of Repairs}}{\text{Replacement Value}} \times 100$$

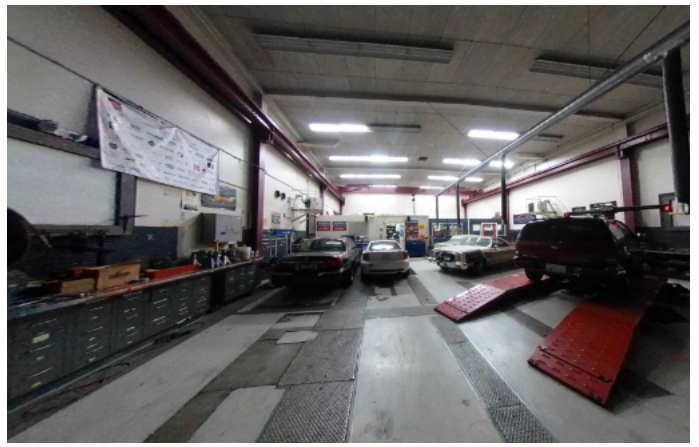
For the site, the FCI is calculated by comparing the cost to repair or replace deficient site elements to the cost of reconstructing the entire site, providing a parallel metric for evaluating site infrastructure condition.

Description	Grade	FCI Score Range
Excellent	A	0.00<FCI<0.10
Good	B	0.10<FCI<0.20
Fair	C	0.20<FCI<0.30
Poor	D	0.30<FCI<0.40
Deficient	F	0.40<FCI<1

[3] Hayward Unified School District. Facilities Master Plan (FMP) Update. September 2021. July 2024 Update.

Building	Total SF	Building Letter Grade	Exterior Enclosure 15%	Roofing 7%	Plumbing 10%	Fire Protection 4%	HVAC 8%	Electrical 9%
Building A	8,300	C	C	A	D	A	A	F
Building B	8,700	C	A	A	A	F	D	F
Building C	22,600	F	C	F	F	F	A	F
Building E	1,500	F	F	F	F	F	A	F
Building F	12,630	F	C	F	D	F	A	F
Building G	17,330	C	B	A	A	F	A	F
Building H	8,430	F	C	A	A	F	F	F
Site	521,000	F						

Figure 4.4 - Facilities Condition Index





Findings

Across the campus, electrical systems are deficient and require upgrading in all buildings, and fire protection systems are deficient and require upgrading in all buildings apart from Building A. Buildings C, E, F, H and the site have the highest overall FCI, indicating significant deficiencies and high need. Buildings A and G are in fair condition, but still have some need. Building B consists of four portables, two of which (Portables 3 and 4) have been modernized, while the remaining two (Portables 1 and 2) have exceeded their expected lifespan, splitting Building B's score between varying needs. These findings highlight priority areas for maintenance, repair, and modernization efforts to ensure campus-wide facility reliability and safety.

4.4 Facilities Timeline

Most of the buildings were originally built in the 1960's. Their age contributes to their facilities' condition and need for updates.

Building A

Building A was originally constructed in 1965 as the administrative building for the Hayward Vocational Center. It continues to function as the campus's administrative building, housing offices and a board room.

Building B

Building B consists of four portable buildings. Portables B-1 and B-2 were installed in the 1980s, while B-3 and B-4 were added in 2006 and have been remodeled in recent years. B-1 houses Careers in Education, B-2 and B-3 house support services, and B-4 houses a Medical Careers classroom.

Building C

Building C was originally constructed as Ruth Gansberger Elementary School in 1958, and an all-purpose room addition, now serving as the technology room and annex, was completed in 1961. The building underwent renovation in 1977 and has since been adapted for Regional Occupational Center use. It currently houses Dental classrooms (in the oldest wing, but recently modernized), a Merchandising classroom in the former kindergarten room (C-1), and programs in Cybersecurity, Medical Careers, Careers in Law, and Educational Services, and Electrical Adult programs. Due to its initial programming as an elementary school, fixtures in Building C are all sized for younger students.

Building E

Building E was constructed in 1965 as a storage facility for the Hayward Vocational Center, and is still used to store machinery and equipment.

Building F

Constructed in 1965 as part of the Hayward Vocational Center, Building F originally included an Auto Shop and Diesel Shop on the ground floor, with a lecture hall turned drafting room above in a second level. The second level is currently used for storage as it is not ADA accessible. A shop expansion was completed in 1980. Today, the building continues to house Automotive Technology programs, including Zero Emission Vehicle (ZEV) training.

Building G

Also built in 1965 for the Hayward Vocational Center, Building G initially contained a farm shop, agricultural chemistry lab, agricultural engineering and metal work areas, a general metal shop, a carpentry shop, and a mill cabinet shop. Over time, the building has been repurposed to support Culinary Science, Welding Technology, Auto Refinishing, and Construction Technology programs. A storage addition was constructed in 1978.

Building H

Constructed in 1965 as part of the Hayward Vocational Center, Building H originally housed a machine shop, a heavy fabrication lab, a divisible drafting and lecture room, and an electronics lab. It is now home to the First Responders and Medical Careers programs.

Findings

Eden Area ROP's building portfolio is aging, and continued investment in existing system upgrades and repairs will yield diminishing returns over time. A significant challenge is that most existing buildings are currently programmed for uses they were not originally designed to accommodate. While these spaces have been retrofitted to align with current curriculum needs, the adaptations are limited by the constraints of the original building design. Future programmatic changes or evolving educational requirements could necessitate costly and potentially prohibitive upgrades to infrastructure, mechanical systems, and spatial configurations that were never intended to support these functions.

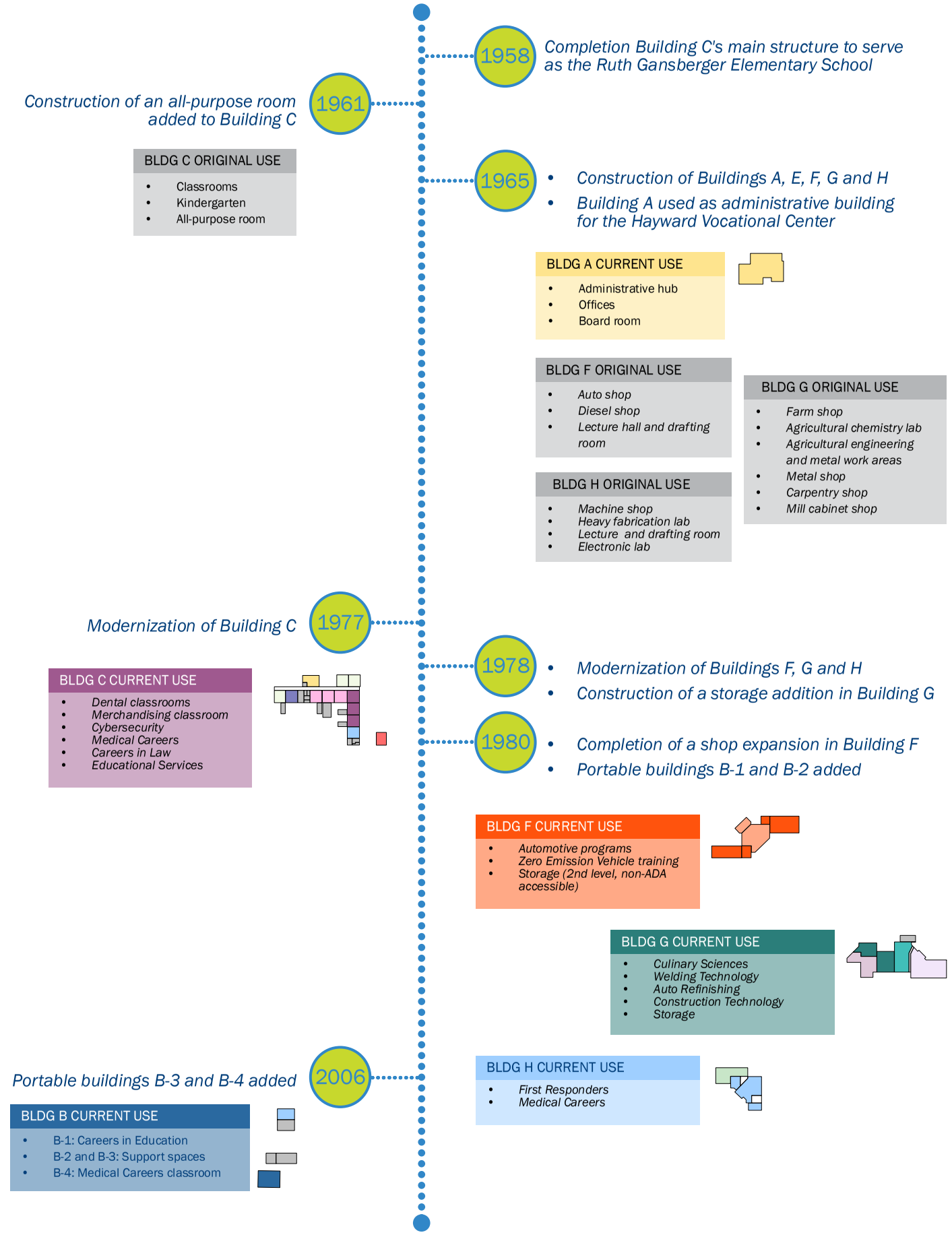


Figure 4.5 - Construction Timeline

4.5 Program Standards

Overview of Program Space Standards

Perkins Eastman collaborated with Eden Area ROP leadership to develop program space standards that define the appropriate size requirements for each program pathway. These standards were developed using typical room sizes from existing facilities, equipment layout needs, and student enrollment data, based on a 25-student class size. Figure 4.6 illustrates the program space standards for each Eden Area ROP pathway and related support spaces.

Purpose and Application

Program Space Standards create a consistent framework for assessing how well existing facilities support their programs. They also guide planning for new or modernized classrooms and shops, ensuring each program has adequate space. These standards are intended to serve as a clear size baseline for future construction, modernization, and overall planning at Eden Area ROP.

Findings

To understand how well current facilities support existing programs, the Program Size Standards were compared to Eden Area ROP's existing instructional space sizes. While some rooms meet the Program Space Standards, many are undersized for their programs. Most programs operating in Building C, originally built as an elementary school, are not appropriately sized. Even the vocational labs that were purpose-built in the 1960s are now mismatched to current standards, equipment needs, and program growth.

Figure 4.6, depicts recommended program space standards and compares these sizes to existing instructional spaces on campus. Undersized spaces appear in red, spaces within their recommended size ranges in blue, and oversized spaces in green. Ideally, undersized spaces would be expanded- whether through interior reconfiguration with oversized spaces, additions to existing buildings, or construction of new purpose-built facilities.

Description	Color
Oversized	
Within Range	
Undersized	



Instructional Space - Program Size Standards

Program Pathway / Lab Type	Recommended Size Range (SF)	Requirements	Existing Rooms In Pathway		
Automotive Collision & Refinishing	4,000–5,500	Requires spray booth with exhaust and fire suppression; storage for parts and hazardous materials	G-1		
Automotive Technology	3,000–4,500	Includes vehicle lifts, tool storage, and adjacent theory space	F-1	F-4	
Careers in Education	1,200–1,800	Classroom + lab setup for simulated learning environments; storage for teaching materials	B-1		
Careers in Law, Forensics & Public Safety	1,500–2,000	Includes mock courtroom/lab space; flexible layout for scenario training	C-7	C-8	
Construction Technology	2,500–4,000	Open shop area with tool cages, dust collection, and project storage	G-2		
Culinary Science	2,000–3,000	Commercial-grade kitchen, storage, and adjacent classroom for theory	G-4		
Cybersecurity	1,200–1,800	High-tech computer lab with flexible workstation layout and secure network setup	C-6	G-9	
Dental Careers	1,200–1,800	Requires dental chairs, sinks, and sterilization area; compliant with health codes	C-3	C-4	C-5
First Responder (Fire Science / EMT)	2,000–3,000	Simulation area for equipment drills; storage for turnout gear; classroom nearby	H-2		
Medical Careers	1,200–1,800	Includes patient beds, mannequins, and lab sinks; often near science labs	C-2	H-1	B-4
Merchandising	1,200–1,800	Includes sewing/design area, display space, and storage for materials	C-1		
Welding Technology	3,000–4,000	Individual welding booths, ventilation, gas storage, and adjacent classroom	G-3	G-3A	
Zero-Emission Vehicle	3,000–4,000	EV charging stations, high-voltage safety systems, and adjacent classroom	F-3		

Supporting Space - Program Size Standards

Theory Classroom (if separate):	800–1,000		H-1A	H-1B	F-4A
Storage / Prep Rooms	150–400				

Figure 4.6 - Program Size Standards Chart



5.0
Recommendations

5.1 Project Priorities

Establishing Priorities

By synthesizing the feedback and priorities identified by engagement with the Eden Area ROP community along with the needs identified from the EA Assessment and FCI, a set of overarching priority areas were identified:

1. Modernize instructional spaces to support hands-on, career-focused learning
2. Ensure infrastructure is reliable and in good repair
3. Improve outdoor areas
4. Enhance safety
5. Create flexible or multi-use instructional and support spaces

Introduction and Goals

Building on insights gathered through stakeholder engagement, technical facility assessments, and enrollment analysis, the FMP identifies a strategic portfolio of capital projects. These projects are designed to address critical existing deficiencies, improve the quality of learning and working environments for students and staff, and create flexible, modern facilities capable of adapting to future changes in career technical education programming.



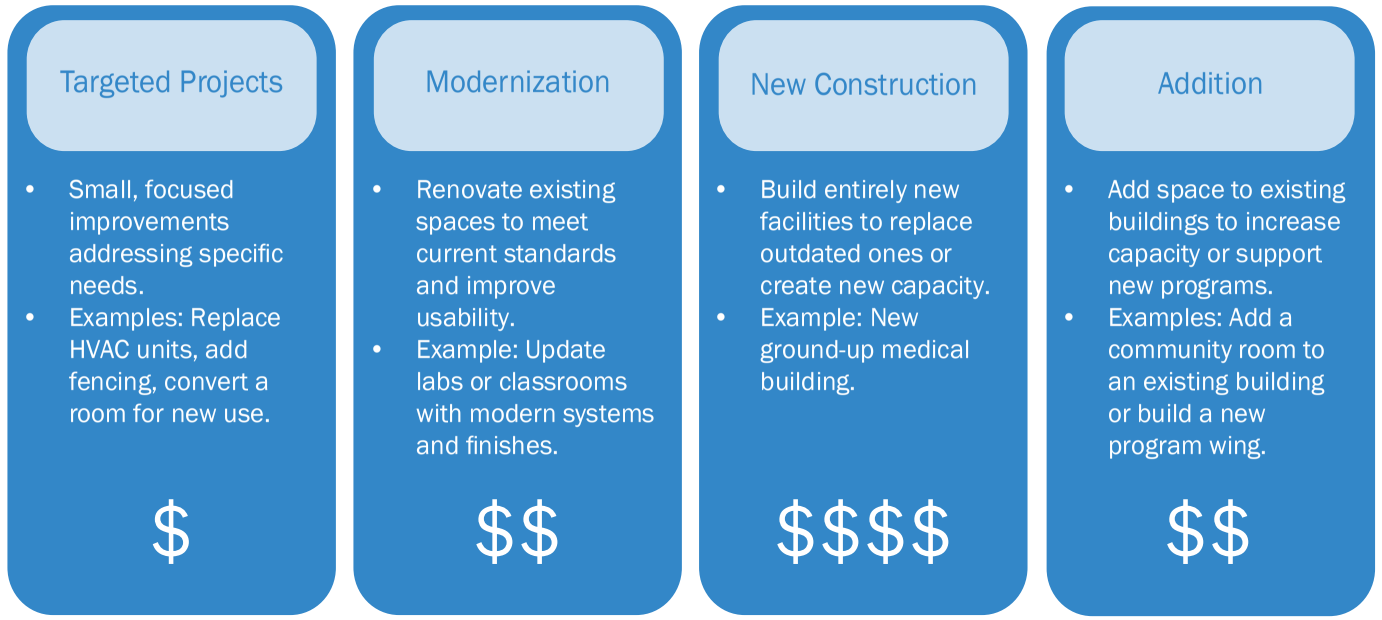


Figure 5.1 - Project Types

Project Types

Based on the level of intervention required, the capital projects were classified into four types. Each type of project represents a different level of scope, investment, and impact on educational programs. Understanding these categories helps ensure consistency and transparency in evaluating potential projects.

Targeted Improvement:
Focused projects that address a specific issue or need within an existing facility. Examples include repairing or upgrading HVAC systems, improving lighting, reconfiguring a single classroom, or adding new equipment to support a specific pathway. These projects typically have a limited scope and address one specific need.

Modernization:
Comprehensive upgrades to existing buildings or spaces to meet current educational, accessibility, and safety standards. This may include reconfiguring layouts, upgrading utilities and infrastructure, integrating modern technology, improving energy efficiency, and refreshing finishes to create learning spaces that reflect industry standards and instructional best practices.

New Construction:
The creation of entirely new buildings or facilities on the site. New construction projects may replace outdated structures or provide purpose-built spaces for emerging programs that cannot be accommodated through modernization or addition. These projects represent the largest investments and longest implementation timelines.

Addition:
Additions to existing buildings that create new instructional or support space to accommodate program growth. Additions may involve adding new classrooms, labs, or specialized areas such as storage, prep rooms, or collaborative learning zones. They may also include enlarging existing classrooms to better support current needs. These projects support increased enrollment or the introduction of new ROP pathways.

When looking at these lenses together, potential projects can be analyzed for how well they serve the needs of Eden Area ROP.

5.2 Project Matrix

Applying the Framework

Eden Area ROP's facility needs can be evaluated by looking at the total cost associated with each major project type. Moving forward, Eden Area ROP may choose to address facility needs through targeted projects, a full modernization, new construction, or a combination of these approaches. Resolving the campus' needs with targeted projects would cost an estimated $42.7 million, though this approach cannot address all deficiencies. Addressing all eligible needs through modernization would total about $41.1 million, while fully replacing the campus with new construction would require roughly $128.5 million. In addition, approximately $22.2 million in needs fall under building additions- work that must be paired with another project type to expand existing facilities. Most site work is also categorized as targeted projects and would remain necessary regardless of the chosen approach.

Given the ownership structure and limited funding streams, these totals represent different pathways for moving forward rather than a prescribed set of recommendations. The matrix in Figure 5.2 provides a decision-making framework to evaluate these options by showing how each project type aligns with facility needs and the level of capital investment required. It allows Eden Area ROP and its partner districts to compare approaches and explore how various strategies can be mixed and matched to best meet priorities.

In Figure 5.2, project types are shown in the columns, and priorities are listed in the rows, with an additional "Other" row for needs outside the five main priority areas. The bottom of each building's data includes a summary of costs by project type and priority.

Within the matrix, each cell represents the intersection of a project type and a priority. A circle indicates that a need exists in that intersection:

- **Blue circle:** This project type addresses some needs. For example, replacing electrical systems in an existing building meets many requirements, but a new building offers full design flexibility, higher efficiency, and longer-term performance. The blue circle signals that the solution works but is not optimal.
- **Yellow circle:** This project type addresses most needs. Most modernization projects fall here, balancing targeted upgrades with new work.
- **Green circle:** This project type fully addresses needs. These typically represent new construction or site-targeted projects that best meet long-term program requirements.
- **White circle:** This project type could not address the need.

The bottom of the framework summarizes total costs to address all facility needs through each project type: targeted, modernization, and new construction. Addition projects are planned in combination with other project types.

Figure 5.3 on the following page illustrates an example of this combined approach, showing how different project types can be assembled into potential recommended projects.

Addresses Some Needs
Addresses Most Needs
Fully Addresses Needs

		Targeted	Modernization	New Construction	Addition
Building A					
8,300 SF	Modernized Learning Spaces				
Admin	Updated Infrastructure	●	●	○	
	Outdoor Areas				
	Health and Safety	●	●	○	
	Flex space	○	○	○	
	Other	●	●	○	○
		$ 2,020,000	$ 4,920,000	$ 10,700,000	$ 2,580,000
Building B					
8,700 SF	Modernized Learning Spaces	●	○	○	
Portables: Medical Careers, Support Spaces	Updated Infrastructure	●	○	○	
	Outdoor Areas				
	Health and Safety	●	○	○	
	Flex space				
	Other	●	○	○	
		$ 1,280,000	$ -	$ 13,590,000	$ -
Building C					
22,600 SF	Modernized Learning Spaces	●	●	○	○
Adult Ed, Cyber, Dental, Ed Service, Law, Medical, Merchandising	Updated Infrastructure	●	●	○	
	Outdoor Areas				
	Health and Safety	●	●	○	
	Flex space				
	Other	●	●	○	
		$ 9,310,000	$ 13,400,000	$ 34,970,000	$ 6,190,000
Building E					
1,500 SF	Modernized Learning Spaces				
Storage for machinery and vehicles	Updated Infrastructure	●	○	○	
	Outdoor Areas				
	Health and Safety	●	○	○	
	Flex space				
	Other	●	○	○	
		$ 800,000	$ -	$ 780,000	$ -
Building F					
12,600 SF	Modernized Learning Spaces	●	●	○	
Auto Tech, ZEV	Updated Infrastructure	●	●	○	
	Outdoor Areas				
	Health and Safety	●	●	○	
	Flex space				
	Other	●	●	○	
		$ 5,050,000	$ 7,490,000	$ 19,540,000	$ -
Building G					
17,300 SF	Modernized Learning Spaces	●	●	○	○
Auto Refinishing, Construction, Culinary, Welding	Updated Infrastructure	●	●	○	
	Outdoor Areas				
	Health and Safety	●	●	○	
	Flex space				
	Other	●	●	○	
		$ 8,240,000	$ 10,280,000	$ 26,810,000	$ 7,220,000
Building H					
9,300 SF	Modernized Learning Spaces	●	●	○	○
First Responder, Medical	Updated Infrastructure	●	●	○	
	Outdoor Areas				
	Health and Safety	●	●	○	
	Flex space				
	Other	●	●	○	
		$ 2,660,000	$ 5,000,000	$ 13,040,000	$ 6,190,000
Site					
	Modernized Learning Spaces				
	Updated Infrastructure	○	○	○	
	Outdoor Areas	○	○	○	
	Health and Safety	○	○	○	
	Flex space	○	○	○	
	Other	○	○	○	
		$ 13,290,000	$ -	$ 9,030,000	$ -
Cost Summary		$ 42,650,000	$ 41,100,000	$ 128,460,000	$ 22,180,000

Figure 5.2 - Framework Matrix



Figure 5.3 - Recommended Projects

BUILDING LEGEND

- Areas with Recent Targeted Work
- Unconditioned Sheds (Replace)
- Potential Modernization
- Potential New Construction
- Potential Addition
- Portables
- Main Office

RECOMMENDED SITE IMPROVEMENTS

1. Install new water bottle fill stations
2. Create new outdoor seating hub
3. Install new perimeter fencing and security enhancements
4. Install new marquee and site signage
5. Replace asphalt paving
6. Restripe parking , add ADA spaces with a new ADA path of travel
7. Replace Portables 1 & 2 with new Building B (medical programs + flex space)
8. Create new shaded courtyard with tables and seating
9. Expand auto refinishing area for detailing and aluminum repair
10. Relocate Careers in Education, and support spaces to Building H
11. Expand dental careers program space
12. Develop outdoor, multi-discipline construction lab area
13. Expand culinary kitchen into adjacent culinary classroom
14. Replace Storage Building E with new construction

5.3 Ownership Coordination

Coordination Required

The partnership of Hayward Unified School District is essential to the success of future facility improvements. Because Eden Area ROP site is owned by HUSD, continued coordination and shared planning will be key to moving forward with meaningful upgrades that benefit students, staff, and the broader community.

Smaller, targeted projects, such as classroom enhancements, equipment replacements, or limited site improvements, can typically be undertaken independently by Eden Area ROP. However, larger capital efforts, including full building modernizations, major infrastructure work, or new facility construction, will require close alignment with HUSD priorities and funding participation to become a reality.

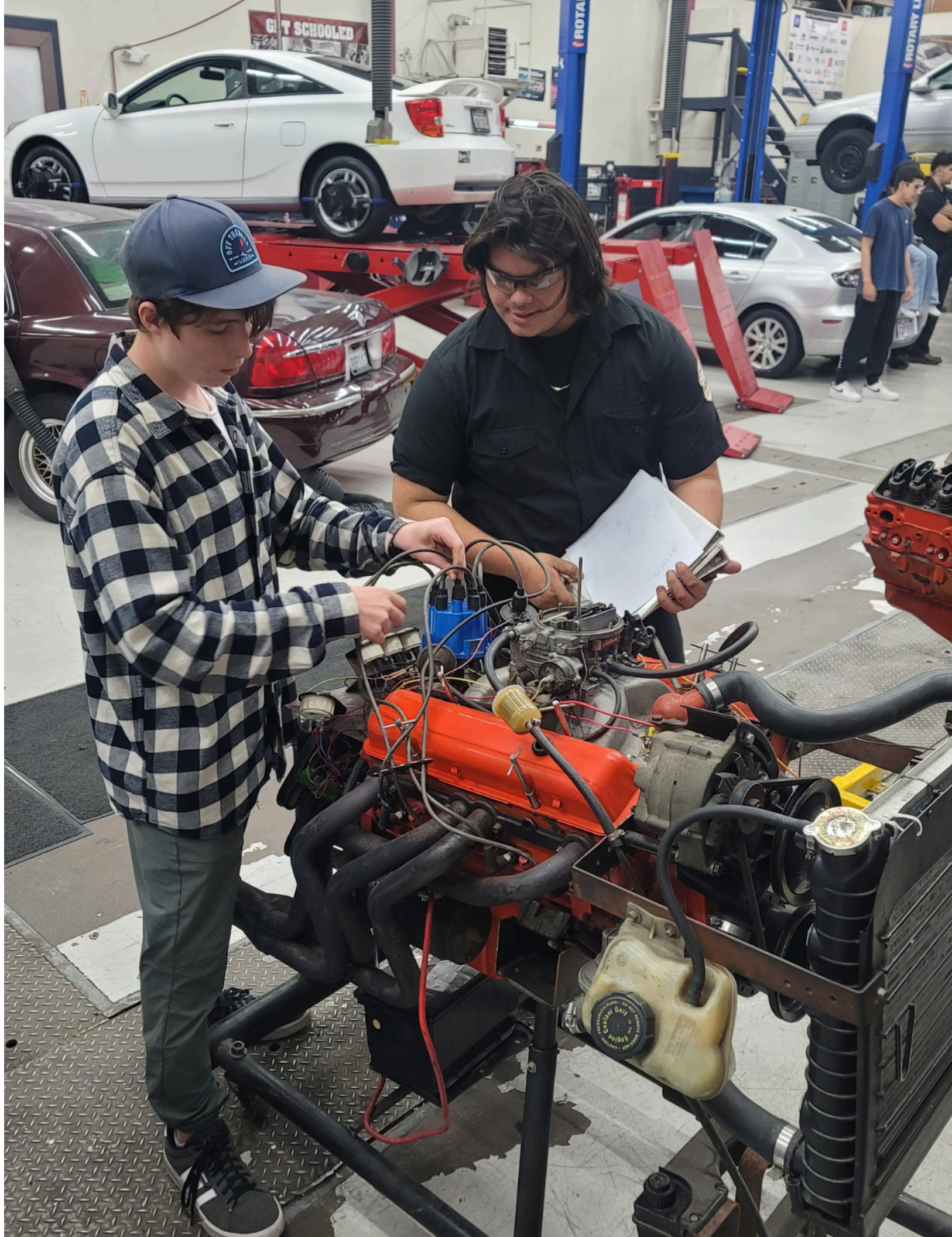


5.4 Code Compliance Considerations

Considerations

Projects must account for two critical cost factors: (1) accessibility upgrades may require up to 20% of construction costs to meet DSA requirements for paths of travel, restrooms, and related elements; and (2) without prior seismic assessments, work exceeding 50% of a facility's replacement value may trigger mandatory structural upgrades under current code. Given Eden ROP's limited facilities funding and aging infrastructure, these costs must be incorporated during project selection.





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Project Type	Building	Pathway	Project Priority Area	Potential Project	Cost (2025) Low	Cost (2025) High
Targeted	Building A		Other	Add signage	$ 47,000	$ 70,000
Addition	Building A		Other	Expand Office Space	$ 2,579,000	$ 3,869,000
Targeted	Building A		Health and Safety	HazMat Survey & Mitigation Planning	$ 643,000	$ 964,000
Modernization	Building A		Health and Safety	HazMat Survey & Mitigation Planning	$ 643,000	$ 964,000
Modernization	Building A		Other	Modernize Building A	$ 4,281,000	$ 6,422,000
New Construction	Building A		Other	Replace Building A with New Construction	$ 10,702,000	$ 16,053,000
Targeted	Building A		Updated Infrastructure	Replace electrical systems	$ 728,000	$ 1,092,000
Targeted	Building A		Other	Replace exterior window and door systems	$ 258,000	$ 387,000
Targeted	Building A		Updated Infrastructure	Replace lay-in ceiling tiles at Building A	$ 215,000	$ 322,000
Targeted	Building A		Updated Infrastructure	Replace Lighting and lighting controls	$ 129,000	$ 193,000
Targeted	Building B		Other	Add signage	$ 47,000	$ 70,000
New Construction	Building B		Modernized Learning Spaces	Replace Building B with New Construction	$ 13,483,000	$ 20,225,000
New Construction	Building B		Modernized Learning Spaces	Remove all B Portables	$ 104,000	$ 155,000
Targeted	Building B		Updated Infrastructure	Replace electrical systems	$ 765,000	$ 1,147,000
Targeted	Building B		Health and Safety	Replace Fire Alarm systems	$ 338,000	$ 506,000
Targeted	Building B		Updated Infrastructure	Replace Lighting and lighting controls	$ 135,000	$ 203,000
Targeted	Building C		Health and Safety	Add ADA sinks in all classrooms	$ 52,000	$ 78,000
Targeted	Building C	Merchandising	Health and Safety	Add ADA toilets to student restrooms	$ 258,000	$ 387,000
Targeted	Building C		Other	Add signage	$ 47,000	$ 70,000
Addition	Building C	Dental Careers	Modernized Learning Spaces	Expand Dental Labs	$ 6,190,000	$ 9,284,000
Targeted	Building C		Health and Safety	HazMat Survey & Mitigation Planning	$ 1,749,000	$ 2,623,000
Modernization	Building C		Health and Safety	HazMat Survey & Mitigation Planning	$ 1,749,000	$ 2,623,000
Modernization	Building C		Modernized Learning Spaces	Modernize Building C	$ 11,657,000	$ 17,485,000
Targeted	Building C		Modernized Learning Spaces	Replace and Update Equipment	$ 875,000	$ 1,312,000
New Construction	Building C		Modernized Learning Spaces	Replace Building C with New Construction	$ 34,969,000	$ 52,453,000

Project Type	Building	Pathway	Project Priority Area	Potential Project	Cost (2025) Low	Cost (2025) High
Targeted	Building C		Updated Infrastructure	Replace electrical systems	$ 1,982,000	$ 2,973,000
Targeted	Building C		Other	Replace exterior window and door systems	$ 516,000	$ 774,000
Targeted	Building C		Other	Replace exterior wood siding at Building C	$ 186,000	$ 279,000
Targeted	Building C		Health and Safety	Replace Fire Alarm systems	$ 875,000	$ 1,312,000
Targeted	Building C		Updated Infrastructure	Replace Lighting and lighting controls	$ 350,000	$ 525,000
Targeted	Building C		Updated Infrastructure	Replace plumbing at Building C	$ 964,000	$ 1,446,000
Targeted	Building C		Updated Infrastructure	Roof Repairs at Building C	$ 1,458,000	$ 2,186,000
Targeted	Building E		Health and Safety	HazMat Survey & Mitigation Planning	$ 118,000	$ 177,000
Targeted	Building E		Other	Repaint	$ 12,000	$ 18,000
New Construction	Building E		Other	Replace Building E with New Construction	$ 784,000	$ 1,176,000
Targeted	Building E		Updated Infrastructure	Replace electrical systems	$ 134,000	$ 200,000
Targeted	Building E		Other	Replace exterior window and door systems	$ 129,000	$ 194,000
Targeted	Building E		Updated Infrastructure	Replace Lighting and lighting controls	$ 24,000	$ 36,000
Targeted	Building E		Other	Replace roll up doors	$ 26,000	$ 39,000
Targeted	Building E		Updated Infrastructure	Replace roofing	$ 98,000	$ 147,000
Targeted	Building E		Health and Safety	Upgrade restrooms	$ 258,000	$ 387,000
Targeted	Building F		Health and Safety	Add ADA toilets to student restrooms	$ 129,000	$ 194,000
Targeted	Building F		Health and Safety	Add an elevator	$ 387,000	$ 581,000
Targeted	Building F		Other	Add signage	$ 47,000	$ 70,000
Targeted	Building F		Health and Safety	HazMat Survey & Mitigation Planning	$ 978,000	$ 1,466,000
Modernization	Building F		Health and Safety	HazMat Survey & Mitigation Planning	$ 978,000	$ 1,466,000
Modernization	Building F		Modernized Learning Spaces	Modernize Building F	$ 6,514,000	$ 9,771,000
Targeted	Building F		Modernized Learning Spaces	Replace and Update Equipment	$ 489,000	$ 733,000
New Construction	Building F		Modernized Learning Spaces	Replace Building F with New Construction	$ 19,542,000	$ 29,313,000
Targeted	Building F		Updated Infrastructure	Replace electrical systems	$ 1,108,000	$ 1,662,000

Project Type	Building	Pathway	Project Priority Area	Potential Project	Cost (2025) Low	Cost (2025) High
Targeted	Building F		Other	Replace exterior window and door systems	$ 387,000	$ 581,000
Targeted	Building F		Health and Safety	Replace Fire Alarm systems	$ 489,000	$ 733,000
Targeted	Building F		Updated Infrastructure	Replace Lighting and lighting controls	$ 196,000	$ 294,000
Targeted	Building F		Other	Replace metal siding	$ 31,000	$ 47,000
Targeted	Building F		Updated Infrastructure	Roof Repairs at Building F	$ 815,000	$ 1,222,000
Targeted	Building G		Health and Safety	Add ADA toilets to student restrooms	$ 129,000	$ 194,000
Targeted	Building G		Other	Add signage	$ 47,000	$ 70,000
Targeted	Building G	Culinary Science	Modernized Learning Spaces	Move walls to expand culinary kitchen into culinary classroom	$ 42,000	$ 62,000
Targeted	Building G	Culinary Science	Modernized Learning Spaces	Kitchen update expanding into culinary classroom	$ 3,003,000	$ 4,505,000
Addition	Building G	Culinary Science	Modernized Learning Spaces	Additional construction to expand to culinary classroom	$ 4,127,000	$ 6,190,000
Targeted	Building G		Health and Safety	HazMat Survey & Mitigation Planning	$ 1,341,000	$ 2,012,000
Modernization	Building G		Health and Safety	HazMat Survey & Mitigation Planning	$ 1,341,000	$ 2,012,000
Modernization	Building G		Modernized Learning Spaces	Modernize Building G	$ 8,939,000	$ 13,408,000
Addition	Building G	Automotive Collision & Refinishing	Modernized Learning Spaces	New dedicated space for aluminum auto repair and safe refinishing work	$ 3,095,000	$ 4,642,000
Targeted	Building G		Modernized Learning Spaces	Replace and Update Equipment	$ 671,000	$ 1,006,000
New Construction	Building G		Modernized Learning Spaces	Replace Building G with New Construction	$ 26,815,000	$ 40,222,000
Targeted	Building G		Updated Infrastructure	Replace electrical systems	$ 1,520,000	$ 2,280,000
Targeted	Building G		Other	Replace exterior window and door systems	$ 516,000	$ 774,000
Targeted	Building G		Health and Safety	Replace Fire Alarm systems	$ 671,000	$ 1,006,000
Targeted	Building G		Updated Infrastructure	Replace Lighting and lighting controls	$ 269,000	$ 403,000
Targeted	Building G		Other	Replace metal siding	$ 39,000	$ 59,000
Addition	Building H	Medical Careers	Modernized Learning Spaces	New simulation medical office and lab for Medical Careers	$ 6,190,000	$ 9,284,000
Targeted	Building H		Health and Safety	Add ADA sinks in each clinical exam room	$ 16,000	$ 24,000
Targeted	Building H		Health and Safety	Add ADA toilets to student restrooms	$ 129,000	$ 194,000
Targeted	Building H		Other	Add signage	$ 47,000	$ 70,000

Project Type	Building	Pathway	Project Priority Area	Potential Project	Cost (2025) Low	Cost (2025) High
Targeted	Building H		Health and Safety	HazMat Survey & Mitigation Planning	$ 653,000	$ 979,000
Modernization	Building H		Health and Safety	HazMat Survey & Mitigation Planning	$ 653,000	$ 979,000
Modernization	Building H		Modernized Learning Spaces	Modernize Building H	$ 4,348,000	$ 6,522,000
Targeted	Building H		Modernized Learning Spaces	Replace and Update Equipment	$ 327,000	$ 490,000
New Construction	Building H		Modernized Learning Spaces	Replace Building H with New Construction	$ 13,044,000	$ 19,566,000
Targeted	Building H		Updated Infrastructure	Replace electrical systems	$ 740,000	$ 1,109,000
Targeted	Building H		Other	Replace exterior window and door systems	$ 258,000	$ 387,000
Targeted	Building H		Health and Safety	Replace Fire Alarm systems	$ 327,000	$ 490,000
Targeted	Building H		Updated Infrastructure	Replace Lighting and lighting controls	$ 131,000	$ 196,000
Targeted	Building H		Other	Replace metal siding	$ 31,000	$ 47,000
Targeted	Building H		Updated Infrastructure	Replace Unit heaters at Building H first responders room	$ 8,000	$ 12,000
Targeted	Site		Health and Safety	Add (2) new water fill up stations	$ 31,000	$ 47,000
Targeted	Site		Other	Add (2) new outdoor recycling receptacles	$ 16,000	$ 24,000
Targeted	Site		Health and Safety	Create ADA path of travel	$ 581,000	$ 871,000
New Construction	Site		Flex space	New Construction of an MPR & Staff Lounge	$ 9,026,000	$ 13,539,000
Targeted	Site		Outdoor Areas	New Exterior Covered Seating	$ 516,000	$ 774,000
Targeted	Site		Health and Safety	New Fencing	$ 503,000	$ 755,000
Targeted	Site		Health and Safety	New Gates (to go with fencing)	$ 78,000	$ 117,000
Targeted	Site	Construction Technology	Modernized Learning Spaces	Landscaping at New Exterior Covered Seating	$ 129,000	$ 194,000
Targeted	Site	Construction Technology	Modernized Learning Spaces	Develop Outdoor multi-discipline construction lab space	$ 129,000	$ 194,000
Targeted	Site		Other	New Marquee	$ 78,000	$ 117,000
Targeted	Site		Health and Safety	Replacing asphalt at parking and shop areas	$ 11,218,000	$ 16,827,000
Targeted	Site		Health and Safety	Restripe and add ADA parking	$ 20,000	$ 30,000